



Mailing Standards of the United States Postal Service, Domestic Mail Manual

May 12, 2008

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) provides our official prices and standards for all domestic mailing services. Many commercial mailers find it helpful to reference these standards as they prepare and enter large mailings.

For household mailers who need information about our retail products and services, we offer *A Customer's Guide to Mailing* in English, Spanish, and Chinese. New business mailers can start with *An Introduction to Mailing for Businesses and Organizations*. It provides an overview of business mail and walks mailers through the decisions they will make when designing a mailing. Both publications are updated and available in many Post Offices and on our Postal Explorer Web site at pe.usps.com. Postal Explorer also provides helpful search features, mailing tools, and price calculators to make mailing easy.

Summary of Changes

The DMM is updated frequently on Postal Explorer at pe.usps.com. Revisions are published in the Summary of Changes by effective date and by DMM module. Mailing standards in the DMM are revised by notices in the *Postal Bulletin* or the *Federal Register*.

Availability

Public – The public can access the updated DMM in PDF and HTML formats on Postal Explorer at pe.usps.com. Annual subscriptions for printed copies are available only through the U.S. Government Printing Office, 202-512-1800.

USPS – Postal employees can access the updated DMM in PDF and HTML formats on Postal Explorer at pe.usps.com or on the Postal Explorer CD-ROM. Offices can order printed copies through the Material Distribution Center using standard ordering procedures.

How to Use This Book

An introduction is located at the beginning of the book. It explains how information is organized around four basic concepts — mailing method, shape of mail, class of mail, and topic — and how the DMM is numbered. Also included is a series of *Quick Service Guides*, two-page overviews of mail classification and preparation.

Comments

Contact your local Post Office, business mail entry office, or the Pricing and Classification Service Center (PCSC) with comments or questions about our mailing standards (see [608.8.4](#) for addresses and telephone numbers of business mail entry offices and the PCSC).

Stephen M. Kearney
Vice President
Pricing and Classification

Mailing Standards of the United States Postal Service

DMM

100 Retail Mail Letters, Cards, Flats, and Parcels

200 Commercial Mail Letters and Cards

300 Commercial Mail Flats

400 Commercial Mail Parcels

500 Additional Services

600 Basic Standards For All Mailing Services

700 Special Standards

Index and Appendices

Mailing Standards

CONTENTS

- 100 Retail Mail
- 200 Commercial Mail Letters and Cards
- 300 Commercial Mail Flats
- 400 Commercial Mail Parcels
- 500 Additional Services
- 600 Basic Standards For All Mailing Services
- 700 Special Standards
- Index and Appendices

Retail Mail

Design Standards

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece

110

Express Mail

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

120

Priority Mail

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

130

First-Class Mail

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

150

Parcel Post

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

170

Media Mail

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

180

Library Mail

- 183 Prices and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit

Commercial Mail Letters and Cards

Design Standards

- 201 Physical Standards
- 202 Elements on the Face of a Mailpiece

230

First-Class Mail

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

240

Standard Mail

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

Mailing Standards

Commercial Mail Flats

Design Standards

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

330

First-Class Mail

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

340

Standard Mail

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

360

Bound Printed Matter

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

370

Media Mail

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit

380

Library Mail

- 383 Prices and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit

Commercial Mail Parcels

Design Standards

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

410

Express Mail

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit

420

Priority Mail

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit

430

First-Class Mail

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

440

Standard Mail

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

450

Parcel Select

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

460

Bound Printed Matter

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

470

Media Mail

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit

480

Library Mail

- 483 Prices and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit

Mailing Standards

Additional Services

503

Extra Services

Extra Services for Express Mail
Registered Mail
Certified Mail
Insured Mail
Certificate of Mailing
Return Receipt
Restricted Delivery
Return Receipt for Merchandise
Delivery Confirmation
Signature Confirmation
Collect on Delivery (COD)
Special Handling
Confirm Service
Money Orders

507

Mailer Services

Treatment of Mail
Forwarding
Address Correction Services
Recall of Mail
Pickup on Demand Service
Mailing List Services
Address Sequencing Services
Business Reply Mail (BRM)
Merchandise Return Service
Bulk Parcel Return Service

508

Recipient Services

Recipient Options
Conditions of Delivery
Customer Mail Receptacles
Post Office Box Service
Caller Service
General Delivery
Firm Holdout
Pandering Advertisements
Sexually Oriented Advertisements

509

Other Services

Address Information System Products
Nonpostal Services

Basic Standards

601

Mailability

602

Addressing

604

Postage Payment Methods

607

Mailer Compliance and Appeals of Classification Decisions

608

Postal Information and Resources

609

Filing Indemnity Claims for Loss or Damage

**Mailing
Standards**

Special Standards

**703
Nonprofit Standard Mail and
Other Unique Eligibility**

**705
Advanced Preparation and
Special Postage Payment
Systems**

**707
Periodicals**

**708
Technical Specifications**

**709
Experimental Classifications
and Prices**

Index and Appendices

Index

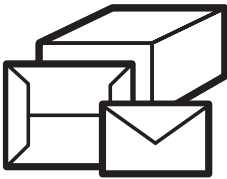
Appendix 1—Labeling Lists

Appendix 2—Forms Glossary

**Appendix 3—Summary of
Changes**

100

Retail Mail Letters, Cards, Flats, and Parcels



Design Standards

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece

110 Express Mail

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

120 Priority Mail

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

130 First-Class Mail

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

150 Parcel Post

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

170 Media Mail

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

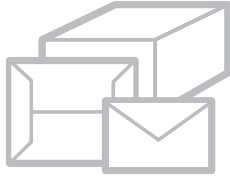
180 Library Mail

- 183 Prices and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit

Design Standards

TOPICS

101 Physical Standards
102 Elements on the Face
of a Mailpiece



101

Physical Standards

1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

2.0 Physical Standards for Flats

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

3.0 Physical Standards for Parcels

- 3.1 Maximum Weight and Size
- 3.2 Two or More Packages
- 3.3 Machinable Parcels
- 3.4 Soft Goods and Enveloped Printed Matter
- 3.5 Irregular Parcels
- 3.6 Outside Parcel

4.0 Additional Physical Standards for Express Mail

- 4.1 Physical Standards of Mailpieces
- 4.2 Outside Parcels
- 4.3 Two or More Packages

5.0 Additional Physical Standards for Priority Mail

- 5.1 Physical Standards of Mailpieces
- 5.2 Two or More Packages
- 5.3 Balloon Price
- 5.4 Dimensional Weight Price

6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight and Size
- 6.2 Minimum Standards
- 6.3 Cards Claimed at Card Prices
- 6.4 Nonmachinable Pieces
- 6.5 Two or More Packages

7.0 Additional Physical Standards for Parcel Post

- 7.1 Dimension and Weight Standards
- 7.2 Nonmachinable Parcel Post Standards

8.0 Additional Physical Standards for Media Mail

- 8.1 Dimension and Weight Standards

9.0 Additional Physical Standards for Library Mail

- 9.1 Dimension and Weight Standards

102

Elements on the Face of a Mailpiece

1.0 All Mailpieces

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

2.0 Address Placement for Letters

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

3.0 Placement and Content of Mail Markings

- 3.1 Placement of Priority Mail Marking
- 3.2 Placement of First-Class Mail Markings
- 3.3 Mail Markings

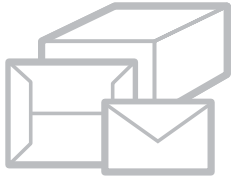
4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

110 Express Mail

TOPICS

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



113 Prices and Eligibility

1.0 Express Mail Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Prices
- 1.4 Flat-Rate Envelope
- 1.5 Sunday and Holiday Premium
- 1.6 Pickup on Demand
- 1.7 Computing Postage

2.0 Basic Eligibility Standards for Express Mail

- 2.1 Definition
- 2.2 Matter Closed Against Postal Inspection

3.0 Content Standards for Express Mail

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

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Military Service (EMMS)
- 4.5 Custom Designed
- 4.6 Drop Shipment

114 Postage Payment Methods

1.0 Postage Payment Methods

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Prepaid Reply Postage

2.0 Corporate Accounts

- 2.1 Availability

3.0 Postage Refunds

- 3.1 Postage Not Refunded

115 Mail Preparation

1.0 Express Mail Packaging

- 1.1 Packaging Supplies Provided by USPS

2.0 Express Mail Next Day and Second Day

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

3.0 Firm Mailing Book

- 3.1 Completing a Firm Mailing Book

116 Deposit

1.0 Express Mail Next Day and Second Day Delivery

- 1.1 Deposit of Next Day and Second Day Delivery

2.0 Express Mail Military Service

- 2.1 Deposit

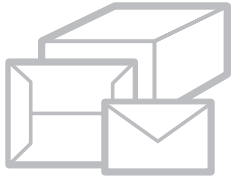
3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

120 Priority Mail

TOPICS

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



123 Prices and Eligibility

- 1.0 Priority Mail Prices and Fees**
 - 1.1 Price Application
 - 1.2 Balloon Price
 - 1.3 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
 - 1.4 Flat-Rate Envelope and Boxes
 - 1.5 Prices for Keys and Identification Devices
 - 1.6 Keys and Identification Devices
 - 1.7 Pickup on Demand Fee
 - 1.8 Determining Single-Piece Weight
 - 1.9 Computing Postage
- 2.0 Basic Eligibility Standards for Priority Mail**
 - 2.1 Definition
 - 2.2 Service Objectives
 - 2.3 Matter Closed Against Postal Inspection
- 3.0 Content Standards for Priority Mail**
 - 3.1 Eligibility
 - 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

- 1.0 Basic Standards for Postage Payment**
 - 1.1 Payment Method
 - 1.2 Affixing Postage—Single-Piece Mailings
- 2.0 Postage Paid With Permit Imprint**
 - 2.1 Advance Deposit Account
 - 2.2 Minimum Quantity
 - 2.3 Postage Statement

125 Mail Preparation

- 1.0 Preparation**
 - 1.1 Priority Mail Packaging Provided by the USPS
 - 1.2 Required Use
- 2.0 Marking for Priority Mail**
 - 2.1 Marking
- 3.0 Preparation for a Permit Imprint Mailing**
 - 3.1 Preparing a Permit Imprint Mailing
 - 3.2 Payment Method

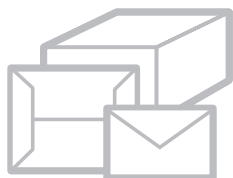
126 Deposit

- 1.0 Deposit**
 - 1.1 Pieces Weighing 13 Ounces or Less
 - 1.2 Pieces Weighing More than 13 Ounces
- 2.0 Pickup on Demand Service**
 - 2.1 Availability

130 First-Class Mail

TOPICS

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



133 Prices and Eligibility

1.0 First-Class Mail Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Prices for Letters and Cards
- 1.5 Prices for Flats
- 1.6 Prices for Parcels
- 1.7 Keys and Identification Devices
- 1.8 Prices for Keys and Identification Devices
- 1.9 Nonmachinable Surcharge
- 1.10 Applicability of Nonmachinable Surcharge
- 1.11 Computing Postage—First-Class Mail

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

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

2.0 Postage Paid With Permit Imprint

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

135 Mail Preparation

1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

136 Deposit

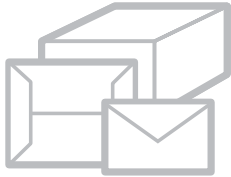
1.0 Deposit for First-Class Mail

- 1.1 Single-Piece and Card Mailings

150 Parcel Post

TOPICS

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



153 Prices and Eligibility

1.0 Parcel Post Prices and Fees

- 1.1 Price Eligibility
- 1.2 Determining Single-Piece Weight
- 1.3 Parcel Post Price Application
- 1.4 Computing Postage—Parcel Post With Permit Imprint
- 1.5 Computing Postage—Parcel Post With Postage Affixed
- 1.6 Pickup on Demand Fees
- 1.7 Inter-BMC/ASF Machinable Parcel Post
- 1.8 Inter-BMC/ASF Nonmachinable Parcel Post
- 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Prices
- 1.10 Local and Intra-BMC/ASF Machinable Parcel Post
- 1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post
- 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Prices

2.0 Basic Eligibility Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

3.0 Content Standards

- 3.1 General Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

4.0 Attachments and Enclosures

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

154 Postage Payment Methods

1.0 Postage Payment Methods for Parcel Post

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

2.0 Postage Paid With Permit Imprint

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

155 Mail Preparation

1.0 Preparation for Parcel Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings
- 1.4 Required Use

156 Deposit

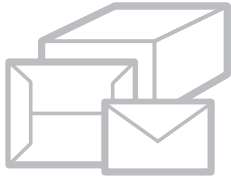
1.0 Deposit for Parcel Post

- 1.1 Single-Piece Mailings
- 1.2 Designated Mailing Office
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance of Zoned Parcel Post
- 1.5 Pickup on Demand Fees

170 Media Mail

TOPICS

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



173 Prices and Eligibility

1.0 Media Mail Prices and Fees

- 1.1 Prices
- 1.2 Determining Single-Piece Weight
- 1.3 Media Mail Price Application
- 1.4 Barcode Discount—Machinable Parcels
- 1.5 Media Mail Prices
- 1.6 Computing Postage—Media Mail With Permit Imprint
- 1.7 Computing Postage—Media Mail With Postage Affixed

2.0 Basic Eligibility Standards for Media Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards

- 3.1 General
- 3.2 Qualified Items

4.0 Attachments and Enclosures

- 4.1 Loose Enclosures
- 4.2 Enclosures in Books
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Mail Attachments and Enclosures

174 Postage Payment Methods

1.0 Postage Payment Methods for Media Mail

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

2.0 Postage Paid With Permit Imprint

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

175 Mail Preparation

1.0 Preparation for Media Mail

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

176 Deposit

1.0 Deposit for Media Mail

- 1.1 Single-Piece Mailings

180 Library Mail

TOPICS

- 183 Prices and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit



183 Prices and Eligibility

1.0 Library Mail Prices and Fees

- 1.1 Prices
- 1.2 Determining Single-Piece Weight
- 1.3 Library Mail Price Application
- 1.4 Barcode Discount—Machinable Parcels
- 1.5 Library Mail Prices
- 1.6 Computing Postage—Library Mail With Permit Imprint
- 1.7 Computing Postage—Library Mail With Postage Affixed

2.0 Basic Eligibility Standards for Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Sender, Recipient, and Content Standards

- 3.1 General
- 3.2 Sender, Recipient, and Contents
- 3.3 Qualified Mailings Between Entities
- 3.4 Qualified Mailings “To” or “From”

4.0 Attachments and Enclosures

- 4.1 Enclosures in Books and Sound Recordings
- 4.2 Other Material
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Mail Attachments and Enclosures

184 Postage Payment Methods

1.0 Postage Payment Methods for Library Mail

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

2.0 Postage Paid With Permit Imprint

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

185 Mail Preparation

1.0 Preparation for Library Mail

- 1.1 Basic Preparation
- 1.2 Basic Markings

186 Deposit

1.0 Deposit for Library Mail

- 1.1 Single-Piece Price Mailings

Retail Mail

Design Standards

101 Physical Standards

102 Elements on the Face of a Mailpiece



101 Physical Standards

Overview

- 1.0 Physical Standards for Letters
- 2.0 Physical Standards for Flats
- 3.0 Physical Standards for Parcels
- 4.0 Additional Physical Standards for Express Mail
- 5.0 Additional Physical Standards for Priority Mail
- 6.0 Additional Physical Standards for First-Class Mail
- 7.0 Additional Physical Standards for Parcel Post
- 8.0 Additional Physical Standards for Media Mail
- 9.0 Additional Physical Standards for Library Mail

1.0 Physical Standards for Letters

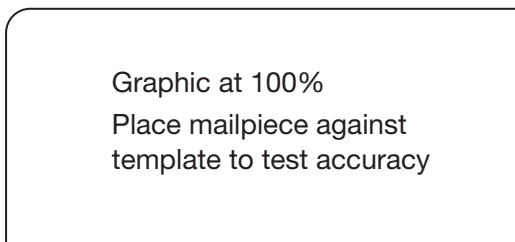
1.1 Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 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.
- c. Not more than 3.5 ounces (First-Class Mail letter-size pieces over 3.5 ounces pay flat-size prices).
- d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1d](#).

Exhibit 1.1d Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"





101.1.2

1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable (see [6.4](#)) if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mailpiece):

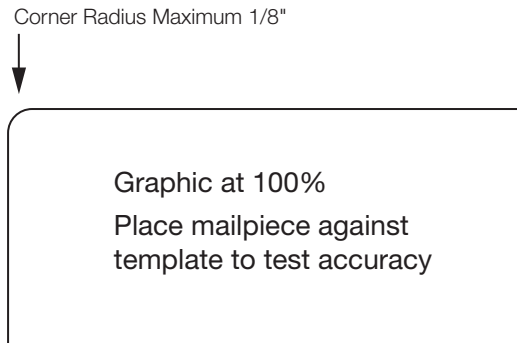
- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.2.3, Odd-Shaped Items in Paper Envelopes](#)).
- 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. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- 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 [201.3.14.1](#).
- i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to [201.3.14.2](#).

2.0 Physical Standards for Flats

2.1 General Definition of Flat-Size Mail

Flat-size mail is:

- 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 [2.3](#)).
- d. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 2.1d](#).

**Exhibit 2.1d Maximum Corner Radius for Flat-Size Mailpieces**

- e. Uniformly thick (see 2.4).
- f. Unwrapped, sleeved, wrapped, or enveloped.

2.2 Length and Height of Flats

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

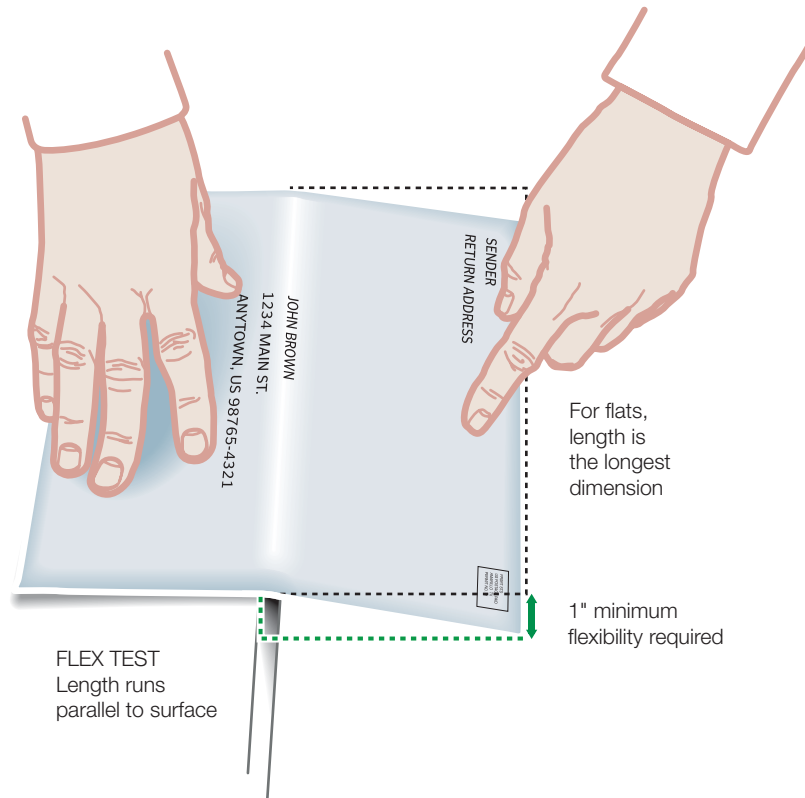
2.3 Minimum Flexibility Criteria for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not 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 flats (see Exhibit 2.3a):
 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 2.3b or 2.3c below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.



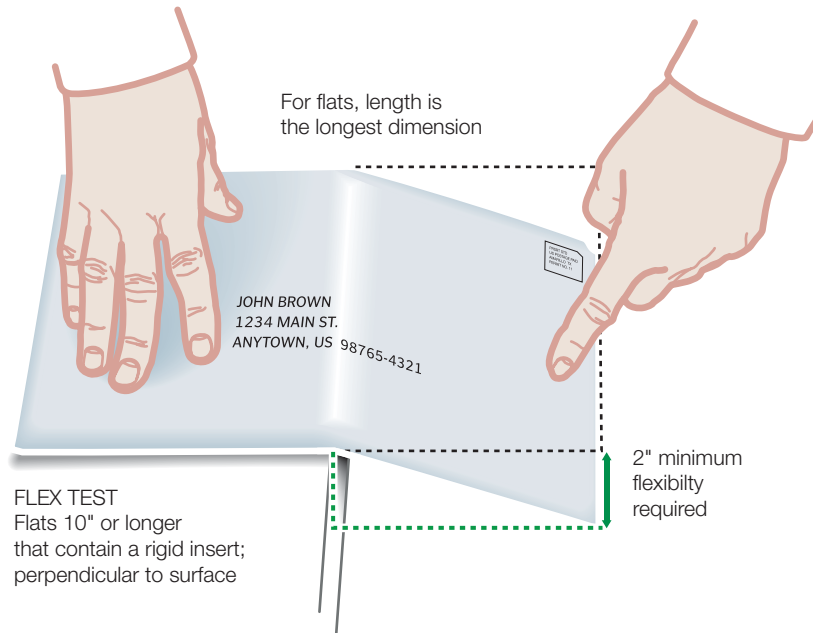
Exhibit 2.3a Flexibility Test—All Flats



- b. Flats 10 inches or longer that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3b](#)):
 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.



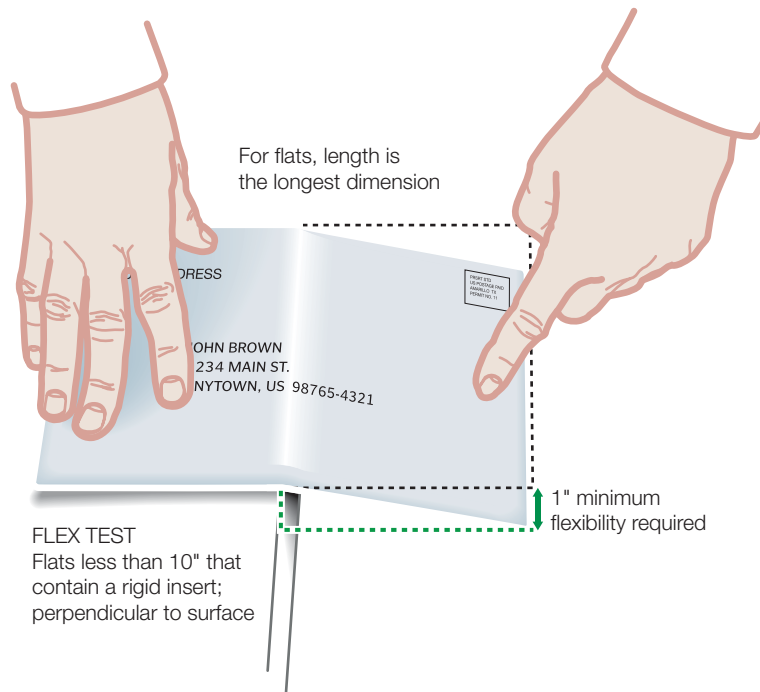
Exhibit 2.3b Flexibility Test—Flats 10 Inches or Longer



- c. Flats less than 10 inches long that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3c](#)):
 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 2.3c Flexibility Test—Flats Less Than 10 Inches Long



2.4 Uniform Thickness

Flat-size mailpieces 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 (see [301.3.3](#)) 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 (see [601.2.3](#)).

2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

Mailpieces that do not meet the standards in [2.1](#) through [2.4](#) are not eligible for flat-size pricing and must pay applicable parcel prices.

3.0 Physical Standards for Parcels

3.1 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Post, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

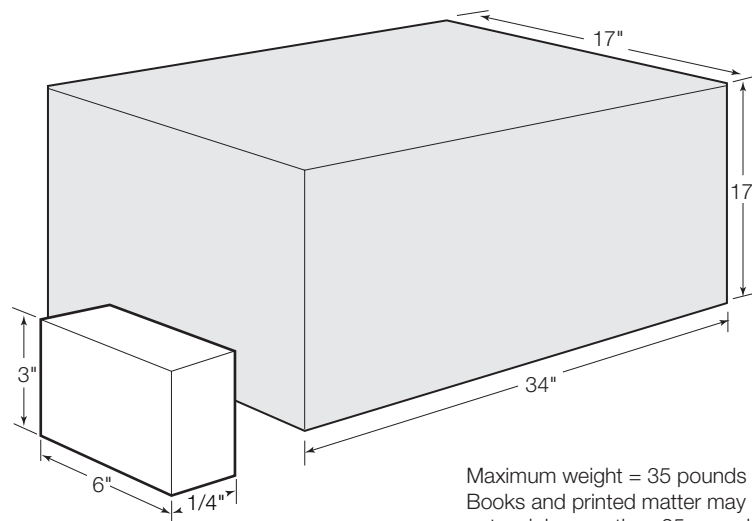
**3.2 Two or More Packages**

Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

3.3 Machinable Parcels

A machinable parcel is any piece that is (see [Exhibit 3.3](#)):

- a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight. (A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.2](#).)
- b. Not more than 34 inches long, or 17 inches high, or 17 inches thick, or 35 pounds in weight. For books, or other printed matter, the maximum weight is 25 pounds.

Exhibit 3.3 Machinable Parcel Dimensions

Maximum weight = 35 pounds
Books and printed matter may not weigh more than 25 pounds.

Minimum weight = 6 oz.
(for details, see machinable parcel criteria in [401.1.5.1](#))



101.3.4

3.4 **Soft Goods and Enveloped Printed Matter**

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in [601.2.0](#) are met.

3.5 **Irregular Parcels**

An irregular parcel is a parcel not meeting the dimensional criteria in [3.3, *Machinable Parcels*](#). This processing category also includes parcels that cannot be processed by Bulk Mail Center parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

3.6 **Outside Parcel**

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.

4.0 Additional Physical Standards for Express Mail

4.1 **Physical Standards of Mailpieces**

Each piece of Express Mail may not weigh more than 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Express Mail addressed to certain APOs and FPOs.

4.2 **Outside Parcels**

Express Mail items not required to be presented in a pouch (outside parcels) must be large enough to hold the required mailing labels and indicia without bending or folding on a single optical plane.

4.3 **Two or More Packages**

With the exception of USPS-produced Express Mail flat-rate envelopes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.



5.0 Additional Physical Standards for Priority Mail

5.1 Physical Standards of Mailpieces

The maximum weight is 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and for Department of State mail subject to [703.3.0](#).

5.2 Two or More Packages

With the exception of USPS-produced Priority Mail flat-rate envelopes or boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

5.3 Balloon Price

Addressed for delivery to zones 1-4 (including local) and weighing less than 20 pounds but measuring more than 84 inches in combined length and girth are charged the price for a 20-pound parcel for the zone to which it is addressed. See [123.1.2](#).

5.4 Dimensional Weight Price

Postage for parcels addressed for delivery to zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (see [123.1.3](#)), whichever is greater.

6.0 Additional Physical Standards for First-Class Mail

6.1 Maximum Weight and Size

First-Class Mail cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail ([123, Prices and Eligibility](#)). The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to mail claimed at certain prices or addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail subject to [703.3.0](#).

6.2 Minimum Standards

Pieces are subject to the minimum standards in [601.1.2](#) and may be subject to other minimum dimensions, based on the standards for specific prices.

6.3 Cards Claimed at Card Prices

6.3.1 Card Price

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for card pricing, a card and each half of a double card must meet the physical standards in [6.3](#) and the applicable eligibility and preparation standards for the price



claimed. Ineligible cards are subject to letter-size pricing. Cards may be prepared and mailed at the First-Class Mail single-piece card, Presorted card, or automation card prices.

6.3.2 Postcard Dimensions

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at card pricing must be:

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

6.3.3 Other Cards

A card that does not meet the applicable standards in [6.3](#) must not bear the words “Postcard” or “Double Postcard.”

6.3.4 Paper or Card Stock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

6.3.5 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [Exhibit 202.2.1](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

6.3.6 Unacceptable Attachment

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.

6.3.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.



6.3.8 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of 6.3, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message.

6.3.9 Special Rules for Single-Piece Cards

Cards claimed at the single-piece price that have the format characteristics in 201.1.2.6a.3. or 201.1.2.6b.3. and are part of a mailing of 200 or more identical pieces must:

- a. Have addresses that include the correct ZIP Code or ZIP+4 code.
- b. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
- c. Be prepared under 235.5.2, *Machinable Preparation*.

6.3.10 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as Business Reply Mail, Courtesy Reply Mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

6.3.11 Enclosures

Enclosures in double postcards are prohibited at card prices.

6.4 Nonmachinable Pieces

6.4.1 Nonmachinable Letters

Letter-size pieces (except card-size pieces) that meet one or more of the nonmachinable characteristics in 1.2 are subject to the nonmachinable surcharge (see 133.1.10).



101.6.4.2

6.4.2 Nonmachinable Flats

Flat-size pieces that do not meet the standards in [2.0](#) are subject to the applicable postage for a parcel-size piece, based on weight.

6.5 Two or More Packages

Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

7.0 Additional Physical Standards for Parcel Post

7.1 Dimension and Weight Standards

These standards apply to Parcel Post:

- a. No piece may weigh more than 70 pounds.
- b. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.
- c. Parcel Post pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 20 pounds are mailable at the price equal to that of a 20-pound parcel for the zone to which the parcel is addressed (balloon price).
- d. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- e. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

7.2 Nonmachinable Parcel Post Standards

Mailpieces described in this section that are mailed at the Inter-BMC/ASF Parcel Post or Intra-BMC/ASF Parcel Post prices are subject to the applicable nonmachinable surcharge in [153.1.0, *Parcel Post Prices and Fees*](#), unless the applicable special handling fee is paid. An oversized parcel as described in [7.1b](#) is not subject to the nonmachinable surcharge. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.
- b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.



- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [3.3](#) through [3.5](#) in *Physical Standards for Parcels* and to be identified by the words "Machinable in United States Postal Service Equipment" permanently attached as a nontransferable decal in the lower right corner of the case.
- j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

8.0 Additional Physical Standards for Media Mail

8.1 Dimension and Weight Standards

These standards apply to Media Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

9.0 Additional Physical Standards for Library Mail

9.1 Dimension and Weight Standards

These standards apply to Library Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

102 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement for Letters](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Endorsement Placement](#)

1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [4.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Address Placement for Letters

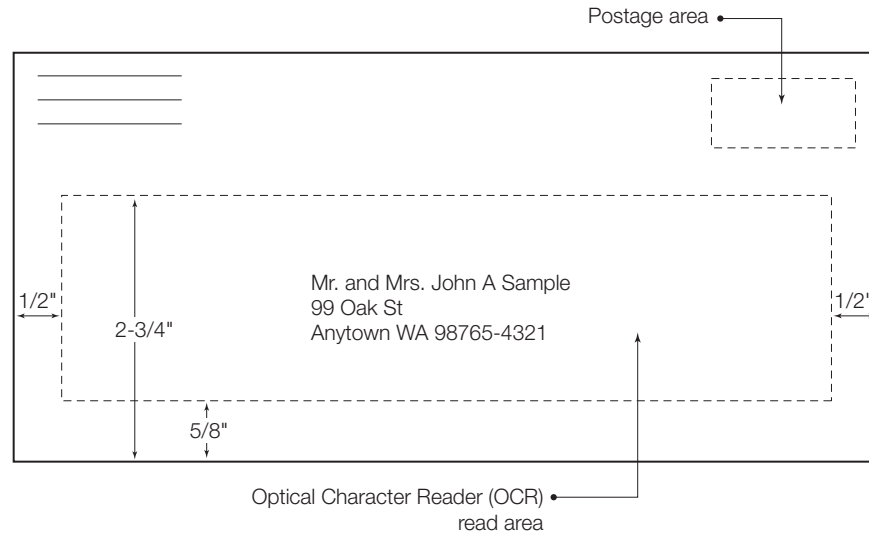
2.1 Delivery Address Placement

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1, OCR Read Area](#)):

- a. Left: 1/2 inch from the left edge of the piece.
- b. Right: 1/2 inch from the right edge of the piece.
- c. Top: 2-3/4 inches from the bottom edge of the piece.
- d. Bottom: 5/8 inch from the bottom edge of the piece.



Exhibit 2.1 OCR Read Area



2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable.

3.0 Placement and Content of Mail Markings

3.1 Placement of Priority Mail Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see [Exhibit 3.1, Priority Mail Service Indicator](#)):

- The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter "P" must be printed inside the 1-inch square and must be 0.75 inches (3/4 inch) or greater. A minimum 3/4-point line must border the 1-inch square.
- The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text "USPS PRIORITY MAIL" must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

Exhibit 3.1 Priority Mail Service Indicator**3.2 Placement of First-Class Mail Markings**

Each single-piece price First-Class Mail piece must have a delivery address but is not required to bear the price marking “First-Class” or “First-Class Mail.”

3.3 Mail Markings

Mailers must print the basic required Package Services subclass marking—“Parcel Post” or “PP,” “Media Mail,” or “Library Mail”—on each piece claimed at the respective price. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 3.3, Package Services Indicator Examples](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “PARCEL POST,” “MEDIA MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.



Exhibit 3.3 Package Services Indicator Examples



4.0 Endorsement Placement

4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.4.4, *Holding Mail*](#), or carrier release under [508.1.2, *Carrier Release for Uninsured Parcels*](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.1](#) and [507.1.8 in *Treatment of Mail*](#)), subject to the corresponding standards for use and availability.

4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

4.3 Placement of Endorsement

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.

- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
 - 1. Directly below the return address.
 - 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
 - 3. Directly to the left of the postage area and below or to the left of any price marking.
 - 4. Directly below the postage area and below any price marking.

4.4 **Physical Standards for Endorsements**

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.

110 Retail Mail Express Mail

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

113 Prices and Eligibility

Overview

- [1.0 Express Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Express Mail](#)
- [3.0 Content Standards for Express Mail](#)
- [4.0 Service Features of Express Mail](#)

1.0 Express Mail Prices and Fees

1.1 Prices Charged Per Piece

Express Mail postage is charged for each addressed piece according to its weight and zone. For shipments presented in Express Mail pouches under an Express Mail Custom Designed Service agreement, each pouch is considered an addressed piece.

1.2 Price Application

Except under [1.4, Flat-Rate Envelope](#), Express Mail items are charged the 0.5-pound price for items up to 0.5 pound. Items over 0.5 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. Except for the Express Mail flat-rate envelope, Express Mail prices are based on weight and zone.

1.3 Prices

See [Exhibit 1.3, Express Mail—Retail Letters, Flats, & Parcels](#).



113

Retail Mail: Express Mail Prices and Eligibility

Exhibit 1.3 Express Mail—Retail Letters, Flats, & Parcels

Weight Not Over (pounds)	Zone ^{1, 2, 3}						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$12.60	\$14.65	\$17.45	\$18.30	\$18.60	\$19.25	\$19.50
1	14.55	19.00	22.40	22.65	22.90	23.15	23.40
2	15.70	20.15	24.65	24.90	25.15	25.40	25.65
3	16.65	21.35	28.40	28.65	28.90	29.15	29.40
4	17.95	22.75	32.10	32.35	32.60	32.85	33.10
5	18.60	24.35	35.85	36.10	36.35	36.60	36.85
6	21.85	29.25	39.55	39.80	40.05	40.30	40.55
7	25.10	34.15	43.25	43.50	43.75	44.00	44.25
8	26.35	35.15	47.00	47.25	47.50	47.75	48.00
9	27.80	36.65	50.35	50.95	51.20	51.45	51.70
10	28.60	38.10	52.70	53.55	53.80	54.05	54.30
11	32.00	43.00	55.40	56.15	56.40	56.65	56.90
12	32.00	46.00	58.40	58.70	58.95	59.20	59.45
13	32.00	49.00	61.05	61.30	61.55	61.80	62.05
14	33.00	52.00	63.60	63.85	64.10	64.35	64.60
15	35.00	55.00	66.20	66.45	66.70	66.95	67.20
16	36.00	58.00	68.80	69.05	69.30	69.55	69.80
17	38.00	61.00	71.35	71.60	71.85	72.10	72.35
18	40.00	64.00	73.95	74.20	74.45	74.70	74.95
19	41.00	67.00	76.50	76.75	77.00	77.25	77.50
20	43.00	70.00	79.10	79.35	79.60	79.85	80.10
21	44.00	73.00	81.95	82.70	82.95	83.20	83.45
22	46.00	76.00	84.00	85.25	85.50	85.75	86.00
23	47.00	79.00	86.45	87.85	88.10	88.35	88.60
24	49.00	82.00	89.20	90.40	90.65	90.90	91.15
25	51.00	85.00	91.40	93.00	93.25	93.50	93.75
26	52.00	88.00	94.05	95.60	95.85	96.10	96.35
27	54.00	91.00	96.45	98.15	98.40	98.65	98.90
28	55.00	94.00	99.55	100.75	101.00	101.25	101.50
29	57.00	97.00	102.80	103.30	103.55	103.80	104.05
30	59.00	100.00	106.05	106.40	106.65	106.90	107.40
31	60.00	103.00	109.30	109.65	109.90	110.15	110.70
32	62.00	106.00	112.55	112.90	113.15	113.40	114.00
33	63.00	109.00	115.80	116.20	116.45	116.70	117.30
34	65.00	112.00	119.10	119.45	119.70	119.95	120.60
35	66.00	115.00	122.35	122.75	123.00	123.25	123.90
36	68.00	118.00	125.60	126.00	126.25	126.50	127.20

Weight Not Over (pounds)	Zone ^{1, 2, 3}						
	Local, 1 & 2	3	4	5	6	7	8
37	70.00	121.00	128.85	129.30	129.55	129.80	130.50
38	71.00	124.00	132.10	132.55	132.80	133.05	133.80
39	\$73.00	\$127.00	\$135.40	\$135.80	\$136.05	\$136.30	\$137.10
40	74.00	130.00	138.65	139.10	139.35	139.60	140.45
41	76.00	133.00	141.90	142.35	142.60	142.85	143.75
42	78.00	136.00	145.15	145.65	145.90	146.15	147.05
43	79.00	139.00	148.40	148.90	149.15	149.40	150.35
44	81.00	142.00	151.65	152.20	152.45	152.70	153.65
45	82.00	145.00	154.95	155.45	155.70	155.95	156.95
46	84.00	148.00	158.20	158.70	158.95	159.20	160.25
47	85.00	151.00	161.45	162.00	162.25	162.50	163.55
48	87.00	154.00	164.70	165.25	165.50	165.75	166.85
49	89.00	157.00	167.95	168.55	168.80	169.05	170.15
50	90.00	160.00	171.25	171.80	172.05	172.30	173.50
51	92.00	163.00	174.50	175.05	175.30	175.55	176.80
52	93.00	166.00	177.75	178.35	178.60	178.85	180.10
53	95.00	169.00	181.00	181.60	181.85	182.10	183.40
54	97.00	172.00	184.30	184.90	185.15	185.40	186.70
55	98.00	176.00	187.55	188.15	188.40	188.65	190.00
56	100.00	179.00	190.80	191.45	191.70	191.95	193.30
57	101.00	182.00	194.05	194.70	194.95	195.20	196.60
58	103.00	185.00	197.30	197.95	198.20	198.45	199.90
59	104.00	188.00	200.55	201.25	201.50	201.75	203.20
60	106.00	191.00	203.80	204.50	204.75	205.00	206.50
61	108.00	194.00	207.10	207.80	208.05	208.30	209.85
62	109.00	197.00	210.35	211.05	211.30	211.55	213.15
63	111.00	200.00	213.60	214.30	214.55	214.80	216.45
64	112.00	203.00	216.85	217.60	217.85	218.10	219.75
65	114.00	206.00	220.10	220.85	221.10	221.35	223.05
66	116.00	209.00	223.40	224.15	224.40	224.65	226.35
67	117.00	212.00	226.65	227.40	227.65	227.90	229.65
68	119.00	215.00	229.90	230.70	230.95	231.20	232.95
69	120.00	218.00	233.15	233.95	234.20	234.45	236.25
70	122.00	221.00	236.40	237.20	237.45	237.70	239.55

1. For Sunday/holiday delivery, add \$12.50.
2. \$16.50 is charged for material sent in an Express Mail flat-rate envelope provided by the USPS regardless of weight or destination.
3. Commercial Prices: \$16.00 is charged for material sent in an Express Mail flat-rate envelope provided by the USPS regardless of weight or destination. Postage paid through Click-N-Ship service at usps.com, registered end-users of PC Postage, and Express Mail Corporate Accounts receive a 3% price reduction. Additional volume incentives available, see 413.1.0.

1.4 Flat-Rate Envelope

[7-3-08] Material mailed in the special flat-rate envelope available from the USPS is charged \$16.50, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate envelopes are eligible for the flat-rate envelope price. Custom Designed items are not eligible for flat-rate pricing.

1.5 Sunday and Holiday Premium

When delivery is guaranteed for a Sunday or holiday, there is a premium of \$12.50, unless paying via an Express Mail Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

1.6 Pickup on Demand**1.6.1 Pickup on Demand Fee**

Per occurrence: \$14.75. May be combined with Priority Mail and Package Services pickups (see [507.6.0](#)).

1.6.2 Pickup on Demand Service

The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up, as described in [507.6.0](#).

1.7 Computing Postage

Determine single-piece weight and weight (postage) increment for each addressed piece. For Express Mail, affix postage to each piece under [114.1.2, Affixing Postage—Single-Piece Mailings](#).

2.0 Basic Eligibility Standards for Express Mail**2.1 Definition**

Express Mail is an expedited service for shipping any mailable matter, with guaranteed delivery, subject to the standards below. Express Mail International is available between the United States and most foreign countries (see the *International Mail Manual*).

2.2 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail, Priority Mail, and Express Mail. The USPS may open mail other than First-Class Mail, Priority Mail, or Express Mail to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail or Express Mail price.

3.0 Content Standards for Express Mail**3.1 Eligibility**

All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials).



113.3.2

3.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Express Mail service for mailpieces required to be mailed as First-Class Mail or Priority Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

4.0 Service Features of Express Mail

4.1 General

[9-11-08] The service features are as follows:

- a. Customers may access delivery information on the Internet by visiting www.usps.com or calling 1-800-222-1811 toll-free and providing the article number. A delivery record, including the recipient's signature, will be faxed or mailed upon request.
- b. When a waiver of signature is authorized by the mailer, the delivery employee signs upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Customers who waive the signature requirement will be provided only the delivery date and will not receive an image of the signature when accessing the delivery record on the Internet or when calling the toll-free number. Restrictions for waiver of signature are defined in [503.1.1.6, Insurance and Indemnity](#), and [503.1.1.7, Additional Insurance](#).

4.2 Express Mail Next Day Delivery

4.2.1 Availability

Express Mail Next Day Delivery is available at designated USPS facilities, designated Express Mail collection boxes, or through Carrier Pickup or Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.2.4, Hold for Pickup](#) and [4.5, Custom Designed](#).

4.2.2 Where Not Available

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. An Express Mail Next Day Delivery directory, showing detailed local information about Express Mail Next Day Delivery, is available at Post Offices.

4.2.3 Acceptance Times

Express Mail Next Day Delivery items must be presented no later than the times authorized by the postmaster. Express Mail Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service, unless the item was:

- a. Delayed by strike or work stoppage.
- b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided.

4.2.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

4.2.5 Refunds

For Express Mail Next Day Delivery, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#).

4.3 Express Mail Second Day Delivery

4.3.1 Availability

Express Mail Second Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#) (Post Office to Addressee Service). Items are delivered to the addressee by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.3.4, Hold for Pickup](#) and [4.5, Custom Designed](#).

4.3.2 Acceptance

Express Mail Second Day Delivery is accepted at designated USPS facilities, at Express Mail collection boxes, and through Pickup on Demand service.

4.3.3 Acceptance Times

Express Mail Second Day Delivery shipments must be presented by 5 p.m., or such later time authorized by the postmaster. For Second Day Delivery, the USPS refunds postage for an item not available for customer pickup or for which delivery was not attempted, subject to the standards for this service, unless the item was:

- a. Delayed by strike or work stoppage.
- b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided.

4.3.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.3.3](#) are available for pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

4.3.5 Refunds

For Express Mail Next Day Delivery, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#).



113.4.4

4.4 Express Mail Military Service (EMMS)

4.4.1 Objectives

For Express Mail Military Service (EMMS), items presented at APO/FPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For EMMS, the USPS refunds postage for an item not available for customer pickup at the APO/FPO of address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#).

4.4.2 Availability

EMMS (under [703.2.6, Express Mail Military Service \(EMMS\)](#)) is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations.

4.5 Custom Designed

4.5.1 Availability

A service agreement is required for Custom Designed mailings (see [413.4.4](#)). An Express Mail Manifesting agreement is required for all manifested Express Mail items accepted under [705.2.6, Express Mail Manifesting Agreements](#).

4.6 Drop Shipment

Express Mail Custom Designed Service, Express Mail Next Day Service, and Express Mail Second Day Service may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Express Mail drop shipment, subject to the corresponding standards. For more information, see [705.16.0](#).



114 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods](#)
- [2.0 Corporate Accounts](#)
- [3.0 Postage Refunds](#)

1.0 Postage Payment Methods

1.1 Payment Method

Retail Express Mail postage may be paid with adhesive stamps (see [604.1.0](#)) or with meter stamps (see [604.4.0](#)). The mailer is responsible for proper payment of postage.

1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed Express Mail mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required.

1.3 Prepaid Reply Postage

Meter stamps may be used to prepay reply postage on any Express Mail shipment. The mailer must place meter stamps, sufficient to prepay postage in full, on the envelope, tube, or other mailing container that bears the return address of the meter license holder. Reply mail prepaid with meter stamps is delivered only to the address of the meter license holder. If the address is altered, the mail is held for postage.

2.0 Corporate Accounts

2.1 Availability

A corporate account (see [414.2.0](#)) is available to any mailer, subject to [414.2.3](#) through [414.2.6](#) and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.

3.0 Postage Refunds

3.1 Postage Not Refunded

Postage refunds may not be available if delivery was attempted within the times required for the specific service, or if the delay of the item was caused by any of the following reasons:

- a. Properly detained for law enforcement purpose; strike or work stoppage; delayed because of an incorrect ZIP Code or address; forwarding or return service was provided after the item was made available for claim; delay or cancellation of flights. Attempted delivery occurs under any of these situations when the delivery is physically attempted, but cannot be made; the shipment is available for delivery, but the addressee made a written request that the



114.3.1

shipment be held for a specific day or days; the delivery employee discovers that the shipment is undeliverable as addressed before leaving on the delivery route.

- b. As authorized by USPS Headquarters, when the delay was caused by governmental action beyond the control of the USPS or air carriers; war, insurrection, or civil disturbance; breakdown of a substantial portion of the USPS transportation network resulting from events or factors outside the control of the USPS; or acts of God.

115 Mail Preparation

Overview

- 1.0 Express Mail Packaging
- 2.0 Express Mail Next Day and Second Day
- 3.0 Firm Mailing Book

1.0 Express Mail Packaging

1.1 Packaging Supplies Provided by USPS

Express Mail packaging provided by the USPS must be used only for Express Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail packaging is charged the appropriate Express Mail price.

2.0 Express Mail Next Day and Second Day

2.1 Mailing Label

For each Express Mail item, the mailer must complete a mailing label – either Label 11-A or Label 11-E for Hold for Pickup service, or Label 11-B or Label 11-F for Post Office to Addressee service. Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*.

2.2 Waiver of Signature

[9-11-08] A mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Delivery or Express Mail Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, Express Mail Post Office to Addressee, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature will be provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

2.3 ZIP Code Determination

For Express Mail Next Day Delivery, the mailer must determine whether the item is destined to a 3-digit ZIP Code area to which Express Mail Next Day Delivery is offered from the point of origin. An Express Mail Next Day Delivery directory, showing detailed local information about Express Mail Next Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Express Mail Second Day Delivery.



115.3.1

3.0 Firm Mailing Book

3.1 **Completing a Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

- a. The mailer must prepare Express Mail Next Day Delivery or Second Day Delivery items as described above.
- b. Form 3877 must be presented with the items to be mailed.
- c. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.
- d. All entries must be made in duplicate. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Express Mail Manifesting, a special verification manifest is used to present Express Mail items for acceptance as described in Publication 97, *Express Mail Manifesting Technical Guide*. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6, Express Mail Manifesting Agreements](#), for information.

116 Deposit

Overview

- [1.0 Express Mail Next Day and Second Day Delivery](#)
- [2.0 Express Mail Military Service](#)
- [3.0 Pickup on Demand Service](#)

1.0 Express Mail Next Day and Second Day Delivery

1.1 Deposit of Next Day and Second Day Delivery

Express Mail Next Day and Second Day Delivery items:

- a. If not prepaid, must be deposited at places and times designated by the postmaster, including Post Offices, branches, or stations. The “time and date of mailing” for these items is the time and date when the items are presented and accepted.
- b. If prepaid, may be deposited in Express Mail collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways is the time and date the items are brought to the Express Mail acceptance unit.
- c. If manifested, will be accepted at the locations specified in the Express Mail Manifesting agreement.

2.0 Express Mail Military Service

2.1 Deposit

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

3.0 Pickup on Demand Service

3.1 Availability

Express Mail Pickup on Demand service is available from designated Post Offices.

3.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.6.0](#).



116

Retail Mail: Express Mail Deposit

116.3.2

120 Retail Mail Priority Mail

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

123 Prices and Eligibility

Overview

- [1.0 Priority Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Priority Mail](#)
- [3.0 Content Standards for Priority Mail](#)

1.0 Priority Mail Prices and Fees

1.1 Price Application

Except under [1.2](#), [1.3](#), and [1.4](#), Priority Mail prices are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound price. The Priority Mail price up to 1 pound is based on weight only; prices for pieces weighing more than 1 pound are based on weight and zone. Other charges may apply. See [Exhibit 1.2, Priority Mail Prices—Retail](#).

1.2 Balloon Price

Parcels addressed for delivery to Zones 1-4 (including Local) that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable zone price for a 20-pound parcel (balloon price).



123

Retail Mail: Priority Mail Prices and Eligibility

Exhibit 1.2 Priority Mail Prices—Retail

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80
2	4.80	5.05	5.60	6.80	7.20	7.70	8.25
3	5.20	5.95	6.75	8.75	9.55	10.35	11.50
4	5.80	6.80	7.85	10.55	11.60	12.65	14.25
5	6.45	7.75	8.90	12.20	13.45	14.75	16.80
6	7.05	8.65	10.00	13.95	14.40	16.25	17.65
7	7.60	9.40	11.00	15.35	15.80	18.05	20.15
8	8.05	9.75	11.95	16.40	17.15	19.80	22.60
9	8.45	10.45	12.75	17.50	18.55	21.55	25.15
10	8.85	11.25	13.45	18.65	20.10	23.45	27.55
11	9.35	11.75	14.50	19.75	21.75	25.20	29.00
12	9.75	12.35	15.30	20.85	23.45	26.50	30.25
13	10.00	12.65	15.75	22.00	25.15	27.55	31.30
14	10.35	13.20	16.45	23.00	26.50	29.15	32.85
15	10.80	13.80	17.25	23.70	27.10	29.45	33.55
16	11.15	14.25	17.80	24.20	27.70	30.10	34.40
17	11.50	14.75	18.15	24.80	28.45	30.85	35.30
18	11.75	15.20	18.50	25.30	29.00	31.45	36.15
19	12.15	15.55	18.80	25.90	29.70	32.25	37.05
20	12.45	15.80	19.15	26.35	30.25	32.85	37.85
21	12.80	16.00	19.45	26.80	30.75	33.45	38.60
22	13.10	16.30	19.75	27.40	31.45	34.20	39.55
23	13.40	16.50	20.30	27.85	32.00	34.80	40.25
24	13.70	16.70	20.90	28.45	32.65	35.60	41.25
25	14.00	16.95	21.60	28.90	33.15	36.15	41.95
26	14.30	17.15	22.30	29.50	33.90	36.90	43.30
27	14.70	17.40	22.95	29.90	34.40	37.45	44.90
28	15.15	17.60	23.55	30.30	34.85	38.00	46.55
29	15.60	17.80	24.25	30.70	35.30	38.50	48.05
30	16.10	18.05	24.90	31.15	35.80	39.05	49.65
31	16.50	18.20	25.60	31.50	36.25	39.55	51.30
32	16.95	18.65	26.25	31.90	36.75	40.50	52.90
33	17.40	19.15	26.85	32.30	37.20	41.65	54.45
34	17.85	19.65	27.55	33.00	38.30	42.80	56.05
35	18.30	20.15	28.10	33.70	39.35	43.95	57.65
36	18.75	20.65	28.55	34.45	40.35	45.15	59.25
37	19.20	21.10	29.00	35.10	41.40	46.30	60.85
38	19.65	21.60	29.45	35.80	42.55	47.40	62.45
39	20.05	22.05	29.85	36.50	43.60	48.60	64.10
40	20.45	22.50	30.30	37.25	44.60	49.70	65.60
41	20.85	22.95	30.70	37.60	45.65	50.90	67.20
42	21.25	23.40	31.10	38.40	46.65	52.10	68.80
43	21.65	23.80	31.50	39.25	47.80	53.25	70.40
44	22.05	24.25	31.90	40.15	48.80	54.45	72.00

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$22.45	\$24.70	\$32.25	\$41.00	\$49.85	\$55.60	\$73.60
46	22.85	25.15	32.90	41.80	50.90	56.75	75.20
47	23.25	25.60	33.50	42.70	52.05	57.95	76.75
48	23.65	25.95	34.25	43.55	53.10	59.15	78.40
49	24.05	26.25	34.90	44.35	54.05	60.35	79.95
50	24.40	26.50	35.55	45.20	55.10	61.50	81.40
51	24.85	26.75	36.20	46.10	56.15	62.65	82.25
52	25.20	27.00	36.90	46.95	57.30	63.80	83.05
53	25.65	27.25	37.50	47.80	58.30	65.00	83.85
54	26.00	27.45	38.15	48.70	59.30	66.10	84.65
55	26.45	27.70	38.90	49.55	60.35	67.20	85.40
56	26.80	27.90	39.50	50.35	61.50	68.40	86.15
57	27.25	28.15	40.15	51.15	62.50	69.60	86.90
58	27.60	28.35	40.85	52.05	63.55	70.75	87.60
59	28.05	28.55	41.50	52.90	64.55	71.90	88.25
60	28.40	28.75	42.15	53.80	65.65	73.05	88.90
61	28.85	28.95	42.90	54.60	66.50	74.20	90.10
62	29.20	29.20	43.50	55.50	66.95	75.35	91.50
63	29.65	29.65	44.20	56.40	67.35	76.10	92.95
64	30.00	30.00	44.85	57.25	67.75	76.55	94.45
65	30.45	30.45	45.45	57.95	68.10	77.00	95.90
66	30.80	30.80	46.15	58.85	68.50	77.40	97.30
67	31.25	31.25	46.90	59.75	68.85	77.80	98.80
68	31.60	31.60	47.50	60.60	69.15	78.20	100.20
69	32.05	32.05	48.15	61.50	69.50	78.55	101.65
70	32.45	32.45	48.90	61.80	69.80	78.90	103.10

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable price for a 20-pound parcel (balloon price).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight (as calculated in [123.1.3](#)), whichever is greater.
3. For keys and ID devices that weigh:
 - Up to 13 ounces, refer to retail First-Class Mail parcel prices.
 - More than 13 ounces but not more than 1 pound, \$5.52.
 - More than 1 pound but not more than 2 pounds, \$6.32.
4. \$4.80 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
5. \$9.80 is charged for material sent in a Priority Mail regular flat-rate box provided by the USPS, regardless of weight or destination.
6. \$12.95 is charged for material sent in a Priority Mail large flat-rate box provided by the USPS, regardless of weight to domestic addresses, and \$10.95 for material sent in a Priority Mail large flat-rate box to APO/FPO destination addresses.

1.3 Dimensional Weight Price for Low-Density Parcels to Zones 5-8

Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.3.1](#) or [1.3.2](#)), whichever is greater.

1.3.1 Determining Dimensional Weight for Rectangular Parcels

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

- a. Measure the length, width, and height in inches. Round off (see [604.7.0](#)) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.

1.3.2 Determining Dimensional Weight for Nonrectangular Parcels

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

- a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see [604.7.0](#)) 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. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- e. If the dimensional weight exceeds 70 pounds, the mailer pays the 70-pound price.

1.4 Flat-Rate Envelope and Boxes

Any amount of material may be mailed in a USPS-produced Priority Mail flat-rate box or flat-rate envelope. When sealing a flat-rate box or flat-rate envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container, provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

1.4.1 Flat-Rate Envelope—Price and Eligibility

Each USPS-produced Priority Mail flat-rate envelope is charged \$4.80, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate envelopes are eligible for the flat-rate envelope price.

1.4.2 Flat-Rate Boxes—Price and Eligibility

Items to an APO/FPO address may be shipped in the Priority Mail large flat-rate box or in a special version of the box identified with the additional logo:

“Americasupportsyoudomestic.mil.” If the special version of the APO/FPO flat-rate box is used for non-APO/FPO addresses, the domestic or international large flat-rate box prices will apply. Only USPS-produced flat-rate boxes are eligible for the flat-rate box prices.



Each USPS-produced Priority Mail flat-rate box, regardless of the actual weight of the piece or its destination, is charged:

- a. \$9.80 for material sent in Priority Mail regular flat-rate boxes (FRB-1) or (FRB-2) to domestic and APO/FPO addresses.
- b. \$10.95 for material sent in a Priority Mail large flat-rate box to APO/FPO destination addresses (see 703.2).
- c. \$12.95 for material sent in a Priority Mail large flat-rate box to domestic destinations.

1.5 Prices for Keys and Identification Devices

WEIGHT NOT OVER (pounds)	PRICE ¹
1 pound	\$5.52
2 pounds ²	6.32

- 1. Prices shown include \$0.72 fee.
- 2. Zone 4 postage charged for all pieces.

1.6 Keys and Identification Devices

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail price plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail price for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

1.7 Pickup on Demand Fee

Per occurrence: \$14.75. May be combined with Express Mail and Package Services pickups (see 507.6.0, [Pickup on Demand Service](#)).

1.8 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.9 Computing Postage

Determine single-piece weight increment for each piece and affix postage to each piece under 124.1.2, [Affixing Postage—Single-Piece Mailings](#) (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each price increment by the corresponding postage price.

2.0 Basic Eligibility Standards for Priority Mail

2.1 Definition

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds except for APO and FPO mail subject to [703.2.0](#), [Overseas Military Mail](#), [703.4.0](#), [Mail Sent by U.S. Armed Forces](#), and Department of State mail subject to [703.3.0](#). Priority Mail prices are based on zone and weight.

2.2 Service Objectives

All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

2.3 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail, Priority Mail, and Express Mail. The USPS may open mail other than First-Class Mail, Priority Mail or Express Mail to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail, or Express Mail price.

3.0 Content Standards for Priority Mail

3.1 Eligibility

All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

3.2 Matter Required to be Mailed as First-Class Mail

Unless Express Mail is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

124 Postage Payment Methods

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Basic Standards for Postage Payment

1.1 Payment Method

Priority Mail postage may be paid with postage stamps (see [604.1.0](#)), meter stamps (see [604.4.0](#)), or permit imprint (see [604.5.0](#)).

1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges). A mailer also may use precanceled stamps on Priority Mail.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with a permit imprint.

125 Mail Preparation

Overview

- [1.0 Preparation](#)
- [2.0 Marking for Priority Mail](#)
- [3.0 Preparation for a Permit Imprint Mailing](#)

1.0 Preparation

1.1 Priority Mail Packaging Provided by the USPS

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail price.

1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail.

2.0 Marking for Priority Mail

2.1 Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of single-piece price Priority Mail.

3.0 Preparation for a Permit Imprint Mailing

3.1 Preparing a Permit Imprint Mailing

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office.

3.2 Payment Method

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

126 Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Pickup on Demand Service](#)

1.0 Deposit

1.1 Pieces Weighing 13 Ounces or Less

Priority Mail weighing 13 ounces or less may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under [604.4.0, Postage Meters and PC Postage Products \("Postage Evidencing Systems"\)](#). Permit imprint mail must be presented at a Post Office under [604.5.0, Permit Imprint \(Indicia\)](#) or [705, Advanced Preparation and Special Postage Payment Systems](#).

1.2 Pieces Weighing More than 13 Ounces

Priority Mail weighing more than 13 ounces must be presented at a Post Office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing more than 13 ounces and not complying with the requirements of this section is returned to the sender for proper deposit.

2.0 Pickup on Demand Service

2.1 Availability

Priority Mail Pickup on Demand service is available from designated Post Offices.

130 Retail Mail First-Class Mail

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

133 Prices and Eligibility

Overview

- [1.0 First-Class Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for First-Class Mail](#)
- [3.0 Content Standards](#)

1.0 First-Class Mail Prices and Fees

1.1 First-Class Mail Single-Piece Price Application

The single-piece prices for First-Class Mail are applied as follows:

- a. The card price applies to a card meeting the applicable standards in [101.6.3, Cards Claimed at Card Prices](#).
- b. The letter price applies to letter-size pieces that meet the standards in [101.1.1](#) and weigh 3.5 ounces or less, and that are not eligible for and claimed at the card price.
- c. The flat price applies to flat-size pieces that meet the standards in [101.2.1](#).
- d. The parcel price applies to parcel-size pieces under [101.3.0](#) and to flat-size pieces that do not meet the standards in [101.2.0](#)

1.2 Price Computation for First-Class Mail

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

1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.



133.1.4

1.4 Prices for Letters and Cards

Weight Not Over (ounces)	Single-Piece ¹
1	\$0.42
2	0.59
3	0.76
3.5 ²	0.93
Postcard ³	0.27

1. Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the \$0.20 nonmachinable surcharge (see 133.1.10).
2. For weights over 3.5 ounces, see flat-size prices.
3. The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

1.5 Prices for Flats

Weight Not Over (ounces) ¹	Single-Piece
1	\$0.83
2	1.00
3	1.17
4	1.34
5	1.51
6	1.68
7	1.85
8	2.02
9	2.19
10	2.36
11	2.53
12	2.70
13	2.87

1. Flat-size pieces with certain characteristics (see 101.2.0) are subject to parcel prices.

1.6 Prices for Parcels

Weight Not Over (ounces) ¹	Single-Piece
1	\$1.17
2	1.34
3	1.51
4	1.68
5	1.85
6	2.02
7	2.19
8	2.36
9	2.53
10	2.70
11	2.87
12	3.04
13	3.21

1. For keys and ID devices, add \$0.72. If more than 13 ounces, see retail Priority Mail prices.

1.7 Keys and Identification Devices

Keys and identification devices (such as identification cards and uncovered identification tags) that weigh 13 ounces or less are returned at the applicable single-piece First-Class Mail parcel price plus the fee. Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail price plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail price for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.



133.1.8

1.8 Prices for Keys and Identification Devices

WEIGHT NOT OVER (ounces)	PRICE ¹
1	\$1.89
2	2.06
3	2.23
4	2.40
5	2.57
6	2.74
7	2.91
8	3.08
9	3.25
10	3.42
11	3.59
12	3.76
13	3.93
1 pound	5.52
2 pounds	6.32

1. Prices shown include \$0.72 fee.

1.9 Nonmachinable Surcharge

Surcharge per piece: \$0.20.

1.10 Applicability of Nonmachinable Surcharge

The nonmachinable surcharge applies to letter-size pieces that meet one or more of the nonmachinable characteristics in [101.1.2](#). Pieces mailed at the card price are not subject to the nonmachinable surcharge.

1.11 Computing Postage—First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.2, Price Computation for First-Class Mail](#), and [1.7, Keys and Identification Devices](#). For First-Class Mail, affix postage to each piece under [134.1.2, Affixing Postage—Single-Piece Price Mailings](#), or, for permit imprint mailings, multiply the number of addressed pieces at each price increment by the corresponding postage.

2.0 Basic Eligibility Standards for First-Class Mail

2.1 Description of Service

2.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

2.1.2 Price Options

First-Class Mail offers shape-based single-piece prices in [1.0](#).

2.2 Defining Characteristics

2.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

2.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

2.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

2.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail (including Priority Mail) is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

2.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.0 Content Standards

3.1 General Eligibility

With the exception of restricted material as described in [601.8.0](#), any mailable item, including postcards, letters, flats, and small packages, may be mailed as First-Class Mail.

3.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail, Priority Mail, or Express Mail and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

3.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail, Priority Mail, or Express Mail. Personal information is any information specific to the addressee.



133.3.4

3.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

3.5 Matter Marked Postcard or Double Postcard

Any matter marked “Postcard” or “Double Postcard” must be mailed as First-Class Mail or Express Mail.

3.6 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

3.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

134 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for First-Class Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for First-Class Mail

1.1 Payment Method

Postage for single-piece First-Class Mail must be paid with affixed postage stamps ([604.1.0](#)), metered postage ([604.4.0](#)) or permit imprint ([604.5.0](#)) as specified in [1.0](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. The mailer is responsible for prompt payment of postage.

1.2 Affixing Postage—Single-Piece Price Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges). A mailer also may use precanceled stamps on single-piece First-Class Mail under [604.3.5](#), *Stamp Collectors*.

1.3 More Than One Mailer

When two or more individuals or organizations, or a party acting as their agent, mail in one package the bills, statements of account, or other letters of the individuals or organizations, to an addressee in common, First-Class Mail postage may be paid on the weight of the entire package of aggregated mail. Postage is not required on each individual piece of First-Class Mail.

1.4 More Than One Letter

An individual or organization may mail in one envelope more than one of the mailer's own letters and pay First-Class Mail postage on the weight of the entire package of letters if:

- a. The letters are for persons at the same residence or working for the same organization at the address on the envelope (if the letters relate to the business of such organization); or
- b. The letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function that party performs for such persons.

1.5 Agent

Any agent of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay First-Class Mail postage on the weight of the piece.



134.2.1

2.0 Postage Paid With Permit Imprint

2.1 **Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except that an occasional First-Class Mail mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the Post Office, presents a part of that mail early in the day.

2.3 **Postage Statement**

A complete postage statement must accompany each mailing paid with a permit imprint.

135 Mail Preparation

Overview

[1.0 Preparation for First-Class Mail](#)

1.0 Preparation for First-Class Mail

1.1 Preparation of First-Class Mail

The following standards apply to single-piece First-Class Mail:

- a. Each piece must have a delivery address but is not required to bear the marking “First-Class” or “First-Class Mail.”
- b. No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces).
- c. There are no sorting requirements for single-piece First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a letter tray. Metered mail and permit imprint mail may not be bundled or trayed together.

136 Deposit

Overview

[1.0 Deposit for First-Class Mail](#)

1.0 Deposit for First-Class Mail

1.1 **Single-Piece and Card Mailings**

Single-piece First-Class Mail letters and cards may be deposited into any collection box, mail receptacle, or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under [604.4.0, *Postage Meters and PC Postage Products \("Postage Evidencing Systems"\)*](#). Permit imprint mail must be presented at a Post Office under [604.5.0, *Permit Imprint \(Indicia\)*](#), or [705, *Advanced Preparation and Special Postage Payment Systems*](#).

150 Retail Mail Parcel Post

153 Prices and Eligibility

154 Postage Payment Methods

155 Mail Preparation

156 Deposit

153 Prices and Eligibility

Overview

- [1.0 Parcel Post Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Parcel Post](#)
- [3.0 Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Parcel Post Prices and Fees

1.1 Price Eligibility

There are two Parcel Post retail price categories: Intra-BMC and Inter-BMC. Intra-BMC and Inter-BMC Parcel Post prices are calculated based on the zone to which the parcel is addressed and the weight of the parcel. Requirements for Parcel Post prices are as follows:

- a. Intra-BMC applies to all Parcel Post that originates and destines in the service area of the same BMC or ASF. Intra-BMC also apply to Parcel Post that originates and destines in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit 1.1, BMC/ASF Service Areas](#). Nonmachinable pieces ([101.3.3, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) mailed at Intra-BMC prices are subject to a nonmachinable surcharge in addition to postage.
- b. Inter-BMC applies to all Parcel Post that originates in the service area of a BMC or ASF or in Alaska, Hawaii, or Puerto Rico and destines outside that area, state, or territory. Nonmachinable pieces ([101.3.3, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) mailed at Inter-BMC prices are subject to a nonmachinable surcharge in addition to postage.
- c. The oversized price applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- d. Parcels that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price).



153.1.1

Exhibit 1.1 BMC/ASF Service Areas

SERVICE AREA	ZIP CODE AREAS SERVED
BMC	
New Jersey	005, 068-079, 085-098, 100-119, 124-127
Springfield	010-067, 120-123, 128, 129
Philadelphia	080-084, 137-139, 169-199
Pittsburgh	150-168, 260-266, 439-447
Washington	200-212, 214-239, 244, 254, 267, 268
Greensboro	240-243, 245-249, 270-297, 376
Cincinnati	250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474
Atlanta	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399.
Jacksonville	299, 313-316, 320-342, 344, 346, 347, 349.
Memphis	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729
St. Louis	420, 423, 424, 475-479, 614-620, 622-631, 633-639
Detroit	434-436, 465-468, 480-497
Chicago	463, 464, 530-532, 534, 535, 537-539, 600-611, 613
Minneapolis/St. Paul	498, 499, 540-551, 553-564, 566
Des Moines	500-516, 520-528, 612, 680, 681, 683-689
Kansas City	640, 641, 644-658, 660-662, 664-679, 739
Denver	690-693, 800-816, 820, 822-831, 856, 857
Dallas	706, 710-712, 718, 733, 747, 750-799, 880, 885
Seattle	835, 838, 970-978, 980-986, 988-994
Los Angeles	889-891, 893, 900-908, 910-928, 930-935
San Francisco	894, 895, 897, 936-966
ASF	
Buffalo	130-136, 140-149
Fargo	565, 567, 580-588
Sioux Falls	570-577
Billings	590-599, 821
Oklahoma City	730, 731, 734-738, 740, 741, 743-746, 748, 749
Salt Lake City	832-834, 836, 837, 840-847, 898, 979
Phoenix	850, 852, 853, 855, 859, 860, 863, 864
Albuquerque	865, 870-875, 877-879, 881-884
Other	
Puerto Rico	006-009
Hawaii	967-969
Alaska	995-999

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.3 Parcel Post Price Application

The Parcel Post price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per piece is the 1-pound price.

1.4 Computing Postage—Parcel Post With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

1.5 Computing Postage—Parcel Post With Postage Affixed

For each piece, affix the postage for the weight increment (including any surcharges) and the zone to which the piece is addressed, as shown in [1.7](#) through [1.11](#) in [Parcel Post Prices and Fees](#).

1.6 Pickup on Demand Fees

Parcel Post only, per occurrence: \$14.75.

May be combined with Express Mail and Priority Mail pickups (see [507.6.0](#), [Pickup on Demand Service](#)).

1.7 Inter-BMC/ASF Machinable Parcel Post

Parcels that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price).

1.8 Inter-BMC/ASF Nonmachinable Parcel Post

Prices include the \$3.70 nonmachinable surcharge. Regardless of weight, a parcel with any of the characteristics in [101.7.2](#), [Nonmachinable Parcel Post Standards](#), must pay the price listed in [Exhibit 1.9](#). Parcels that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.

1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Prices

See [Exhibit 1.9](#), [Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Prices](#).



153.1.9

Exhibit 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3}							Nonmachinable ^{1, 2, 3, 4}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25
2	4.55	4.85	5.35	5.94	6.13	6.35	6.67	8.25	8.55	9.05	9.64	9.83	10.05	10.37
3	5.05	5.70	6.60	6.94	7.22	7.52	8.12	8.75	9.40	10.30	10.64	10.92	11.22	11.82
4	5.75	6.75	7.55	7.88	8.23	8.62	9.38	9.45	10.45	11.25	11.58	11.93	12.32	13.08
5	6.40	7.70	8.37	8.76	9.19	9.67	10.58	10.10	11.40	12.07	12.46	12.89	13.37	14.28
6	7.00	8.60	9.15	9.61	10.11	10.66	11.72	10.70	12.30	12.85	13.31	13.81	14.36	15.42
7	7.55	9.34	9.89	10.42	10.98	11.60	12.81	11.25	13.04	13.59	14.12	14.68	15.30	16.51
8	8.00	9.70	10.61	11.19	11.82	12.51	13.85	11.70	13.40	14.31	14.89	15.52	16.21	17.55
9	8.40	10.06	11.30	11.94	12.63	13.39	14.86	12.10	13.76	15.00	15.64	16.33	17.09	18.56
10	8.80	11.20	11.96	12.66	13.40	14.23	15.83	12.50	14.90	15.66	16.36	17.10	17.93	19.53
11	9.15	11.60	12.60	13.35	14.16	15.04	16.76	12.85	15.30	16.30	17.05	17.86	18.74	20.46
12	9.50	11.90	13.22	14.02	14.88	15.83	17.67	13.20	15.60	16.92	17.72	18.58	19.53	21.37
13	9.90	12.17	13.82	14.67	15.59	16.59	18.55	13.60	15.87	17.52	18.37	19.29	20.29	22.25
14	10.11	12.51	14.41	15.30	16.27	17.33	19.40	13.81	16.21	18.11	19.00	19.97	21.03	23.10
15	10.29	12.79	14.97	15.92	16.93	18.05	20.22	13.99	16.49	18.67	19.62	20.63	21.75	23.92
16	10.44	13.06	15.52	16.51	17.58	18.75	21.03	14.14	16.76	19.22	20.21	21.28	22.45	24.73
17	10.63	13.29	16.06	17.09	18.21	19.43	21.81	14.33	16.99	19.76	20.79	21.91	23.13	25.51
18	10.77	13.54	16.58	17.66	18.82	20.10	22.57	14.47	17.24	20.28	21.36	22.52	23.80	26.27
19	10.96	13.79	17.09	18.21	19.42	20.74	23.32	14.66	17.49	20.79	21.91	23.12	24.44	27.02
20	11.09	14.02	17.59	18.75	20.00	21.37	24.04	14.79	17.72	21.29	22.45	23.70	25.07	27.74
21	11.25	14.26	18.08	19.27	20.57	21.99	24.75	14.95	17.96	21.78	22.97	24.27	25.69	28.45
22	11.38	14.44	18.47	19.79	21.12	22.59	25.44	15.08	18.14	22.17	23.49	24.82	26.29	29.14
23	11.53	14.70	18.80	20.29	21.67	23.18	26.12	15.23	18.40	22.50	23.99	25.37	26.88	29.82
24	11.64	14.89	19.07	20.78	22.20	23.76	26.78	15.34	18.59	22.77	24.48	25.90	27.46	30.48
25	11.79	15.08	19.37	21.26	22.72	24.32	27.43	15.49	18.78	23.07	24.96	26.42	28.02	31.13
26	11.90	15.27	19.64	21.73	23.23	24.87	28.07	15.60	18.97	23.34	25.43	26.93	28.57	31.77
27	12.07	15.46	19.89	22.19	23.73	25.41	28.69	15.77	19.16	23.59	25.89	27.43	29.11	32.39
28	12.16	15.65	20.18	22.64	24.22	25.94	29.30	15.86	19.35	23.88	26.34	27.92	29.64	33.00
29	12.30	15.84	20.44	23.09	24.70	26.46	29.90	16.00	19.54	24.14	26.79	28.40	30.16	33.60
30	12.41	15.99	20.67	23.52	25.17	26.97	30.48	16.11	19.69	24.37	27.22	28.87	30.67	34.18
31	12.55	16.16	20.91	23.95	25.63	27.47	31.06	16.25	19.86	24.61	27.65	29.33	31.17	34.76
32	12.64	16.33	21.15	24.37	26.07	27.97	31.62	16.34	20.03	24.85	28.07	29.77	31.67	35.32
33	12.75	16.50	21.39	24.78	26.50	28.45	32.18	16.45	20.20	25.09	28.48	30.20	32.15	35.88
34	12.88	16.61	21.57	25.18	26.92	28.92	32.72	16.58	20.31	25.27	28.88	30.62	32.62	36.42
35	12.99	16.80	21.80	25.58	27.33	29.39	33.26	16.69	20.50	25.50	29.28	31.03	33.09	36.96

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Weight Not Over (pounds)	Machinable ^{1, 2, 3}								Nonmachinable ^{1, 2, 3, 4}							
	Zone								Zone							
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8		
36	---	---	---	---	---	---	---	\$16.79	\$20.64	\$25.74	\$29.67	\$31.43	\$33.54	\$37.48		
37	---	---	---	---	---	---	---	16.89	20.77	25.90	30.05	31.82	33.99	38.00		
38	---	---	---	---	---	---	---	16.99	20.95	26.09	30.43	32.21	34.43	38.51		
39	---	---	---	---	---	---	---	17.11	21.05	26.28	30.80	32.60	34.87	39.01		
40	---	---	---	---	---	---	---	17.21	21.22	26.49	31.16	32.98	35.30	39.50		
41	---	---	---	---	---	---	---	17.34	21.36	26.65	31.52	33.35	35.72	39.98		
42	---	---	---	---	---	---	---	17.43	21.48	26.83	31.87	33.72	36.13	40.46		
43	---	---	---	---	---	---	---	17.49	21.61	27.02	32.22	34.09	36.54	40.93		
44	---	---	---	---	---	---	---	17.60	21.71	27.17	32.56	34.45	36.94	41.39		
45	---	---	---	---	---	---	---	17.70	21.86	27.35	32.90	34.80	37.34	41.84		
46	---	---	---	---	---	---	---	17.79	21.98	27.53	33.23	35.14	37.72	42.29		
47	---	---	---	---	---	---	---	17.91	22.12	27.67	33.56	35.49	38.11	42.73		
48	---	---	---	---	---	---	---	17.99	22.23	27.85	33.88	35.84	38.49	43.17		
49	---	---	---	---	---	---	---	18.05	22.36	27.99	34.20	36.16	38.86	43.59		
50	---	---	---	---	---	---	---	18.14	22.45	28.11	34.51	36.50	39.23	44.02		
51	---	---	---	---	---	---	---	18.26	22.59	28.29	34.82	36.83	39.59	44.43		
52	---	---	---	---	---	---	---	18.33	22.70	28.43	35.13	37.15	39.94	44.84		
53	---	---	---	---	---	---	---	18.45	22.79	28.52	35.43	37.47	40.30	45.25		
54	---	---	---	---	---	---	---	18.51	22.94	28.70	35.72	37.78	40.64	45.65		
55	---	---	---	---	---	---	---	18.59	22.98	28.84	35.91	38.09	40.99	46.04		
56	---	---	---	---	---	---	---	18.69	23.15	28.96	36.08	38.40	41.32	46.43		
57	---	---	---	---	---	---	---	18.78	23.24	29.10	36.22	38.70	41.66	46.81		
58	---	---	---	---	---	---	---	18.85	23.34	29.22	36.37	39.01	41.99	47.19		
59	---	---	---	---	---	---	---	18.94	23.44	29.36	36.51	39.31	42.31	47.56		
60	---	---	---	---	---	---	---	19.03	23.53	29.50	36.65	39.60	42.63	47.93		
61	---	---	---	---	---	---	---	19.15	23.67	29.60	36.78	39.90	42.95	48.30		
62	---	---	---	---	---	---	---	19.22	23.74	29.73	36.92	40.18	43.26	48.66		
63	---	---	---	---	---	---	---	19.27	23.86	29.85	37.04	40.46	43.57	49.01		
64	---	---	---	---	---	---	---	19.35	23.92	29.95	37.17	40.74	43.87	49.36		
65	---	---	---	---	---	---	---	19.43	24.04	30.08	37.30	41.02	44.18	49.71		
66	---	---	---	---	---	---	---	19.54	24.14	30.17	37.41	41.31	44.47	50.05		
67	---	---	---	---	---	---	---	19.63	24.24	30.30	37.54	41.58	44.77	50.39		
68	---	---	---	---	---	---	---	19.68	24.33	30.43	37.65	41.85	45.06	50.72		
69	---	---	---	---	---	---	---	19.75	24.39	30.53	37.77	42.12	45.34	51.05		
70	---	---	---	---	---	---	---	19.86	24.52	30.64	37.87	42.38	45.63	51.38		
Oversized	---	---	---	---	---	---	---	54.84	59.88	63.23	75.30	89.24	94.83	120.88		

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



153.1.10

1.10 Local and Intra-BMC/ASF Machinable Parcel Post

Prices for parcels that originate and destinate in the same BMC service area are in [Exhibit 1.12, Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Prices](#). Parcels that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, a parcel with any of the characteristics in [101.7.2](#) must pay the price for a nonmachinable parcel in [1.11](#).

1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post

Prices include the \$2.73 nonmachinable surcharge. Regardless of weight, a parcel with any of the characteristics in [101.7.2, Nonmachinable Parcel Post Standards](#), must pay the prices in [Exhibit 1.12](#). Parcels that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.

1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Prices

See [Exhibit 1.12, Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Prices](#).

Exhibit 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3}					Nonmachinable ^{1, 2, 3, 4}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.67	\$4.02	\$4.05	\$4.14	\$4.33	6.40	6.75	6.78	6.87	7.06
2	4.11	4.50	4.80	4.89	5.16	6.84	7.23	7.53	7.62	7.89
3	4.51	5.00	5.48	5.60	5.97	7.24	7.73	8.21	8.33	8.70
4	4.88	5.70	6.11	6.23	6.71	7.61	8.43	8.84	8.96	9.44
5	5.21	6.29	6.65	6.80	7.40	7.94	9.02	9.38	9.53	10.13
6	5.51	6.67	7.15	7.30	8.01	8.24	9.40	9.88	10.03	10.74
7	5.74	7.03	7.60	7.77	8.60	8.47	9.76	10.33	10.50	11.33
8	5.93	7.61	8.03	8.21	9.13	8.66	10.34	10.76	10.94	11.86
9	6.13	7.93	8.42	8.65	9.62	8.86	10.66	11.15	11.38	12.35
10	6.32	8.27	8.84	9.34	10.08	9.05	11.00	11.57	12.07	12.81
11	6.49	8.56	9.18	9.70	10.50	9.22	11.29	11.91	12.43	13.23
12	6.67	8.87	9.52	10.05	10.90	9.40	11.60	12.25	12.78	13.63
13	6.84	9.07	9.82	10.38	11.28	9.57	11.80	12.55	13.11	14.01
14	7.00	9.24	10.10	10.74	11.62	9.73	11.97	12.83	13.47	14.35
15	7.15	9.41	10.39	11.03	11.94	9.88	12.14	13.12	13.76	14.67
16	7.31	9.57	10.69	11.31	12.26	10.04	12.30	13.42	14.04	14.99
17	7.45	9.77	10.96	11.62	12.54	10.18	12.50	13.69	14.35	15.27
18	7.59	9.91	11.22	11.87	12.81	10.32	12.64	13.95	14.60	15.54
19	7.72	10.07	11.49	12.13	13.07	10.45	12.80	14.22	14.86	15.80
20	7.87	10.24	11.75	12.35	13.30	10.60	12.97	14.48	15.08	16.03
21	7.99	10.36	11.99	12.58	13.53	10.72	13.09	14.72	15.31	16.26
22	8.12	10.53	12.23	12.82	13.74	10.85	13.26	14.96	15.55	16.47
23	8.25	10.64	12.48	13.06	13.97	10.98	13.37	15.21	15.79	16.70
24	8.38	10.79	12.71	13.30	14.16	11.11	13.52	15.44	16.03	16.89
25	8.50	10.91	12.93	13.52	14.36	11.23	13.64	15.66	16.25	17.09
26	8.61	11.06	13.14	13.75	14.52	11.34	13.79	15.87	16.48	17.25
27	8.73	11.18	13.37	13.97	14.69	11.46	13.91	16.10	16.70	17.42
28	8.84	11.29	13.59	14.17	14.88	11.57	14.02	16.32	16.90	17.61
29	8.96	11.42	13.80	14.38	15.10	11.69	14.15	16.53	17.11	17.83
30	9.08	11.54	13.99	14.57	15.30	11.81	14.27	16.72	17.30	18.03
31	9.18	11.66	14.17	14.77	15.52	11.91	14.39	16.90	17.50	18.25
32	9.26	11.78	14.38	14.97	15.70	11.99	14.51	17.11	17.70	18.43
33	9.38	11.89	14.55	15.14	15.90	12.11	14.62	17.28	17.87	18.63
34	9.45	12.00	14.67	15.33	16.09	12.18	14.73	17.40	18.06	18.82
35	9.53	12.10	14.84	15.51	16.27	12.26	14.83	17.57	18.24	19.00

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
3. Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
4. Prices include the \$2.73 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



153

Retail Mail: Parcel Post Prices and Eligibility

Weight Not Over (pounds)	Machinable ^{1, 2, 3}					Nonmachinable ^{1, 2, 3, 4}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	---	---	---	---	---	12.34	14.93	17.69	18.40	19.18
37	---	---	---	---	---	12.40	15.06	17.82	18.57	19.35
38	---	---	---	---	---	12.46	15.16	17.96	18.74	19.53
39	---	---	---	---	---	12.56	15.27	18.10	18.89	19.69
40	---	---	---	---	---	12.65	15.34	18.21	19.06	19.86
41	---	---	---	---	---	12.74	15.49	18.38	19.16	20.02
42	---	---	---	---	---	12.80	15.55	18.49	19.28	20.17
43	---	---	---	---	---	12.89	15.64	18.61	19.35	20.33
44	---	---	---	---	---	12.99	15.76	18.73	19.44	20.47
45	---	---	---	---	---	13.06	15.83	18.83	19.68	20.61
46	---	---	---	---	---	13.11	15.97	18.96	19.76	20.87
47	---	---	---	---	---	13.21	16.07	19.06	19.84	21.30
48	---	---	---	---	---	13.27	16.14	19.19	19.90	21.75
49	---	---	---	---	---	13.34	16.25	19.30	19.97	22.18
50	---	---	---	---	---	13.41	16.30	19.40	20.03	22.64
51	---	---	---	---	---	13.50	16.43	19.48	20.11	23.10
52	---	---	---	---	---	13.55	16.53	19.64	20.17	23.59
53	---	---	---	---	---	13.63	16.57	19.71	20.21	24.08
54	---	---	---	---	---	13.72	16.65	19.77	20.28	24.58
55	---	---	---	---	---	13.79	16.74	19.84	20.35	24.79
56	---	---	---	---	---	13.83	16.83	19.90	20.43	24.88
57	---	---	---	---	---	13.91	16.93	19.92	20.46	25.03
58	---	---	---	---	---	13.99	17.01	19.99	20.51	25.13
59	---	---	---	---	---	14.06	17.10	20.03	20.57	25.24
60	---	---	---	---	---	14.09	17.19	20.06	20.60	25.36
61	---	---	---	---	---	14.22	17.28	20.13	20.67	25.46
62	---	---	---	---	---	14.25	17.36	20.17	20.75	25.56
63	---	---	---	---	---	14.34	17.44	20.20	20.85	25.65
64	---	---	---	---	---	14.40	17.52	20.23	20.94	25.76
65	---	---	---	---	---	14.46	17.61	20.28	21.03	25.84
66	---	---	---	---	---	14.50	17.71	20.32	21.13	25.96
67	---	---	---	---	---	14.62	17.79	20.35	21.24	26.04
68	---	---	---	---	---	14.68	17.82	20.38	21.29	26.13
69	---	---	---	---	---	14.69	17.93	20.41	21.39	26.22
70	---	---	---	---	---	14.70	18.01	20.46	21.49	26.31
Oversized	---	---	---	---	---	31.56	45.75	46.18	47.10	48.49

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) must pay the nonmachinable price.
- Prices include the \$2.73 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.

2.0 Basic Eligibility Standards for Parcel Post

2.1 Definition of Parcel Post

Parcel Post is a subclass of Package Services. Any Package Services matter may be mailed at Parcel Post prices.

2.2 Service Objectives

The USPS does not guarantee the delivery of Parcel Post within a specified time. Parcel Post might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

2.3 Postal Inspection

Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post prices constitutes consent by the mailer to postal inspection of the contents.

2.4 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Content Standards

3.1 General Content Standards

Parcel Post mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)). The general public (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Post prices.

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Post prices. Postage at Parcel Post prices is based on the combined weight of the host piece and the sample copies enclosed.

4.0 Attachments and Enclosures

4.1 Enclosures

Parcel Post may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in [4.0](#).

4.2 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.



153.4.3

- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.3 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Post piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

4.4 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Parcel Post piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Post price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

154 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Parcel Post](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Parcel Post

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Post mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under [705, *Advanced Preparation and Special Postage Payment Systems*](#). Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of prices. Identical-weight permit imprint mail also may be mailed under [705](#).

1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges).

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

155 Mail Preparation

Overview

1.0 Preparation for Parcel Post

1.0 Preparation for Parcel Post

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Parcel Post.

1.2 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.3 Basic Markings

The basic required marking—"Parcel Post" or "PP"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicator Examples](#)):

- a. The service icon that will identify all Parcel Post pieces will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the marking "PARCEL POST" must be preceded by the text "USPS" and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

1.4 Required Use

Except as provided in [602.1.5, Return Addresses](#), the sender's domestic return address must appear legibly on Parcel Post mail.

156 Deposit

Overview

1.0 Deposit for Parcel Post

1.0 Deposit for Parcel Post

1.1 Single-Piece Mailings

Single-piece Parcel Post mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0, *Metered Mail Drop Shipment*](#). Permit imprint mail must be presented at the Post Office under [604.5.0, *Permit Imprint \(Indicia\)*](#).

1.2 Designated Mailing Office

Parcel Post must be mailed at the Post Office from which the zone postage was computed, except under [1.3](#) and [1.4](#).

1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.
- c. Postage for pieces claimed at the Parcel Post Intra-BMC local zone prices must be recomputed at the applicable zone price for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Post Intra-BMC local zone prices but could become eligible at the postal facility to which the mailing is redirected.

1.4 BMC Acceptance of Zoned Parcel Post

A mailer may present zoned Parcel Post at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent Post Office, or permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent Post Office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

1.5 Pickup on Demand Fees

The Parcel Post Pickup on Demand fee must be paid every time Pickup on Demand service is provided, subject to the corresponding standards in [507.6.0](#).

170 Retail Mail Media Mail

173 Prices and Eligibility

174 Postage Payment Methods

175 Mail Preparation

176 Deposit

173 Prices and Eligibility

Overview

- [1.0 Media Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Media Mail](#)
- [3.0 Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Media Mail Prices and Fees

1.1 Prices

Media Mail prices are based on the weight of the piece without regard to zone. Single-piece applies to pieces not mailed at a 5-digit or basic price.

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.3 Media Mail Price Application

Media Mail is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Price application is identical for the single-piece and presort prices.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per piece is that for a piece weighing 1 pound.

1.4 Barcode Discount—Machinable Parcels

The barcode discount applies to Media Mail machinable parcels (see [101.3.3](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0, Standards for Postal Routing Barcodes](#).

1.5 Media Mail Prices

For barcode discount for single-piece, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5, Media Mail Prices](#).



Exhibit 1.5 Media Mail Prices

Weight Not Over (pounds)	Single-Piece	Weight Not Over (pounds)	Single-Piece
1	\$2.23	36	\$14.48
2	2.58	37	14.83
3	2.93	38	15.18
4	3.28	39	15.53
5	3.63	40	15.88
6	3.98	41	16.23
7	4.33	42	16.58
8	4.68	43	16.93
9	5.03	44	17.28
10	5.38	45	17.63
11	5.73	46	17.98
12	6.08	47	18.33
13	6.43	48	18.68
14	6.78	49	19.03
15	7.13	50	19.38
16	7.48	51	19.73
17	7.83	52	20.08
18	8.18	53	20.43
19	8.53	54	20.78
20	8.88	55	21.13
21	9.23	56	21.48
22	9.58	57	21.83
23	9.93	58	22.18
24	10.28	59	22.53
25	10.63	60	22.88
26	10.98	61	23.23
27	11.33	62	23.58
28	11.68	63	23.93
29	12.03	64	24.28
30	12.38	65	24.63
31	12.73	66	24.98
32	13.08	67	25.33
33	13.43	68	25.68
34	13.78	69	26.03
35	14.13	70	26.38

**1.6 Computing Postage—Media Mail With Permit Imprint**

To compute the total postage for a mailing, for each weight increment multiply the number of pieces by the applicable price per piece.

1.7 Computing Postage—Media Mail With Postage Affixed

For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#).

2.0 Basic Eligibility Standards for Media Mail**2.1 Service Objectives**

The USPS does not guarantee the delivery of Media Mail within a specified time. Media Mail might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Content Standards**3.1 General**

Mailable matter meeting one of the specific eligibility standards in [3.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

3.2 Qualified Items

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, whether in bound or sheet form.



- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

4.0 Attachments and Enclosures

4.1 Loose Enclosures

In addition to the enclosures and additions listed in [4.0](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail prices.

4.2 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [4.2b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [4.2a](#).



- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [4.2a](#) or [4.2b](#).

4.3 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.4 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.



173.4.5

4.5 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.



174 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Media Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Media Mail

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Identical-weight permit imprint mail also may be mailed under [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.2 Affixing Postage—Single-Piece Price Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

175 Mail Preparation

Overview

1.0 Preparation for Media Mail

1.0 Preparation for Media Mail

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Media Mail.

1.2 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.3 Basic Markings

The basic required marking—"Media Mail"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicator Examples](#)). The service icon that will identify Media Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

176 Deposit

Overview

[1.0 Deposit for Media Mail](#)

1.0 Deposit for Media Mail

1.1 **Single-Piece Mailings**

Single-piece Media Mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the Post Office under [604.5.0](#).

180 Retail Mail Library Mail

183 Prices and Eligibility

184 Postage Payment Methods

185 Mail Preparation

186 Deposit

183 Prices and Eligibility

Overview

- [1.0 Library Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Library Mail](#)
- [3.0 Sender, Recipient, and Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Library Mail Prices and Fees

1.1 Prices

Library Mail prices are based on the weight of the piece without regard to zone.

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.3 Library Mail Price Application

Library Mail is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per addressed piece is that for an addressed piece weighing 1 pound.

1.4 Barcode Discount—Machinable Parcels

The barcode discount applies to Library Mail machinable parcels (see [101.3.3](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#), *Standards for Postal Routing Barcodes*.

1.5 Library Mail Prices

For barcode discount for single-piece, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5](#), *Library Mail Prices*.



Exhibit 1.5 Library Mail Prices

Weight Not Over (pounds)	Single-Piece	Weight Not Over (pounds)	Single-Piece
1	\$2.12	36	\$13.67
2	2.45	37	14.00
3	2.78	38	14.33
4	3.11	39	14.66
5	3.44	40	14.99
6	3.77	41	15.32
7	4.10	42	15.65
8	4.43	43	15.98
9	4.76	44	16.31
10	5.09	45	16.64
11	5.42	46	16.97
12	5.75	47	17.30
13	6.08	48	17.63
14	6.41	49	17.96
15	6.74	50	18.29
16	7.07	51	18.62
17	7.40	52	18.95
18	7.73	53	19.28
19	8.06	54	19.61
20	8.39	55	19.94
21	8.72	56	20.27
22	9.05	57	20.60
23	9.38	58	20.93
24	9.71	59	21.26
25	10.04	60	21.59
26	10.37	61	21.92
27	10.70	62	22.25
28	11.03	63	22.58
29	11.36	64	22.91
30	11.69	65	23.24
31	12.02	66	23.57
32	12.35	67	23.90
33	12.68	68	24.23
34	13.01	69	24.56
35	13.34	70	24.89

1.6 Computing Postage—Library Mail With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

1.7 Computing Postage—Library Mail With Postage Affixed

For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#).

2.0 Basic Eligibility Standards for Library Mail**2.1 Service Objectives**

The USPS does not guarantee the delivery of Library Mail within a specified time. Library Mail might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Sender, Recipient, and Content Standards**3.1 General**

Mailable matter meeting one of the specific eligibility standards in [3.3](#) or [3.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

3.2 Sender, Recipient, and Contents

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in [703.1.0](#). Only the articles described in [3.3](#) and [3.4](#) may be mailed at the Library Mail price.

3.3 Qualified Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:



183.3.4

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

3.4 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [3.4a.](#) through [3.4d](#) and guides or scripts prepared solely for use with such materials.

4.0 Attachments and Enclosures

4.1 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under [4.3](#) through [4.5](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [4.1b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [4.1a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services.

Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b.

- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b.

4.2 Other Material

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under 4.3 through 4.5.

4.3 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.4 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.



183.4.5

- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

4.5 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

184 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Library Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Library Mail

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under [705, *Advanced Preparation and Special Postage Payment Systems*](#). Identical-weight permit imprint mail also may be mailed under [705](#).

1.2 Affixing Postage—Single-Piece Price Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

185 Mail Preparation

Overview

1.0 Preparation for Library Mail

1.0 Preparation for Library Mail

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Library Mail. Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.2 Basic Markings

The basic required marking—"Library Mail"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicator Examples](#)). The service icon that will identify Library Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

186 Deposit

Overview

[1.0 Deposit for Library Mail](#)

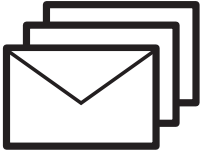
1.0 Deposit for Library Mail

1.1 **Single-Piece Price Mailings**

Single-piece price Library Mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the Post Office under [604.5.0](#).

200

Commercial Mail Letters and Cards



Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece

230 First-Class Mail

233 Prices and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

240 Standard Mail

243 Prices and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit

Design Standards

TOPICS

201 Physical Standards
202 Elements on the Face
of a Mailpiece



201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

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

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters

3.0 Physical Standards for Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Dimensions and Shape Standards for Automation Letters
- 3.3 Standards for Letter-Size Pieces Containing Discs (CDs or DVDs)
- 3.4 Weight Standards for First-Class Mail Automation Letters and Cards
- 3.5 Weight Standards for Standard Mail Automation Letters
- 3.6 Weight Standards for Periodicals Barcoded (Automation) Letters
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Wafer Seals, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Standards for Labels and Stickers Affixed to the Outside of an Envelope
- 3.14 Self-mailers, Booklets, Postcards, and Heavy Letter Mail
- 3.15 Enclosed Reply Cards and Envelopes

202 Elements on the Face of a Mailpiece

1.0 All Mailpieces

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

2.0 Address Placement

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Placement of Mail Markings
- 3.4 Exceptions to Markings
- 3.5 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

5.0 Barcode Placement

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on a Mailpiece
- 5.4 5-Digit and ZIP+4 Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 DPBC Numeric Equivalent
- 5.7 Barcode in Address Block
- 5.8 Barcode on Insert
- 5.9 Edges of Barcode Window
- 5.10 Window Construction
- 5.11 Window Cover

230 First-Class Mail Letters and Cards

TOPICS

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



233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

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

2.0 Content Standards for First-Class Mail Letters

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

3.0 Basic Standards for First-Class Mail Letters

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

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

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

5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

- 5.1 Basic Standards for Automation First-Class Mail Letters
- 5.2 Maximum Weight for Automation Letters
- 5.3 Price Application—Automation Cards and Letters
- 5.4 Address Standards for Barcoded Pieces
- 5.5 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Letters

- 2.1 Payment Methods for Presorted Prices
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Postage Payment for Automation Letters

- 3.1 Payment Methods for Automation Prices
- 3.2 Affixing Postage for Automation Price First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Price to All Pieces

230 First-Class Mail Letters and Cards

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

235

Mail Preparation

1.0 General Definition of Terms

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Letter Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleevings and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)

- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

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

6.0 Preparing Automation Price Letters

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

236

Enter and Deposit

1.0 Deposit

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

2.0 Verification

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

240 Standard Mail Letters and Cards

TOPICS

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



243 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular Standard Mail—ECR and Automation Prices
- 1.4 Regular Standard Mail—Nonautomation Prices
- 1.5 Nonprofit Standard Mail—ECR and Automation Prices
- 1.6 Nonprofit Standard Mail—Nonautomation Prices
- 1.7 Fees
- 1.8 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Letters

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

3.0 Basic Standards for Standard Mail Letters

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

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application
- 5.5 Nonmachinable Price Application

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation ECR Standards

7.0 Eligibility Standards for Automation Price Standard Mail

- 7.1 Basic Eligibility Standards for Automation Price Standard Mail
- 7.2 Maximum Weight for Automation Letters
- 7.3 Price Application for Automation Letters
- 7.4 Address Standards for Barcoded Pieces
- 7.5 Enclosed Reply Cards and Envelopes
- 7.6 Discount for Heavy Automation Letters

244 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

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

3.0 Postage Payment for Automation Letters

- 3.1 All Pieces
- 3.2 Adding Additional Postage
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Precanceled Stamps in Lower Price Denominations
- 3.5 Mixed Price Mailing Documentation

240 Standard Mail Letters and Cards

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to Priority Mail Prices

245 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Carrier Route Information Lines
- 2.10 Facing Slips—All Carrier Route Mail

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

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

6.0 Preparing Enhanced Carrier Route Letters

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

7.0 Preparing Automation Price Letters

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

**240
Standard Mail
Letters and Cards**

246
Enter and Deposit

- 1.0 Presenting a Mailing**
- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings
- 2.0 Destination Entry**
- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit
- 3.0 Destination Bulk Mail Center (DBMC) Entry**
- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC or AADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

Commercial Letters and Cards Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece



201 Physical Standards

Overview

- [1.0 Physical Standards for Machinable Letters and Cards](#)
- [2.0 Physical Standards for Nonmachinable Letters](#)
- [3.0 Physical Standards for Automation Letters and Cards](#)

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

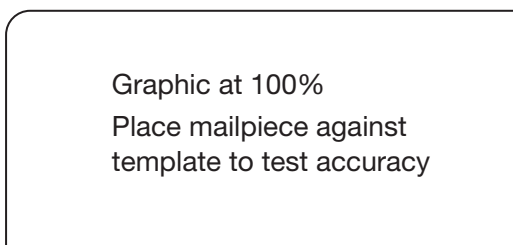
1.1.1 Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick.
- c. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1.1c](#).

Exhibit 1.1.1c Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"



1.1.2 Weight Standards for Machinable Letters

The maximum weight for Presorted First-Class Mail machinable letters is 3.3 ounces (0.2063 pound). The maximum weight for Standard Mail machinable letters is 3.3 ounces (0.2063 pound).

1.1.3 All Machinable Letters

All pieces of machinable First-Class Mail letters and Standard Mail machinable letters must not have any of the characteristics in [2.1, Criteria for Nonmachinable Letters](#). Each piece must bear a delivery address that includes the correct ZIP Code or ZIP+4 code.



1.2 Physical Standards for Cards Claimed at Card Prices

1.2.1 Dimensional Standards for Cards

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card price must be:

- a. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- b. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.
- c. Rectangular, with four square corners and parallel opposite sides. Card-size pieces meeting the standards in 1.2.1 may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1.1c](#).

1.2.2 Other Cards

A card that does not meet the applicable standards in 1.2 must not bear the words “Postcard” or “Double Postcard.”

1.2.3 Paper or Cardstock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

1.2.4 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [1.2.6](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

1.2.5 Unacceptable Attachment

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.

1.2.6 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of [1.2](#), miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not



containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card prices that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

- a. Vertically divided cards.
 1. The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.
 2. The delivery address, postage, and any USPS marking or endorsement must appear in the right portion. The right portion must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive).
 3. For cards claimed at the Presorted price, nondelivery address information may extend into the right portion only above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
 4. For cards claimed at the automation price, the standards for automation-compatible mail in [3.0, Physical Standards for Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.
- b. Horizontally divided cards.
 1. The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.
 2. The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address. As an alternative, when the delivery address appears within the lower portion, it is permissible for the postage, return address, and any USPS marking or endorsement to appear in the upper portion. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).
 3. For cards claimed at the Presorted price, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
 4. For cards claimed at the automation price, the standards for automation-compatible mail in [3.0, Physical Standards for Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.



201.1.2.7

1.2.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

1.2.8 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

1.2.9 Enclosures in Double Cards

Enclosures in double postcards are prohibited at card prices.

2.0 Physical Standards for Nonmachinable Letters

2.1 Criteria for Nonmachinable Letters

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mailpiece):

- a. Is over 3.3 ounces, unless prepared as an automation-price letter.
- b. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- c. Is polybagged, polywrapped, or enclosed in any plastic material.
- d. Has clasps, strings, buttons, or similar closure devices.
- e. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.2.3, *Odd-Shaped Items in Paper Envelopes*](#)).
- f. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).



- g. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- h. Has a delivery address parallel to the shorter dimension of the mailpiece.
- i. Self-mailers with a final folded edge perpendicular to the address if the piece is not folded and secured according to [3.14.1](#), *Folded Self-Mailer*.
- j. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to [3.14.2](#).

2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

Letter-price pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in [2.1](#) are subject to the nonmachinable surcharge (see [133.1.10](#)). All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices.

2.3 Additional Criteria for Standard Mail Nonmachinable Letters

The nonmachinable prices in [243.1.7](#) apply to Standard Mail letter-size pieces that weigh 3.3 ounces or less and have one or more of the nonmachinable characteristics in [2.1](#). Mailers must prepare nonmachinable letters over 3.3 ounces as described in [245.5.0](#), mark each piece “Not Flat-Machinable” or “NFM” as described in [402.2.0](#), and pay the Not Flat-Machinable prices.

2.4 Additional Criteria for Periodicals Nonmachinable Letters

The nonbarcoded letter prices in [707.1.1.2](#) apply to Periodicals letter-size pieces that have one or more of the nonmachinable characteristics in [2.1](#).

3.0 Physical Standards for Automation Letters and Cards

3.1 Basic Standards for Automation Letters and Cards

[\[8-14-08\]](#) Letters and cards claimed at automation letter prices and at Standard Mail Enhanced Carrier Route prices must meet the standards in [3.0](#). Unless prepared as a self-mailer, booklet, or postcard under [3.14.1](#) through [3.14.3](#), each mailpiece must be a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued along all four sides. All references in [3.0](#) to paper basis weight are based on measured weight for 500 17-inch by 22-inch sheets. Envelopes, or letter-size mailpieces sealed along all four sides, must be made of paper with a minimum 16 pounds basis weight or equivalent. See [3.4](#) for additional standards for mailpieces with disc enclosures.

3.2 Dimensions and Shape Standards for Automation Letters

Each letter-size piece must be rectangular (see [1.1.1](#)) and:

- a. For height, no more than 6-1/8 or less than 3-1/2 inches high.
- b. For length, no more than 11-1/2 or less than 5 inches long.
- c. For thickness, no more than 0.25 or less than
 - 1. 0.007 inch thick *if no more than 4-1/4 inches high and 6 inches long; or*
 - 2. 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both.*



3.3 Standards for Letter-Size Pieces Containing Discs (CDs or DVDs)

3.3.1 Basic Standards for Discs in Envelopes

Letter-size mailpieces containing a single disc and meeting the standards in [3.3.2](#), [3.3.3](#), and [3.11](#) are considered automation-compatible. Mailpieces with one enclosed disc not meeting these standards must be tested and approved for automation-compatibility.

3.3.2 Disc Size and Placement

Position the disc symmetrically at the vertical centerline and as near to the top edge of the mailpiece as is practical. Secure the disc to prevent it from shifting more than 1/2 inch in any direction. The maximum disc size is:

- a. 120 mm (4.7 inches) in diameter.
- b. 2 mm (0.08 inch) in thickness.

3.3.3 Dimensions and Shape Standards for Automation-Compatible Enveloped Letters Containing Discs

Each enveloped letter must meet the basic standards for machinable letters in [1.0](#) and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. A piece up to 8 inches long must be made of paper with a minimum 28-pound basis weight or equivalent.
- f. A piece over 8 inches long (up to 9.75 inches long) must be made of paper with a minimum 32-pound basis weight or equivalent.
- g. Discs in mailpieces made of the minimum basis weight paper must be inserted into a protective sleeve.

3.3.4 Dimensions and Shape Standards for Automation-Compatible Folded Self-Mailers Containing Discs

Each folded self-mailer must meet the basic standards for machinable letters in [1.0](#) and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. Be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force.
- f. Any folds or perforations in the mailpiece must be parallel to the address.



- g. Must meet the tabbing requirements for pieces prepared with folds or perforations parallel to the address provided in [3.14](#).

3.3.5 Unacceptable Characteristics for Automation-Compatible Letter-Size Pieces with Discs

Discs in letter-sized envelopes and folded self-mailers may not be enclosed in:

- a. Packaging such as plastic "clamshells," plastic "jewel cases," or inflexible cardboard sleeves.
- b. Window envelopes.

3.4 Weight Standards for First-Class Mail Automation Letters and Cards

Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound). See [3.14.4](#) for pieces heavier than 3 ounces.

3.5 Weight Standards for Standard Mail Automation Letters

Maximum weight for Standard Mail mailed at automation and Enhanced Carrier Route letter prices is 3.5 ounces (0.2188 pound). See [3.14.4](#) for pieces heavier than 3 ounces.

3.6 Weight Standards for Periodicals Barcoded (Automation) Letters

The maximum weight for Periodicals barcoded (automation) letters is 3.5 ounces (0.2188 pound). See [3.14.4](#) for pieces heavier than 3 ounces.

3.7 Aspect Ratio

The aspect ratio (length of the mailpiece divided by height) must be between 1.3 and 2.5, inclusive. Length and height are defined in [601.1.4](#).

3.8 Wraps and Closures

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, strings, buttons, or similar closure devices; or have protrusions that might impede or damage the mail or mail processing equipment.

3.9 Staples and Saddle Stitching

Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

3.10 Rigid and Odd-Shaped Items

Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to [3.12](#), [Flexibility Standards for Automation Letters](#), odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing.

3.11 Tabs, Wafer Seals, Tape, and Glue

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) may be used as applicable to the particular type of mailpiece under [3.14](#), [Self-mailers](#), [Booklets](#), [Postcards](#), and [Heavy Letter Mail](#), if the sealing devices do not interfere with the recognition of the barcode, price marking, postage information, or delivery



or return addresses. In all cases, additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

3.12 Flexibility Standards for Automation Letters

3.12.1 Machinability

To ensure transport through automated mail processing machines, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch-diameter drum.

3.12.2 USPS Services for Flexibility Testing

A mailer wanting to have mailpieces tested for flexibility must submit at least 50 sample pieces and a written request to USPS Engineering at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level (e.g., presort). Engineering advises the mailer by letter of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece tested and serves as evidence that the piece meets the relevant standards. A copy of the letter must be attached to each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those tested and approved.

3.13 Standards for Labels and Stickers Affixed to the Outside of an Envelope

3.13.1 Using Labels and Stickers

Permanent labels and stickers (those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at First-Class Mail card prices or at Periodicals prices, labels and stickers may be used only if permitted by the applicable standards.

3.13.2 Pressure-Sensitive Label

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels.

3.13.3 “Sandwich” Label

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.



3.14 Self-mailers, Booklets, Postcards, and Heavy Letter Mail

3.14.1 Folded Self-Mailer

Except as noted in 3.14.1c, a folded self-mailer must be prepared with the folded edge parallel to the longest dimension and the address of the mailpiece. Based on the number of tabs used, these additional standards apply:

- a. With one tab or wafer seal, the folded edge must be at the bottom of the self-mailer. The tab or wafer seal must be placed in the middle of the top edge of the piece. If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17- by 22-inch sheets) or 70 pounds (measured weight for 500 25- by 38-inch sheets). If formed of multiple folded sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17- by 22-inch sheets) or 60 pounds (measured weight for 500 25- by 38-inch sheets).
- b. With two tabs or wafer seals, the folded edge may be at the top or bottom of the self-mailer. The two tabs or wafer seals must be placed on the open edge, opposite the folded edge. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the other, within 1 inch of the right edge of the piece. See Exhibit 3.14.1b. The whole tab need not be placed within 1 inch of the edge. The tabs must not obscure the FIM, postage, or required address information. The folded self-mailer must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).

Exhibit 3.14.1b Sealing the Top Edge With Fold at the Bottom



- c. In specifically identified formats, a self-mailer may have the final fold on the right side (leading edge) of the piece. The left edge (trailing edge) and other open edges must be secured with at least one tab or a glue line. The number of tabs required is determined by the final trim size and paper basis weight of the piece. If the piece is 7 inches long or more, the piece must be sealed on the top and the bottom. In all cases, additional tabs, seals, or glue spots or glue lines may



201.3.14.2

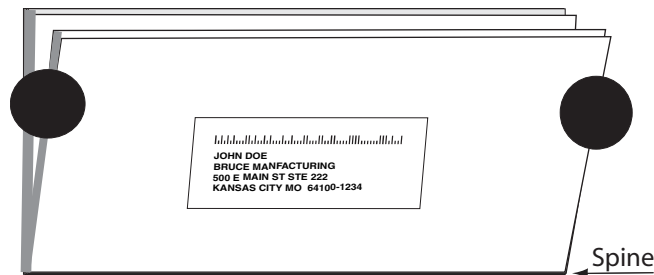
be used. Newsprint paper is acceptable if the basis weight of the paper meets the minimum standards in [3.14.1a](#) and the piece is certified by the USPS mailpiece design analyst to be acceptable for automated processing.

3.14.2 Booklets

A booklet-type piece must meet these standards:

- a. The front and back covers must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).
- b. Except as noted in [3.14.2d](#), the bound edge (spine) must be the longest edge of the piece and at the bottom, parallel to the address.
- c. The unbound edge (top) must be secured with at least two tabs or wafer seals. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the second tab or seal, within 1 inch of the right edge of the piece. As an alternative, one tab or wafer seal must be placed within 1 inch from the top left side (trailing edge) of the piece; the second tab or seal, within 1 inch from the top right side (leading edge) of the piece. See [Exhibit 3.14.2c](#).

Exhibit 3.14.2c Alternative Sealing for Booklet With Spine on the Bottom



- d. In specifically identified formats, prepared with a minimum paper basis weight of 24-pound bond paper, the spine may be on the shorter side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The unbound edges must be secured with at least two tabs or wafer seals. If the outside covers are prepared with a minimum paper basis weight of 20-pound bond or equivalent, the spine may be on the right side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The following restrictions apply:
 1. If the final trim size of the piece is no more than 4-1/4 inches high and no more than 6 inches long, the unbound left edges must be secured with at least one tab or wafer seal placed at the vertical center of the piece.
 2. If the final trim size of the piece is more than 4-1/4 inches high or more than 6 inches long, the unbound left edge must be secured with two tabs or wafer seals placed within 1 inch of the top and bottom edges.

3.14.3 Postcard

Any postcard must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist



an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length. Pieces claimed at First-Class Mail automation card prices also must meet the standards in [1.2, Physical Standards for Cards Claimed at Card Prices](#).

3.14.4 Heavy Letter Mail

Heavy letter mail (barcoded letter-size mail weighing more than 3 ounces) must have a barcode in the address block (see [202.5.0, Barcode Placement](#)) and must be prepared in a sealed envelope. Heavy letter mail may neither contain stiff enclosures nor be prepared as a self-mailer or booklet-type mailpiece.

3.15 Enclosed Reply Cards and Envelopes

3.15.1 Basic Standard

All letter-size reply cards and envelopes (business reply mail (BRM), courtesy reply mail (CRM), and meter reply mail (MRM)) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail and addressed for return to a domestic delivery address must meet the applicable standards for automation-compatible mail in [3.0](#). The mailer's signature on the postage statement certifies that this standard, and the standards listed below, have been met when the corresponding mail is presented to the USPS:

- a. Each reply piece must include the appropriate facing identification mark (FIM) under [708.9.0, Facing Identification Mark \(FIM\)](#).
- b. Each BRM piece must bear the correct BRM ZIP+4 barcode; each MRM and CRM piece must bear the correct barcode for the delivery address, subject to [202.5.0, Barcode Placement](#).
- c. Each BRM piece must meet any applicable standard under [507.9.0](#); each MRM piece must meet any applicable standard under [604.4.0, Postage Meters and PC Postage Products \("Postage Evidencing Systems"\)](#); and each CRM piece as defined in [3.15.2](#) must meet the standards of this section.

3.15.2 Courtesy Reply Mail (CRM)

For these standards, courtesy reply mail (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards in [1.0](#) or [2.0](#). CRM has no additional required design standards unless enclosed in automation mail.

202 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Placement and Physical Standards for Endorsements](#)
- [5.0 Barcode Placement](#)

1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [4.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Address Placement

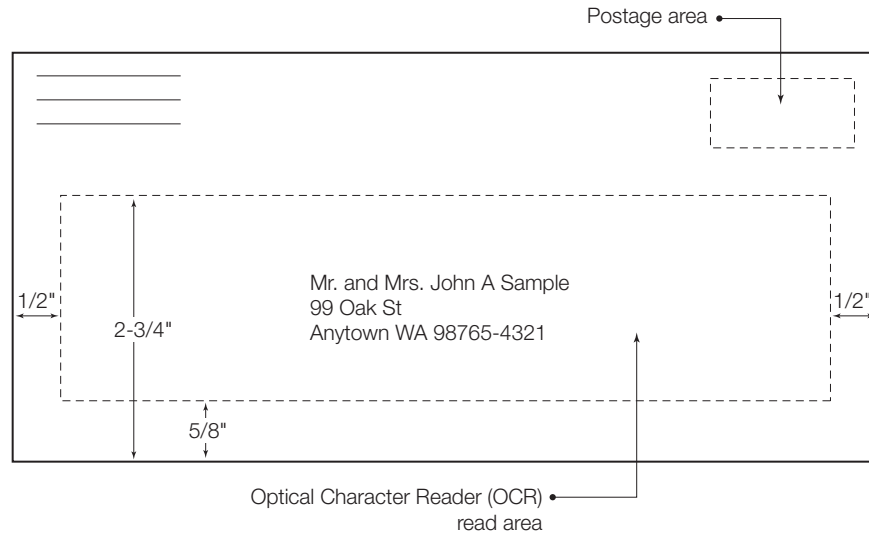
2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1, OCR Read Area](#)):

- a. Left: 1/2 inch from the left edge of the piece.
- b. Right: 1/2 inch from the right edge of the piece.
- c. Top: 2-3/4 inches from the bottom edge of the piece.
- d. Bottom: 5/8 inch from the bottom edge of the piece.



Exhibit 2.1 OCR Read Area



3.0 Placement and Content of Mail Markings

3.1 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#).

3.2 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

3.3 Placement of Mail Markings

[8-14-08] Markings must be placed as follows:

- a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. "First-Class"
 2. "Standard" or "STD"
 3. "Presorted Standard" or "PRSRT STD"
 4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit"
- b. Other Markings. The price-specific markings "AUTO," "Presorted" (or "PRSRT"); "Single-Piece" (or "SNGLP") (First-Class Mail only); and "ECRLOT," "ECRWSH," "ECRWSS," and "Customized MarketMail" (or "CUST MKTMAIL" or "CMM") (Standard Mail only) may be placed as follows:



1. In the location specified in [3.3a](#).
 2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).
 3. If preceded by two asterisks (**), the “AUTO,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO,” “PRSRT,” or “SNGLP” marking may be placed to the left of the barcode clear zone (subject to the standards in [5.0, Barcode Placement](#)) on letter-size pieces.
- c. Additional Requirements for Carrier Route. “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address, as specified in [3.3b](#). Pieces not mailed at ECR prices must not bear these markings.

3.4 Exceptions to Markings

[8-14-08] Exceptions are as follows:

- a. Automation Letters. First-Class Mail and Standard Mail letters do not require an “AUTO” marking if they bear a DPBC or an Intelligent Mail barcode with a delivery point routing code in the address block or on an insert visible through a window. First-Class Mail letters not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail letters not marked “AUTO” must bear the appropriate basic marking in [3.3a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under [705.2.0, Manifest Mailing System](#), meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking (“SP”) has been applied to pieces that subsequently become part of a presorted or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The other “AUTO” marking described in [3.3b](#) must be replaced by the appropriate identifier/price code marking described in [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product



202.3.5

Month Designator, MASS/FASTforward System Identifier, postage payment method, and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

3.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).

4.0 Placement and Physical Standards for Endorsements

4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#), *Treatment of Mail*), subject to the corresponding standards for use and availability.

4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

4.3 Placement of Endorsement

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
 1. Directly below the return address.
 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
 3. Directly to the left of the postage area and below or to the left of any price marking.
 4. Directly below the postage area and below any price marking.

4.4 Physical Standards for Endorsements

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.

- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.

5.0 Barcode Placement

5.1 Barcode Clear Zone

Each letter-size piece in an automation price or an Enhanced Carrier Route price mailing must have a barcode clear zone unless the piece bears a POSTNET or an Intelligent Mail barcode with a delivery point routing code (see [708.4.3](#)) in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in [708.4.4](#). The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

- a. Left: 4-3/4 inches from the right edge of the piece.
- b. Right: right edge of the piece.
- c. Top: 5/8 inch from the bottom edge of the piece.
- d. Bottom: bottom edge of the piece.

5.2 General Barcode Placement for Letters

Automation price letters and letters claimed at an Enhanced Carrier Route saturation or high density price may bear a POSTNET or an Intelligent Mail barcode with a delivery point routing code (see [708.4.0](#)). Mailers must print the barcode either in the address block or in the barcode clear zone, except for pieces that weigh more than 3 ounces which must include the barcode in the address block. See [5.7](#) when placing barcodes in the address block.

5.3 Barcode on a Mailpiece

Except as noted in [5.5, 5-Digit Barcode Placement in Clear Zone](#), for 5-digit barcodes, if the barcode is printed directly on the mailpiece in the lower right corner, the entire barcode must be within the barcode read area defined by these limits:

- a. Horizontally, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the piece.
- b. Vertically, the barcode must be within the area between 3/16 inch and 7/16 inch from the bottom edge of the piece; the bottom of the bars must be 1/4 inch \pm 1/16 inch from the bottom edge of the piece.



202.5.4

5.4 5-Digit and ZIP+4 Barcode Permissibility

An automation price letter-size piece may not bear a 5-digit or ZIP+4 barcode in the lower right corner (barcode clear zone). The piece may bear a 5-digit or ZIP+4 barcode in the address block only if a POSTNET or an Intelligent Mail barcode with a delivery point routing code appears in the lower right corner. The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window.

5.5 5-Digit Barcode Placement in Clear Zone

Any 5-digit barcode must be located as specified in 5.4, except that, if placed in the barcode clear zone, the leftmost bar of the barcode must be between 4-1/8 and 4-1/4 inches from the right edge of the mailpiece.

5.6 DPBC Numeric Equivalent

In delivery point barcoded automation price mailings only, the numbers corresponding to the POSTNET bars in a correct delivery point barcode (DPBC) may appear in the delivery address. If read from left to right, a correct DPBC numeric equivalent consists of five digits, a hyphen, and seven digits.

5.7 Barcode in Address Block

When the barcode is included as part of the address block:

- a. The barcode must be placed in one of these positions:
 1. Above the address line containing the recipient's name.
 2. Below the city, state, and ZIP Code line.
 3. Above or below the keyline information.
 4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes. The separation between the barcode and top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 0.125 (1/8) inch.
- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch. The clearance between the barcode and the top and bottom window edges must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail (as defined in 5.2, *General Barcode Placement for Letters*) must be covered; such windows may be covered on other mail. Covers for address block windows are subject to 5.11.

- e. If an address label is used, a clear space of at least 0.125 (1/8) inch must be left between the barcode and the left and right edges of the address label. The clearance between the barcode and the top and bottom edges of the address label must be at least 0.040 inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes.
- f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece.

5.8 Barcode on Insert

If the barcode is printed on an insert to appear through a window in the lower right corner of an envelope:

- a. The envelope and window must meet the physical standards in [5.9](#) through [5.11 in Barcode Placement](#).
- b. The entire barcode must be within the barcode clear zone (but need not be completely within the barcode read area).
- c. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the barcode and the left and right edges of the window, at least 0.1875 (3/16) inch between the barcode and the bottom edge of the mailpiece, and at least 0.040 (1/25) inch between the barcode and the top edge of the window for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes.

5.9 Edges of Barcode Window

The edges of the barcode window must meet these criteria:

- a. Left: at least 4-3/4 inches from the right edge of the envelope.
- b. Right: at least 1/4 inch from the right edge of the envelope.
- c. Top: at least 5/8 inch from the bottom of the envelope.
- d. Bottom: form part of the bottom edge of the envelope.

5.10 Window Construction

A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to [5.11](#).

5.11 Window Cover

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.

230 Commercial Letters and Cards First-Class Mail

233 Prices and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

233 Prices and Eligibility

Overview

- [1.0 Prices and Fees for First-Class Mail](#)
- [2.0 Content Standards for First-Class Mail Letters](#)
- [3.0 Basic Standards for First-Class Mail Letters](#)
- [4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#)
- [5.0 Additional Eligibility Standards for Automation First-Class Mail Letters](#)
- [6.0 Eligibility Standards for Card Price First-Class Mail](#)

1.0 Prices and Fees for First-Class Mail

1.1 Price Application

Postage is based on the letter price that applies to the weight of each addressed piece.

1.2 Price Computation for First-Class Mail Letters

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

1.3 Presorted and Automation Prices for Cards and Letters

Weight Not Over (ounces)	Automation				Nonautomation
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ¹
1	\$0.324	\$0.346	\$0.351	\$0.369	\$0.394
2	0.449	0.471	0.476	0.494	0.519
3	0.574	0.596	0.601	0.619	0.644
3.5	0.699	0.721	0.726	0.744	0.769 ²
Postcard ³	0.199	0.210	0.213	0.223	0.242

1. Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the \$0.20 nonmachinable surcharge.

2. The maximum weight for machinable letter preparation is 3.3 ounces.

3. The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

1.4 Nonmachinable Surcharge

Surcharge per Presorted price piece (see [201.2.1, Criteria for Nonmachinable Letters](#), and [4.3, Nonmachinable Surcharge for Letter-Size Pieces](#)): \$0.20.

1.5 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$180.00.

1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.7](#) and [1.2, Price Computation for First-Class Mail Letters](#). For First-Class Mail, affix postage to each piece under [234.2.2, Affixed Postage for](#)



233.1.7

Presorted First-Class Mail, or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

1.7 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

2.0 Content Standards for First-Class Mail Letters

2.1 **General**

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

2.2 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 **Personal Information**

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 **Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 **Matter Marked Postcard or Double Postcard**

Any matter marked "Postcard" or "Double Postcard" must be mailed as First-Class Mail or Express Mail.

2.6 **Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

3.0 Basic Standards for First-Class Mail Letters**3.1 3.1 Description of Service****3.1.1 Service Objectives**

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Price Options

First-Class Mail letters offer shape-based single-piece prices in [133.1.0](#) and discounted prices in [1.0](#) for presorted mailings of 500 or more pieces that weigh 3.5 ounces or less.

3.2 Defining Characteristics**3.2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.3 Additional Basic Standards for First-Class Mail

All presorted First-Class Mail letters must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 3.5 ounces or less.
- c. Meet the applicable standards in [234, Postage Payment and Documentation](#), and [1.0, Prices and Fees for First-Class Mail](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.



233.3.4

- e. Meet the applicable physical standards in:
 - 1. [201.1.0, Physical Standards for Machinable Letters and Cards.](#)
 - 2. [201.2.0, Physical Standards for Nonmachinable Letters.](#)
 - 3. [201.3.0, Physical Standards for Automation Letters and Cards.](#)
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 - 1. The Move Update standard in [3.5](#).
 - 2. The ZIP Code accuracy standard in [3.6](#).
 - 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.5 Move Update Standard

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted prices, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).

- c. *FASTforward* MLOCR processes if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.
- d. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- e. Ancillary service endorsements under [507.1.5.1, First-Class Mail and Priority Mail](#), except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.6.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:



233.3.6.3

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

4.1 Additional Standards for Machinable First-Class Mail

In addition to the standards in [3.0, *Basic Standards for First-Class Mail Letters*](#), all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in [235.5.0, *Preparing Nonautomation Letters*](#).

4.2 Barcodes

Any POSTNET barcode on a mailpiece in a nonautomation First-Class Mail mailing must be correct for the delivery address and meet the standards in [202.5.0, *Barcode Placement*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#) and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#).

4.3 Nonmachinable Surcharge for Letter-Size Pieces

The nonmachinable surcharge in [1.4](#) applies to letter-rate pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in [201.2.1](#).

5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

5.1 Basic Standards for Automation First-Class Mail Letters

All pieces in a First-Class Mail automation price mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.

- c. Meet the physical standards in [201.3.0, Physical Standards for Automation Letters and Cards](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets the address matching and coding standards in [5.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
- e. Bear an accurate DPBC or Intelligent Mail barcode (see [708.4.3](#)) matching the delivery address and meeting the standards in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#). Mailers must apply the barcode either on the piece or on an insert showing through a window.
- f. Be marked, sorted, and documented as specified in [235.6.0, Preparing Automation Price Letters](#), for letters and cards.

5.2 Maximum Weight for Automation Letters

Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound) (see [201.3.14.4, Heavy Letter Mail](#), for pieces heavier than 3 ounces).

5.3 Price Application—Automation Cards and Letters

Automation prices apply to each piece that is sorted under [235.6.0](#) into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional. Pieces placed in full 3-digit/scheme trays in lieu of 5-digit/scheme overflow trays under [235.6.6](#) are eligible for the 5-digit prices.
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit price. Pieces placed in full AADC trays in lieu of 3-digit/scheme overflow trays under [235.6.6](#) are eligible for the 3-digit prices.
- c. Groups of fewer than 150 pieces in origin 3-digit/scheme trays and pieces in AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays in lieu of AADC overflow trays under [235.6.6](#) are eligible for the AADC prices.
- d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [5.3c](#).

5.4 Address Standards for Barcoded Pieces

5.4.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

5.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.



5.4.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [202.5.6](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

5.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

5.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

5.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

5.4.7 P.O. Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

5.5 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS.

6.0 Eligibility Standards for Card Price First-Class Mail

6.1 Card Price

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card price, a card and each half of a double card must meet the physical standards in [201.1.2](#) and the applicable eligibility and preparation standards for the

price claimed. Ineligible cards are subject to letter-size prices. Cards may be prepared and mailed at the First-Class Mail single-piece card price, Presorted card price, or automation card prices.

6.2 Cards and Letters

Pieces claimed at card prices and pieces claimed at letter prices are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

234 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted Letters](#)
- [3.0 Postage Payment for Automation Letters](#)
- [4.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for discount (Presorted or automation) price -First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0, Postage Payment for Presorted Letters](#), and [3.0, Postage Payment for Automation Letters](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Letters

2.1 Payment Methods for Presorted Prices

Presorted First-Class Mail price postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization.

2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail price for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class Mail first-ounce price applicable to the mailing job, and full postage on metered pieces for any additional ounce(s) or nonmachinable surcharge; postage documentation may be required by standard.
- c. Postage in an amount not less than the lowest available First-Class Mail first-ounce letter or card price (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard.



2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Postage Payment for Automation Letters

3.1 Payment Methods for Automation Prices

First-Class Mail automation price postage must be paid with meter stamps, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

3.2 Affixing Postage for Automation Price First-Class Mail

Unless permitted by other standards or Business Mailer Support authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. Each metered piece weighing more than 1 ounce must bear the correct additional postage to pay for the additional ounce(s).
- b. Each piece must bear a precanceled stamp or meter postage in the exact amount or at the lowest price applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter stamp affixed to the required postage statement.
- c. Documentation meeting the standards in [4.0, Mailing Documentation](#), must be presented with the postage statement to show the number of pieces at each price and the computation of the additional postage due for pieces not bearing full postage at the applicable price (i.e., the difference between what the pieces bear and the correct postage at the price for which each qualifies).

3.3 Nondenominated Precanceled Stamps

A mailer may use available nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- c. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each price and the computation of the additional postage due at the applicable price (i.e., the difference between the value of the nondenominated stamp affixed and the correct postage at the price for which each piece qualifies).

3.4 Lower Denomination Precanceled Stamps

A mailer may use precanceled stamps of a denomination less than the postage for the first ounce at the lowest price in the mailing if:

- a. The stamps do not bear an improper price marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each price and the computation of the additional postage due at the applicable price (i.e., the difference between the value of the stamps affixed and the correct postage at the price for which each piece qualifies).

3.5 Postage Affixed at Lowest Price to All Pieces

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

4.0 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.



234.4.3

4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. *Exception:* For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. First-Class Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

4.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

4.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

4.6 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#).

4.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

4.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

235 Mail Preparation

Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Automation Price Letters](#)

1.0 General Definition of Terms

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

1.2 Definition of Mailings

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, automation and nonautomation letters must be prepared as separate mailings. Cards and letters must be prepared as separate mailings except that they may be sorted together if each meets separate minimum volume requirements. Machinable and nonmachinable letters must not be part of the same mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Unique 3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in [L002](#), Column A.
- e. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).



- f. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- g. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- h. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- i. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, etc.
- j. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying* or *working* mail.

1.4 Preparation Definitions and Instructions

[8-14-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still

considered 5-digit scheme sorted and are labeled accordingly. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation price letter-size First-Class Mail. When standards require 3-digit/scheme sorting, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location, the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- k. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0, Bundles](#).



- m. A “logical” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces as described in 2.3.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles

[8-14-08] Cards and letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles is 6 inches.
- b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in bundles.
- c. Bundles must be prepared for mail in all less-than-full trays (including overflow trays) and for nonmachinable Presorted First-Class Mail.
- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- e. Bundling of automation and machinable letters or cards under 2.3d is required to retain the orientation of the pieces within the tray. Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.
- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.

- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [2.3f, Preparing Bundles](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.

2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays

In mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mailers need not prepare bundles when placing mail in a full tray and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder).

2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required if the pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. 5-digit presort level, red Label 5.
- b. 3-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.



235.3.1

3.0 Letter Trays

3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. However, a postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all letter-size mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2, Letter Tray Sizes](#). When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.

- g. Each tray must be sleeved and strapped under [3.4, Tray Sleevling and Strapping](#), and [3.5, Strapping Exception](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

3.4 Tray Sleevling and Strapping

Letter trays are secured using USPS-provided sleeves. Each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

3.5 Strapping Exception

If the processing and distribution manager gives a written waiver, strapping is not required for any mixed AADC letter tray of First-Class Mail or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Tray labels are subject to these basic standards:

- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation price mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).

4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.



4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Working	WKG

4.5 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

4.8 Placement of Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

4.9 Barcoded Tray Labels

4.9.1 Basic Standards for Barcoded Tray Labels

Barcoded tray labels must be used for automation-price letter-size mailings. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Mailers must insert barcoded labels completely into the label holder on the tray to prevent their loss during transport and processing.

5.0 Preparing Nonautomation Letters

5.1 Basic Standards

5.1.1 All Mailpieces

Each Presorted First-Class Mail mailing must meet the applicable standards in [233.4.0, Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#), and in [235, Mail Preparation](#); All pieces must be in the same processing category, subject to [5.1.4, Cards and Letters](#), and must be sorted together and prepared under [5.2, Machinable Preparation](#), or [5.3, Nonmachinable Preparation](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays.



5.1.2 Single-Piece Price Pieces Presented With Presort Mailings

Regardless of postage payment method, mailers may present single-piece price First-Class Mail with pieces claimed at automation or presort prices and report all pieces on the same postage statement. The following standards apply:

- a. The mailer must prepare the single-piece price pieces in separate trays from the automation and presort pieces. As an option, mailers may label the trays with barcoded or nonbarcoded tray labels. Create barcoded tray labels under [708.6.0](#) using content identifier numbers 246, 260, or 268, as appropriate. Label barcoded and nonbarcoded trays as follows:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
 2. Line 2: For barcoded labels use the human-readable content line corresponding to the content identifier number (see [Exhibit 708.6.1.4](#)); for nonbarcoded labels use “FCM SNGLP WKG.”
 3. Line 3: Office of mailing or mailer information.
- b. The single-piece price pieces must bear no price marking or be marked “First-Class” or, if not affixed with full single-piece price postage, “Single-Piece” (or “SNGLP”). See [202.3.0, Placement and Content of Mail Markings](#).
- c. The mailer must affix additional postage to the single-piece price pieces to yield the correct amount on each piece, or (if prepared with a corrective price marking) the mailer must pay all additional postage at the time of mailing.

5.1.3 Marking

Subject to [202.3.0, Placement and Content of Mail Markings](#), all pieces must be marked “Presorted” (or “PRSRT”) and “First-Class.”

5.1.4 Cards and Letters

Pieces claimed at card prices and pieces claimed at letter prices are each subject to a separate minimum volume criterion whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

5.2 Machinable Preparation

5.2.1 Machinable Bundling

Machinable pieces are not bundled, except for (see [2.0, Bundles](#)):

- a. Card-size pieces.
- b. All pieces in a less-than-full origin 3-digit tray.
- c. All pieces in a less-than-full mixed AADC tray.

5.2.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. Separate 3-digit origin trays required for each origin 3-digit ZIP Code; no minimum piece requirement; one less-than-full tray permitted for each origin ZIP Code; labeling:

1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM LTR 3D MACH."
- b. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
1. Line 1: [L801](#).
 2. Line 2: "FCM LTR AADC MACH."
- c. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM LTR MACH WKG."

5.3 Nonmachinable Preparation

5.3.1 Nonmachinable Bundling

Except as provided in [2.5, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.3.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM LTR 3D MANUAL."
- c. ADC (required); full trays (no overflow); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:



235.6.1

1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
2. Line 2: “FCM LTR MANUAL WKG.”

6.0 Preparing Automation Price Letters

6.1 Basic Standards

Mailers must prepare letter-size automation price First-Class Mail under [6.0](#). Bundle and tray preparation are subject to [235](#). Use barcoded tray labels under [4.9](#) and [708.6.0](#).

6.2 Mailings

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and must be sorted together to the finest extent required for the price claimed except under [6.2c](#). The definitions of a mailing and permissible combinations are in [1.0, *General Definition of Terms*](#).
- b. First-Class Mail. A single automation price First-Class Mail mailing may include pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC prices.
- c. Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SNGLP” under [202.3.0, *Placement and Content of Mail Markings*](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

6.3 Marking

All automation price pieces must be marked under [202.3.0, *Placement and Content of Mail Markings*](#), and [202.4.0, *Placement and Physical Standards for Endorsements*](#). Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in [202.3.0, *Placement and Content of Mail Markings*](#), and [202.4.0, *Placement and Physical Standards for Endorsements*](#), “AUTO.” Pieces not claimed at an automation price must not bear “AUTO” unless single-piece price postage is affixed or the corrective single-piece price marking (“SNGLP” or “Single-Piece”) is applied.

6.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [6.6](#).

6.5 Cards

Pieces claimed at First-Class Mail card prices and pieces claimed at First-Class Mail letter prices are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

6.6 Tray Preparation

[6-5-08] Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in the next tray level when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme (see [1.4e](#)): optional, but required for 5-digit price (150-piece minimum); overflow allowed.
 1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.
 2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
- b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC. For Line 1 use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

6.7 Tray Line 2

Line 2: “FCM LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. 3-digit scheme: “BC 3D SCHEME” and, if applicable, as shown in [L002](#), Column B, followed by the letter “A,” “B,” or “C.”
- d. 3-digit: “3D BC.”
- e. AADC: “AADC BC.”
- f. Mixed AADC: “BC WKG.”



235.6.8

6.8 Presentation

Upon presentation of letter-size automation price First-Class Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another, or side by side, and must be placed as the top layer(s) on any given container. Containerization instructions for First-Class Mail letters and cards may be established by local USPS managers.

236 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted price or at any automation price must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#).

1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation price First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected. The mailer may either



236.2.3

reenvelope each piece and reapply postage and request a postage refund under [604.9.0, Refunds and Exchanges](#), or apply a legible “.00” meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Price Rather Than Correcting Errors

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.

240 Commercial Letters and Cards Standard Mail

243 Prices and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit

243 Prices and Eligibility

Overview

- 1.0 Prices and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Letters
- 3.0 Basic Standards for Standard Mail Letters
- 4.0 Price Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters
- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters
- 7.0 Eligibility Standards for Automation Price Standard Mail

1.0 Prices and Fees for Standard Mail

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.

1.3 Regular Standard Mail—ECR and Automation Prices

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.179	\$0.190	\$0.234	\$0.225	\$0.241	\$0.244	\$0.257
	DBMC	0.146	0.157	0.201	0.192	0.208	0.211	0.224
	DSCF	0.137	0.148	0.192	0.183	0.199	0.202	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	---
	DDU	---	---	---	---	---	---	---
+		+	+	+	+	+	+	
per piece price		0.054 ³	0.065 ³	0.103 ³	0.074 ³	0.090 ³	0.093 ³	0.106 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size prices (243.6). Mailers may not pay ECR flat prices and claim the DDU discount for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).



243.1.4

1.4 Regular Standard Mail—Nonautomation Prices

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.258	\$0.260	\$0.343	\$0.438	\$0.461	\$0.561
	DBMC	0.225	0.227	0.310	0.405	0.428	0.528
	DSCF	0.216	---	0.301	0.396	0.419	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.

1.5 Nonprofit Standard Mail—ECR and Automation Prices

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.108	\$0.119	\$0.159	\$0.127	\$0.143	\$0.146	\$0.159
	DBMC	0.075	0.086	0.126	0.094	0.110	0.113	0.126
	DSCF	0.066	0.077	0.117	0.085	0.101	0.104	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound price	None	0.415	0.415	0.446	0.632	0.632	0.632	0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	---
	DDU	---	---	---	---	---	---	---
+		+	+	+	+	+	+	
per piece price		0.022 ³	0.033 ³	0.067 ³	-0.003 ³	0.013 ³	0.016 ³	0.029 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size prices (243.6). Mailers may not pay ECR flat prices and claim the DDU discount for letter-size pieces.

2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).

1.6 Nonprofit Standard Mail—Nonautomation Prices

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.160	\$0.162	\$0.245	\$0.340	\$0.363	\$0.463
	DBMC	0.127	0.129	0.212	0.307	0.330	0.430
	DSCF	0.118	---	0.203	0.298	0.321	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.

1.7 Fees**1.7.1 Presort Mailing Fee**

Mailing fee, per 12-month period: \$180.00.

1.7.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE

Single Piece Weight Not Over (ounces)	Weighted Fee per Piece¹
Card Price	\$0.67
1	1.04
2	1.46
3	1.88
3.5	2.30

1. Weighted fee equals single-piece First-Class Mail or Priority Mail price (plus the nonmachinable surcharge, if applicable) multiplied by 2.472.

1.8 Computing Postage for Standard Mail**1.8.1 Weight**

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

1.8.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

1.8.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

1.8.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.2, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the



addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

1.8.5 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

1.8.6 Computing Affixed Postage—Heavy Letters

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge, subtract the heavy letter discount (see 1.8.8 through 1.8.9); and round the sum up to the next tenth of a cent.

1.8.7 Permit Imprint

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

1.8.8 Discount for Heavy Automation Letters

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces are charged postage equal to the automation piece/pound price for that piece and receive a discount equal to the corresponding automation flat-size piece price (3.3 ounces or less) minus the corresponding automation letter-size piece price (3.3 ounces or less). If a destination entry price is claimed, the discount is calculated using the corresponding prices.

1.8.9 Discount for Heavy ECR Letters

Pieces that otherwise qualify for the high density or saturation letter price and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound price and receive a discount equal to the flat-size piece price (3.3 ounces or less) minus the letter-size piece price (3.3 ounces or less). If a destination entry price is claimed, the discount is calculated using the corresponding prices.

2.0 Content Standards for Standard Mail Letters

2.1 Definition and Weight

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [233.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel.



243.2.5.3

Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.5.3 Nonincidental First-Class Mail Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement "First-Class Mail Enclosed" must be placed on the piece, below the postage and above the address.

2.5.4 Nonincidental First-Class Mail Attachments

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Standards for Standard Mail Letters

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Mailpiece Weight

All Standard Mail pieces must weigh less than 16 ounces. The following weight limits also apply to pieces mailed at Standard Mail letter prices:

- a. Pieces mailed at machinable and nonmachinable letter prices may weigh up to 3.3 ounces. Letter-size pieces weighing more than 3.3 ounces and prepared as nonmachinable letters are mailable at Not Flat-Machinable prices (see [443](#)) and must be marked "Not Flat-Machinable" or "NFM" according to [402.2.0](#), unless they are barcoded and eligible to be mailed as automation flats under [301.3.0](#).



243.3.2.2

- b. Pieces mailed at automation letter prices or Enhanced Carrier Route prices may weigh up to 3.5 ounces.

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).

3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), [Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in an automation mailing must be eligible for an automation price.
- d. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code (see [3.8.1](#)), unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- f. Postage must be paid under [244.1.0](#) through [244.3.0](#) with precanceled stamps, meter stamps, or permit imprint.

- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [244.4.2, Basic Documentation Standards](#), and the standards for the price claimed.
- h. Each piece must meet the standards for any other price or discount claimed.
- i. Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [202.5.0, Barcode Placement](#), [708.3.0, Coding Accuracy Support System \(CASS\)](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).
- j. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [245.1.0, General Information for Mail Preparation](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.



3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [244.5.1, Residual Standard Mail Subject to First-Class Mail Prices](#), and [244.5.2, Residual Standard Mail Subject to Priority Mail Prices](#), are met.

3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.8.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:

1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
2. Any mailing list service in [507.7.0](#).
3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Price Eligibility for Standard Mail

4.1 General Information

All Standard Mail prices are presorted prices (including all nonprofit prices). These prices apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted prices under [3.0](#) and [5.0](#), Enhanced Carrier Route prices under [6.0](#), automation prices under [7.0](#), or Customized MarketMail prices under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount prices are available under [246.2.0](#) through [246.5.0](#). Nonprofit prices may be used only by organizations authorized by the USPS. Not all processing categories qualify for every price. Pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing.

4.2 Minimum Per Piece Prices

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece prices, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201.1.1.1](#), *Dimensional Standards for Letters*, without regard to placement of the address on the piece, except under these conditions:
 1. If the piece meets both the definition of a letter in [201.1.1.1](#) and the definition of an automation flat in [301.3.0](#), the piece may be prepared and entered at an automation flat price.
 2. If the piece is prepared for automation letter prices, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter prices under [201.3.0](#), *Physical Standards for Automation Letters and Cards*. For this purpose, the length is considered to be the dimension parallel to the address.



243.4.3

3. Pieces mailed as Customized *MarketMail* under [705.1.0](#) must pay the Regular or Nonprofit Standard Mail 5-digit nonentry prices for Not Flat-Machinable pieces and must not exceed 3.3 ounces.
- c. Individual Prices. There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing.

4.3 Piece/Pound Prices

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under [3.0](#) through [7.0](#). There are separate per pound prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) under [3.0](#) through [7.0](#). Discounted per pound prices also may be claimed for destination entry mailings (destination bulk mail center (DBMC) and destination sectional center facility (DSCF)) under [246](#).

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail nonautomation price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Prices and Eligibility*.
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for nonautomation Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [245](#), *Mail Preparation*, or [705.8.0](#), *Preparing Pallets*.

5.2 Weight Standards for Machinable Pieces

Maximum weight limit for machinable nonautomation Standard mail is 3.3 ounces (0.2063 pound).

5.3 Price Application

Nonautomation prices for Regular and Nonprofit Standard Mail apply to letters that meet the eligibility standards in [2.0, Content Standards for Standard Mail Letters](#), and the preparation standards in [245, Mail Preparation](#), or [705.8.0, Preparing Pallets](#).

5.4 Machinable Price Application

Machinable letters are subject only to AADC and mixed AADC prices.

5.4.1 AADC Price

The AADC price applies to qualifying letter-size machinable pieces (see [201.1.0, Physical Standards for Machinable Letters and Cards](#)) placed in origin/entry 3-digit trays, to quantities of 150 or more pieces prepared in AADC trays for a single AADC, and to pieces placed in mixed AADC trays in lieu of overflow AADC trays.

5.4.2 Mixed AADC Price

The mixed AADC price applies to qualifying letter-size machinable pieces that the mailer prepares in mixed AADC trays, except for pieces placed in mixed AADC trays in lieu of overflow AADC trays (see [245.5.3.2](#)).

5.5 Nonmachinable Price Application

Nonmachinable prices in [1.0](#) apply only to Standard Mail letter-size pieces (including card-size pieces) weighing 3.3 ounces or less that have one or more of the nonmachinable characteristics in [201.2.1](#). Except for Enhanced Carrier Route letter-size pieces, nonmachinable letter-size pieces weighing more than 3.3 ounces are subject to Not Flat-Machinable prices (see [443](#)), unless they are barcoded and eligible to be mailed as automation flats under [301.3.0](#). Nonmachinable Enhanced Carrier Route letter-size pieces over 3.3 ounces are subject to the Enhanced Carrier Route flats prices.

5.5.1 5-Digit Price

The 5-digit price applies to letter-size pieces subject to the nonmachinable prices (see [5.5](#)) prepared in quantities of 150 or more pieces for a 5-digit ZIP Code and presented in 5-digit trays under [245.5.0](#).

5.5.2 3-Digit Price

The 3-digit price applies to letter-size pieces subject to the nonmachinable prices (see [5.5](#)) prepared in quantities of 150 or more pieces for a 3-digit ZIP Code and presented in 3-digit trays under [245.5.0](#).

5.5.3 ADC Price

The ADC price applies to letter-size pieces subject to the nonmachinable prices (see [5.5](#)) placed in 3-digit origin/entry trays and to pieces prepared in quantities of 150 or more for an ADC and presented in ADC trays under [245.5.0](#).

5.5.4 Mixed ADC Price

The mixed ADC price applies to letter-size pieces that are subject to the nonmachinable prices and prepared in mixed ADC trays.



243.6.1

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

6.1 General Enhanced Carrier Route Standards

6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation (simplified address and other addressing) Enhanced Carrier Route prices.

6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in *Prices and Eligibility*](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. ECR and Nonprofit ECR mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [245.6.0, *Preparing Enhanced Carrier Route Letters*](#), or [705.8.0, *Preparing Pallets*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The carrier route accuracy standard in [6.2](#).
 2. The address matching and coding standards in [7.4, *Address Standards for Barcoded Pieces*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#).
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and [245.6.8](#).
- f. Meet the applicable documentation and postage payment standards in [244, *Postage Payment and Documentation*](#), and [1.8, *Computing Postage for Standard Mail*](#).
- g. Must meet the requirements for automation compatibility in [201.3.0](#) and bear an accurate DPBC or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#). Pieces prepared with a simplified address format are exempt from this requirement.

6.1.3 Maximum Weight for Enhanced Carrier Route Letters

Maximum weight for Standard Mail Enhanced Carrier Route pieces: 3.5 ounces (0.2188 pound) (see [201.3.14.4, *Heavy Letter Mail*](#), for pieces heavier than 3 ounces).

6.2 Carrier Route Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain prices under [6.2.2](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.

6.2.2 Mail Classes and Prices

Except as provided in [243.6.2.3](#), addresses used on pieces claiming all Enhanced Carrier Route prices for Standard Mail, regardless of any required surcharges, must meet the carrier route accuracy standard.

6.2.3 Exception

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [602.3.0, Use of Alternative Addressing](#).

6.2.4 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

6.2.5 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Price Enhanced Carrier Route Standards

6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#) in *Preparing Enhanced Carrier Route Letters*).



6.3.2 Basic Price Eligibility

Basic prices apply to each piece sorted under [245.6.0](#) or [705.8.0](#) in a full carrier route tray, in a carrier route bundle of 10 or more pieces, or in groups of 10 or more pieces placed in a 5-digit carrier routes or a 3-digit carrier routes tray. Basic prices also apply under these conditions:

- a. Basic letter prices apply to each piece that is automation-compatible according to [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and has an accurate delivery point barcode or Intelligent Mail barcode under [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#).
- b. Pieces that are not automation-compatible or not barcoded are mailable at the basic price for flat-size pieces.

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Prices

High density prices apply to each piece that is automation-compatible according to [201.3.0](#), and has an accurate delivery point barcode or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#). High density prices also apply under these additional conditions: Mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.

- a. Pieces that are not automation-compatible or not barcoded are mailable at the high density price for flat-size pieces.
- b. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and are not required to have a barcode to qualify for letter prices.

6.4.2 High Density Prices for Letters

All pieces mailed at high density prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#) in [Preparing Enhanced Carrier Route Letters](#)).
- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard.

6.4.3 High Density Discount for Heavy Letters

Pieces that otherwise qualify for the high density letter price and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound price and receive a discount equal to the high density flat-size piece price (3.3 ounces or less) minus the high density letter piece price (3.3 ounces or less). If claiming a destination entry price, the discount is calculated using the corresponding prices.

6.5 Saturation ECR Standards

6.5.1 Basic Eligibility Standards for Saturation Prices

Saturation prices apply to each piece that is automation-compatible according to [201.3.0](#), and has an accurate delivery point barcode or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).

Saturation prices also apply under these additional conditions:

- a. Mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.
- b. Pieces that are not automation-compatible or not barcoded are mailable at the saturation price for flat-size pieces.
- c. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), and are not required to have a barcode to qualify for letter prices.

6.5.2 Saturation Prices for Letters

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9 in Preparing Enhanced Carrier Route Letters](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.3 Saturation Discount for Heavy Letters

Pieces that otherwise qualify for the saturation letter price and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound price and receive a discount equal to the saturation flat-size piece price (3.3 ounces or less) minus the saturation letter piece price (3.3 ounces or less). If claiming a destination entry price, the discount is calculated using the corresponding prices.

7.0 Eligibility Standards for Automation Price Standard Mail

7.1 Basic Eligibility Standards for Automation Price Standard Mail

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).



243.7.2

- c. Be in the same processing category and meet the physical standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - 1. The address matching and coding standards in [7.4, *Address Standards for Barcoded Pieces*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#).
 - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate DPBC or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#). Mailers must apply the barcode either on the piece or on an insert showing through a window.
- f. Be marked and sorted according to [245.7.0, *Preparing Automation Price Letters*](#).
- g. Meet the applicable documentation and postage payment standards in [1.8, *Computing Postage for Standard Mail*](#), and [244.1.0](#) through [244.3.0](#) in [244.1.0, *Postage Payment and Documentation*](#).

7.2 Maximum Weight for Automation Letters

Maximum weight limit for automation price mail is 3.5 ounces (0.2188 pound). See [201.3.14.4, *Heavy Letter Mail*](#), for pieces heavier than 3 ounces.

7.3 Price Application for Automation Letters

Automation prices apply to each piece that is sorted under [245.7.0, *Preparing Automation Price Letters*](#), into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for that price is optional. Pieces placed in full 3-digit/scheme trays under [245.7.5](#) in lieu of 5-digit/scheme overflow trays are eligible for 5-digit prices (see [245.7.5](#)).
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit price. Pieces placed in full AADC trays under [245.7.5](#) in lieu of 3-digit/scheme overflow trays are eligible for 3-digit prices (see [245.7.5](#)).
- c. Groups of fewer than 150 pieces in origin/entry 3-digit/scheme trays and groups of 150 or more pieces in AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays under [245.7.5](#) in lieu of AADC overflow trays also are eligible for AADC prices (see [245.7.5](#)).
- d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [7.3c](#).

7.4 Address Standards for Barcoded Pieces

7.4.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

7.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

7.4.3 Numeric Delivery Point Barcode (DPBC)

The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

7.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

7.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

7.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

7.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery



243.7.4.8

point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

7.4.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

7.5 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Regular or Nonprofit Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.

7.6 Discount for Heavy Automation Letters

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the automation piece/pound price and receive a discount equal to the automation nonletter piece price (3.3 ounces or less) minus the automation letter piece price (3.3 ounces or less). If claiming a destination entry price, the discount is calculated using the corresponding prices.

244 Postage Payment and Documentation

Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters
- 3.0 Postage Payment for Automation Letters
- 4.0 Mailing Documentation
- 5.0 Residual Pieces

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.5.0), or precanceled stamps (604.3.0). Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact price for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest price applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece prices may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Price Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of



nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

2.3 Combined Price

Meter postage may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

3.0 Postage Payment for Automation Letters

3.1 All Pieces

Unless authorized by the USPS under [705.2.0](#) through [705.5.0 in *Advanced Preparation and Special Postage Payment Systems*](#), when precanceled postage or meter stamps are used, only one payment method may be used in a mailing, and each piece must bear the correct postage at the price claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound prices, the mailer may affix the applicable per piece price to each piece and pay the pound price for the mailing by a permit imprint advance deposit account. All pieces prepared this way in the same mailing must be subject to the same pound price. A postage statement must be submitted for each payment method and each piece must be marked “Pound Price Pd via Permit,” in the postage meter indicium or ad plate or other means that ensures a legible endorsement. “Nonidentical” must be shown as the weight of a single piece on the applicable postage statement.

3.2 Adding Additional Postage

In a metered or precanceled stamp mailing:

- a. Each piece must bear a precanceled stamp or meter postage in the exact postage or at the lowest price applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing through an advance deposit account or with a meter stamp affixed to the required postage statement.
- b. Documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price (i.e., the difference between what the pieces bear and the correct postage at the price for which each qualifies).

3.3 Nondenominated Precanceled Stamps

A mailer may use nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. 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. Documentation is presented with the postage statement as described in [3.2b, *Adding Additional Postage*](#).

3.4 Precanceled Stamps in Lower Price Denominations

A mailer may use precanceled stamps of a denomination less than the postage for the lowest price in the mailing if:

- a. The stamps do not bear an improper price marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. 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.
- d. Documentation is presented with the postage statement as described in [3.2b](#), *Adding Additional Postage*.

3.5 Mixed Price Mailing Documentation

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

4.0 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. *Exception:* For mailings of fewer than 10,000 pieces, presort and price



documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

4.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

4.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

4.6 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0 in Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#).

4.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job (e.g., an Enhanced Carrier Route Standard Mail price mailing, an automation price mailing, and a nonautomation price mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

4.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple parts on a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602-R (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

5.0 Residual Pieces

5.1 Residual Standard Mail Subject to First-Class Mail Prices

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

5.2 Residual Standard Mail Subject to Priority Mail Prices

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service



244.5.2

endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail prices must be paid by completing Part E of Form 3600-R on the line titled “Pieces From Standard Mail mailing” in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

245 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Enhanced Carrier Route Letters](#)
- [7.0 Preparing Automation Price Letters](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation, enhanced carrier route) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [243.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 1. Automation price and any other type of mail.
 2. Enhanced Carrier Route and any other type of mail.
 3. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
 4. Presorted price mail and any other type of mail.
 5. Machinable and nonmachinable pieces.
 6. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
 7. Customized MarketMail and any other type of mail.



1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- f. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- i. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- j. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- k. *Mixed [ADC or AADC]*: the pieces are for delivery in the service area of more than one ADC or AADC.
- l. *Residual pieces/bundles*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

1.4 Preparation Definitions and Instructions

[8-14-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.

- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort* for automation letters yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size.



Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

- j. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- k. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.
- m. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (tray or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable restrictions on bundles.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles

[8-14-08] Cards and letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route price mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in bundles.
- c. Bundles must be prepared for mail in all less-than-full trays (including overflow trays) and for nonmachinable Standard Mail.



- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- e. Bundling of automation and machinable letters or cards under [2.3d](#) is required to retain the orientation of the pieces within the tray. Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.
- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.

2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays

In mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mailers need not prepare bundles when placing mail in a full tray and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure subject to specific thickness limits in [2.3](#).



2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of 28 pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.9 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.10 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD LTR BC R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Letter Trays

3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. Containers for Customized MarketMail are specified in [705.1.4](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard managed mail (MM) trays must be used for all letter-size mail, except that extended managed mail (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2](#). When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [3.4](#) and [3.5](#).



- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

3.4 Tray Slewing and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.5](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

3.5 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Tray labels are subject to these basic standards:

- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation price mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).

4.2 Physical Characteristics of Tray Labels

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray and pallet labels.



CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

4.5 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

4.8 Placement of Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

4.9 Barcoded Tray Labels**4.9.1 Basic Standards for Barcoded Tray Labels**

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.

Exhibit 4.9.1 Required Barcoded Container Labels

PRICE OR TYPE	PROCESSING CATEGORY
Standard Mail	
Automation price	Letter-size
Enhanced Carrier Route	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)

5.0 Preparing Nonautomation Letters**5.1 Basic Standards**

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in [5.0](#) and to these general standards (automation price mailings must be prepared under [7.0](#)):

- a. All pieces must meet the eligibility standards in [243.2.0](#) through [243.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [202](#), *Elements on the Face of a Mailpiece*.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#).



- e. Sortation determines price eligibility as specified in [243.5.0, Additional Eligibility Standards for Nonautomation Standard Mail Letters](#).

5.2 Marking

[8-14-08] All regular and Nonprofit Standard Mail pieces must be marked under [202.3.0, Placement and Content of Mail Markings](#). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).

5.3 Machinable Preparation

5.3.1 Machinable Bundling

Machinable pieces are not bundled, except for the following (see [2.3](#)):

- a. Card-size pieces.
- b. All pieces in a less-than-full mixed AADC tray.

5.3.2 Traying and Labeling

Instead of preparing overflow AADC trays with fewer than 150 pieces, mailers may include these pieces in mixed AADC trays. Preparation sequence, tray size, and labeling:

- a. Origin/entry 3-digit (optional, no minimum); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: “STD LTR 3D MACH.”
- b. AADC (required); 150-piece minimum (overflow allowed); labeling:
 - 1. Line 1: [L801](#), Column B.
 - 2. Line 2: “STD LTR AADC MACH.”
- c. Mixed AADC (required); no minimum; labeling:
 - 1. Line 1: [L011](#), Column B. Use [L010](#), Column B, if entered at an ASF or BMC or for mail placed on an ASF, BMC, or SCF pallet under the option in [705.8.10.2](#).
 - 2. Line 2: “STD LTR MACH WKG.”

5.4 Nonmachinable Preparation

5.4.1 Nonmachinable Bundling

Except as provided in [2.5, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.4.2 Traying and Labeling

Overflow trays are not allowed. Preparation sequence, tray size, and labeling:

- a. 5-digit (required); 150-piece minimum; labeling
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: “STD LTR 5D MANUAL.”
- b. 3-digit (required); 150-piece minimum (mailers may prepare 3-digit origin/entry trays with as few as 10 pieces per tray); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “STD LTR 3D MANUAL.”
- c. ADC (required); 150-piece minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: “STD LTR ADC MANUAL.”
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: [L011](#), Column B. Use [L010](#), Column B, if entered at an ASF or BMC or for mail placed on an ASF, BMC, or SCF pallet under the option in [705.8.10.2](#).
 2. Line 2: “STD LTR MANUAL WKG.”

6.0 Preparing Enhanced Carrier Route Letters

6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in [6.0](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [243.2.0](#) through [243.4.0](#) and specific eligibility in [243.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [202, Elements on the Face of a Mailpiece](#), and the following:
 1. Pieces must be sequenced according to [6.8, Delivery Sequence Standards](#).
 2. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).



- e. Sortation determines price eligibility as specified in [243.6.0, *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters*](#).

6.2 **Marking**

[8-14-08] All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under [202.3.0, *Placement and Content of Mail Markings*](#). All pieces must also be marked “ECRL0T” for basic price, “ECRWSH” for high density price, or “ECRWSS” for saturation price. Pieces in carrier route mailings under 6.7 must bear carrier route information lines under [708.8.0](#).

6.3 **Residual Pieces**

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

6.4 **Carrier Route Bundle Preparation**

Prepare carrier route bundles of letter-size mail as follows:

- a. Mailers must prepare only carrier route bundles, except under [6.7](#). Carrier route bundles are not permitted in full carrier route trays, except for card-size pieces.
- b. Except under [2.7](#) or [6.5](#), carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following tray levels:
 - 1. Carrier route tray: No bundle labeling is required.
 - 2. 5-digit or 3-digit carrier routes tray: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

6.5 **Bundles and Trays With Fewer Than the Minimum Number of Pieces Required**

As a general exception to [6.4](#), a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full carrier route tray when they are claiming the saturation price for the contents and the applicable density standard is met.

6.6 **General Traying and Labeling**

For all ECR letters over 3 ounces and all ECR letters that are not automation-compatible or delivery-point barcoded, prepare trays as explained below. Also prepare trays as explained below when a mailing contains some pieces over 3 ounces and some pieces up to 3 ounces. Pieces with simplified addresses must be prepared in separate trays from pieces with other forms of addressing. For ECR automation-compatible letters that are delivery-point barcoded and weigh up to 3 ounces, prepare trays under [6.7](#). Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, *Tray Labels*](#), for overseas military mail).

2. Line 2: for saturation, “STD LTR MACH WSS,” followed by route type and number; for high-density, “STD LTR MACH WSH,” followed by route type and number; for basic, “STD LTR MACH LOT,” followed by route type and number.
- b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece bundle.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: “STD LTR 5D CR-RT MACH.”
- c. 3-digit carrier routes: optional with minimum one 10-piece bundle for each of two or more 5-digit areas.
 1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
 2. Line 2: “STD LTR 3D CR-RT MACH.”
- d. For trays containing barcoded automation-compatible letter-size pieces over 3 ounces or nonmachinable letter-size pieces, use these Line 2 label designations in place of “MACH”:
 1. Trays containing barcoded, automation-compatible pieces over 3 ounces: “BC.”
 2. Trays containing nonmachinable pieces: “MAN.”
 3. Trays containing simplified address pieces: “MAN.”

6.7 Traying and Labeling for Automation-Compatible ECR Letters

Mailers must make full carrier route and 5-digit carrier routes trays, when possible, for automation-compatible, delivery-point barcoded ECR letters that weigh up to 3 ounces. Except for card-size pieces, pieces must not be bundled. Group pieces together by carrier route in 5-digit and 3-digit carrier routes trays. If pieces for one carrier route do not result in a full tray, mailers must combine pieces from at least two routes to make full 5-digit carrier routes trays, grouping pieces together by carrier route. If pieces for multiple carrier routes do not result in a full 5-digit tray, mailers must combine pieces from at least two 5-digit ZIP Codes to make 3-digit carrier routes trays, grouping pieces together by carrier route. If pieces fill more than one tray but do not fill an additional tray, mailers must place excess pieces in a tray at the next sortation level. Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#) for overseas military mail).
 2. Line 2: for saturation, “STD LTR BC WSS,” followed by route type and number; for high-density, “STD LTR BC WSH,” followed by route type and number; for basic, “STD LTR BC LOT,” followed by route type and number.
- b. 5-digit carrier routes: required; no overflow, no bundling.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#) for overseas military mail).



2. Line 2: “STD LTR 5D CR-RT BC.”
- c. 3-digit carrier routes: required; bundling required in less-than-full trays.
 1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
 2. Line 2: “STD LTR 3D CR-RT BC.”

6.8 Delivery Sequence Standards

6.8.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.1](#) through [6.7](#) in *Preparing Enhanced Carrier Route Letters* and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

6.8.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

6.8.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under [6.8.4](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

6.8.4 Updating Walk Sequence Information for Simplified Addressing

Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

6.8.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

6.8.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged

in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

6.9 Delivery Sequence Documentation

6.9.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF² invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

6.9.2 High Density

For each carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route.

6.9.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

6.9.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total



number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

6.9.5 Both Prices

If a mailing contains pieces qualifying for both walk-sequence prices, the documentation required by [6.9.2, High Density](#), and either [6.9.3, Saturation Density—Simplified Address Mail](#), or [6.9.4, Saturation Density—Other Mail](#), may be combined. Entries for pieces at the high density price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing.

6.9.6 Carrier Route Price

If a mailing includes high density and saturation price and basic carrier route price pieces, in addition to the applicable information required by [6.9.2](#) through [6.9.5 in Delivery Sequence Documentation](#), the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route price.

7.0 Preparing Automation Price Letters

7.1 Basic Standards

Letter-size automation price Standard Mail must be prepared under [7.0](#) and the eligibility standards for the price claimed. Trays must bear barcoded tray labels under [4.9](#).

7.2 Mailings

All pieces in a mailing must meet the standards in [201.1.0, Physical Standards for Machinable Letters and Cards](#), and [201.3.0, Physical Standards for Automation Letters and Cards](#), and must be sorted together to the finest extent required for the price claimed. The definitions of a mailing and permissible combinations are in [1.0, General Information for Mail Preparation](#).

7.3 Marking

All Standard Mail automation price pieces must be marked under [202.3.0, Placement and Content of Mail Markings](#). Pieces claimed at an automation price must bear the appropriate class marking and “AUTO,” except as provided in [202.3.0](#). Pieces not claimed at an automation price must not bear “AUTO” unless First-Class Mail single-piece price postage is affixed or a corrective single-piece price marking (“Single-Piece” or “SNGLP”) is applied.

7.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [7.5](#).

7.5 Tray Preparation

[6-5-08] Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in the next tray level when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme (see [1.4e](#)): optional, but required for 5-digit price (150-piece minimum); overflow allowed; for Line 1, label as follows:
 1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.
 2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
- b. 3-digit/scheme; required (150-piece minimum, except no minimum for optional origin/entry 3-digit/scheme(s)); overflow allowed; for Line 1, use [L002](#), Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1 labeling: use [L011](#), Column B. Use [L010](#), Column B if entered at an ASF or BMC or for mail placed on an ASF, BMC, or SCF pallet under the option in [705.8.10.2](#).

7.6 Tray Line 2

Line 2: "STD LTR" and:

- a. 5-digit scheme: "BC 5D SCHEME."
- b. 5-digit: "5D BC."
- c. 3-digit scheme: "BC 3D SCHEME" and, if applicable, as shown in [L002](#), Column B, followed by the letter "A," "B," or "C."
- d. 3-digit: "3D BC."
- e. AADC: "AADC BC."
- f. Mixed AADC: "BC WKG."

7.7 Presentation

Upon presentation of letter-size automation price Standard Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another or side by side, and must be placed as the top layer(s) on any given container.



245

Commercial Letters: Standard Mail Preparation

245.7.7

246 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.15.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailings

Pieces at different prices may be combined in the same mailing as provided in [245.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same letter-size processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [243.2.0](#) through [243.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



246.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

2.3 Postage Payment and Documentation

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

2.4 Plant Loads

Plant load mailings are not eligible for destination entry discounts.

2.5 Verification

2.5.1 Mail Separation and Presentation

Destination entry price mail must be verified under a PVDS system ([705.15.0](#)) or be presented for verification and acceptance at a BMEU located at a destination postal facility. Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

2.5.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are accepted and deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD).

2.5.3 At BMC

For a mailing verified at a BMC, the Post Office where the mailer's account or license is held must be within the service area of that BMC. The Post Office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.

2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

2.5.5 Volume Standards

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

2.6 Deposit**2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

2.6.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.



246.2.6.4

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.6.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

2.6.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

2.6.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.



246.2.6.10

- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

2.6.13 Exception for Local Mailer

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0](#) through [5.0](#) in *Enter and Deposit*.

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1, BMC/ASF—DBMC Price Eligibility](#).

Exhibit 3.1 BMC/ASF – DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for DBMC prices when they meet all of the following conditions:

- a. The pieces are deposited at a BMC, ASF, or SCF under [3.3](#).



246.3.3

- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited (see [Exhibit 3.1](#)).
- c. The pieces are properly placed in a tray or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)).

3.3 Eligibility for ADC or AADC Mailpieces

All pieces in an ADC sack or tray or AADC tray are eligible for the DBMC discount if the ADC or AADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the "Label To" ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#). All pieces in an AADC tray properly placed on an SCF pallet under [705.8.10.2](#) are eligible for DBMC prices when the 3-digit ZIP Code on the tray label is within that SCF's service area according to [L005](#).

3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays

Mailpieces either in a mixed ADC or a mixed AADC tray can qualify for DBMC prices when entered at a BMC/AFC or SCF facility responsible for the processing of those trays for that BMC/AFC facility (see [705.8.10.2f](#)), if the following standards are met: All pieces in the bundle or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#), [BMC/ASF—DBMC Price Eligibility](#).

- a. Use labeling list [L010](#) when labeling bundles or trays containing such pieces.
- b. Pieces claiming DBMC prices and any mixed ADC or mixed AADC pieces not claiming DBMC prices must be prepared in separate mixed ADC bundles or trays or in separate mixed AADC trays.

3.5 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations.

3.6 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C.

4.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [4.0](#) are eligible for DSCF prices under either [4.2a](#) or [4.2b](#) below:

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that SCF's service area, and:
 1. Placed in a tray labeled to that DSCF.
 2. Placed in a tray labeled to a postal facility within that DSCF's service area.
- b. When entered and deposited at a DDU, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU, and either:
 1. The pieces are prepared with simplified addresses under [602.3.2](#).
 2. The mailer holds a mailing permit at the DDU entry office and deposits only one mailing of fewer than 2,500 pieces per day.

4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

5.0 Destination Delivery Unit (DDU) Entry**5.1 Definition**

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

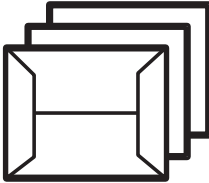
5.2 Eligibility

Letter-size mailpieces are not eligible for a destination delivery unit (DDU) discount. Mailers may not pay ECR flat-size prices and claim the DDU discount for letter-size pieces. Mailers may deposit letter-size pieces that meet the standards in [2.0](#) and [5.0](#) at a DDU when:

- a. Those pieces are addressed for delivery within that facility's service area (enhanced carrier route only).
- b. The pieces are placed in properly prepared and labeled carrier route trays or 5-digit carrier routes trays, or on pallets under [705.8.0](#).
- c. The pieces are eligible for and claimed at a carrier route price.

300

Commercial Mail Flats



Design Standards

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

330 First-Class Mail

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

340 Standard Mail

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

360 Bound Printed Matter

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

370 Media Mail

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit

380 Library Mail

- 383 Prices and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit

Design Standards

TOPICS

301 Physical Standards

302 Elements on the Face of a Mailpiece



301 Physical Standards

1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats
- 1.3 Minimum Flexibility for Flat-Size Pieces
- 1.4 Uniform Thickness
- 1.5 Flat-Size Pieces Not Eligible for Flat-Size Prices

2.0 Physical Standards for Nonautomation Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail

3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Additional Criteria for Automation Flats
- 3.3 Polywrap Coverings
- 3.4 Prohibitions
- 3.5 Tabs, Wafer Seals, Tape, and Glue
- 3.6 Uniformity and Exterior Format
- 3.7 Outside Labels and Stickers

302 Elements on the Face of a Mailpiece

1.0 All Mailpieces

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

2.0 Placement and Content of Mail Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

4.0 Barcode Placement

- 4.1 General Barcode Placement for Flats
- 4.2 Applying One Barcode
- 4.3 Applying Second Barcode
- 4.4 5-Digit and ZIP+4 Barcode Permissibility
- 4.5 DPBC Numeric Equivalent
- 4.6 Barcode in Address Block
- 4.7 Window Cover

330 First-Class Mail Flats

TOPICS

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



333 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

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

2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

3.0 Eligibility Standards for First-Class Mail Flats

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

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation Price First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Price Application—Bundle-Based Flats
- 5.3 Price Application—Tray-Based Flats
- 5.4 Address Standards for Barcoded Pieces
- 5.5 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

334 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Flats

- 2.1 Payment Methods for Presorted Prices
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Postage Payment for Automation Flats

- 3.1 Payment Methods
- 3.2 Affixing Postage for Automation Price First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Price to All Pieces

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

330
First-Class Mail
Flats

335
Mail Preparation
.....

1.0 General Definition of Terms

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles

3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Flat Tray and Letter Tray Sizes
- 3.4 Preparation for Flats in Flat Trays
- 3.5 Preparation for Flats in EMM Letter Trays
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of a Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparation of Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Single-Piece Price Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Price Mail

6.0 Preparation of Automation Price Flats

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation
- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Price Mail

336
Enter and Deposit
.....

1.0 Deposit

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

2.0 Verification

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

340 Standard Mail Flats

TOPICS

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



343 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

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

2.0 Content Standards for Standard Mail Flats

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

3.0 Basic Standards for Standard Mail Flats

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

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 5-Digit Prices for Flats
- 5.4 3-Digit Prices for Flats
- 5.5 ADC Prices for Flats
- 5.6 Mixed ADC Prices for Flats

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Code Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

7.0 Additional Eligibility Standards for Automation Price Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Price Standard Mail
- 7.2 Price Application
- 7.3 Address Standards for Barcoded Pieces
- 7.4 Enclosed Reply Cards and Envelopes

340
Standard Mail
Flats

344
Postage Payment and
Documentation

**1.0 Basic Standards for
Postage Payment**

1.1 Postage Payment Options

**2.0 Postage Payment for Presorted
and Enhanced Carrier Route Flats**

2.1 Identical-Weight Pieces

2.2 Nonidentical-Weight Pieces

2.3 Combined Price

**3.0 Postage Payment for
Automation Flats**

3.1 All Pieces

3.2 Adding Additional Postage

3.3 Nondenominated Precanceled
Stamps

3.4 Precanceled Stamps at Lower
Denominations

3.5 Mixed Price Mailing Documentation

4.0 Mailing Documentation

4.1 Completing Postage Statements

4.2 Basic Documentation Standards

4.3 Documentation Standards for
Automation Mailings

4.4 Preparing Documentation

4.5 Multiple Standards

4.6 Standard Format for Documentation

4.7 Providing Additional Information

4.8 Reporting Multiple Mailings on
One Statement

4.9 Facsimile Postage Statements

5.0 Residual Pieces

5.1 Residual Standard Mail Subject to
First-Class Mail Prices

5.2 Residual Standard Mail Subject to
Priority Mail Prices

345
Mail Preparation

**1.0 General Information for
Mail Preparation**

1.1 Definition of Presort Process

1.2 Definition of Mailings

1.3 Terms for Presort Levels

1.4 Preparation Definitions
and Instructions

2.0 Bundles

2.1 Definition of a Bundle

2.2 Address Visibility

2.3 Arranging Pieces in a Bundle
("Facing")

2.4 Preparing Bundles of Pieces of
Nonuniform Thickness
("Counterstacking")

2.5 Securing Bundles

2.6 Preparing Bundles in Sacks

2.7 Additional Standards for Unsacked
Bundles Entered at DDU Facilities

2.8 Exception to Bundle Preparation—
Full Single-Sort-Level Trays

2.9 Pieces With Simplified Address

2.10 Bundles With Fewer Than the
Minimum Number of
Pieces Required

2.11 Labeling Bundles

2.12 Use of Carrier Route Information
Lines

2.13 Facing Slips—All Carrier Route Mail

3.0 Sacks and Trays

3.1 Standard Containers

3.2 Sack Preparation

3.3 Tray Sizes

3.4 Preparing Flats in Letter Trays

3.5 Tray Sleaving and Strapping

3.6 Strapping Exception

3.7 Origin/Entry 3-Digit Sacks

340 Standard Mail Flats

4.0 Sack and Tray Labels

- 4.1 Basic Standards
- 4.2 Line 2 (Content Line)
- 4.3 Line 3 (Office of Mailing or Mailer Information Line)
- 4.4 Abbreviations for Lines 1 and 3
- 4.5 Placement of Extraneous Information
- 4.6 Sack Label
- 4.7 Tray Labels
- 4.8 Use of Barcoded Sack and Tray Labels

5.0 Preparing Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Price Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and nonautomation Flats

6.0 Preparing Enhanced Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

7.0 Preparing Automation Price Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle Preparation
- 7.5 Scheme Bundle Preparation
- 7.6 Merged Containerization With Presorted and Carrier Route Flats
- 7.7 Exception—Automation and Nonautomation Pieces on Pallets

346

Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

2.0 Destination Entry

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

3.0 Destination Bulk Mail Center (DBMC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

360

363 Prices and Eligibility
364 Postage Payment and Documentation
365 Mail Preparation
366 Enter and Deposit



363

Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Flats

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Flats

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

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

- 5.1 Basic Standards
- 5.2 Additional Standards for Carrier Route Bound Printed Matter
- 5.3 Carrier Route Accuracy

6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Weight Standard
- 6.3 Address Standards for Barcode Discount

364

Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Mail Claiming the Barcode Discount
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Standard Format for Documentation
- 2.7 Providing Additional Information
- 2.8 Reporting Multiple Mailings on One Statement
- 2.9 Facsimile Postage Statements

365

Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Bundle Sizes
- 2.9 Pieces With Simplified Addresses
- 2.10 Labeling Bundles
- 2.11 Use of Carrier Route Information Lines
- 2.12 Facing Slips—All Carrier Route Mail

360
Bound
Printed Matter
Flats

- 3.0 Sacks**
 - 3.1 Preparation
- 4.0 Sack Labels**
 - 4.1 Basic Standards
 - 4.2 Physical Characteristics of a Sack Label
 - 4.3 Additional Standards for Barcoded Sack Labels
 - 4.4 Line 1 (Destination Line)
 - 4.5 Line 2 (Content Line)
 - 4.6 Line 3 (Office of Mailing or Mailer Information Line)
 - 4.7 Abbreviations for Lines 1 and 3
 - 4.8 Placement of Extraneous Information
 - 4.9 Basic Standards for Barcoded Sack Labels
- 5.0 Preparing Presorted Flats**
 - 5.1 Basic Standards
 - 5.2 Bundling
 - 5.3 Sacking
- 6.0 Preparing Carrier Route Flats**
 - 6.1 Basic Standards
 - 6.2 Required Bundling
 - 6.3 Sacking
- 7.0 Preparing Barcoded Flats**
 - 7.1 Basic Standards
 - 7.2 Mailings
 - 7.3 Bundling
 - 7.4 Sacking
 - 7.5 Mixed Price Preparation

366
Enter and Deposit

- 1.0 Deposit of Nonpresorted Bound Printed Matter**
 - 1.1 Nonpresorted Mailings
- 2.0 Presenting a Mailing**
 - 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
 - 2.2 Verification and Entry—Nonpresorted Mailings
 - 2.3 Office of Mailing
 - 2.4 Redirected Mailings
 - 2.5 BMC Acceptance
 - 2.6 Drop Shipment Information
- 3.0 Destination Entry**
 - 3.1 General
 - 3.2 Minimum Volume
 - 3.3 Postage Payment
 - 3.4 Mailing Fee
 - 3.5 Documentation
 - 3.6 Plant Loads
 - 3.7 Mailings of Unsacked Bundles
 - 3.8 Verification
 - 3.9 Deposit
- 4.0 Destination Bulk Mail Center (DBMC) Entry**
 - 4.1 Eligibility
 - 4.2 Presorted Flats
 - 4.3 Carrier Route Flats
- 5.0 Destination Sectional Center Facility (DSCF) Entry**
 - 5.1 Eligibility
 - 5.2 Presorted Flats
 - 5.3 Carrier Route Flats
- 6.0 Destination Delivery Unit (DDU) Entry**
 - 6.1 Eligibility
 - 6.2 Presorted Flats
 - 6.3 Carrier Route Flats

370 Media Mail Flats

TOPICS

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit



373 Prices and Eligibility

1.0 Prices and Fees for Media Mail

- 1.1 Price Application
- 1.2 Media Mail Price Application
- 1.3 Shape, Flexibility, and Thickness
- 1.4 Media Mail Presorted Prices
- 1.5 Mailing Fee
- 1.6 Computing Postage for Media Mail

2.0 Content Standards for Media Mail Flats

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

3.0 Price Eligibility for Media Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Price Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Price Categories for Media Mail

374 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

375 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles

3.0 Sacks

- 3.1 Maximum Weight

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

376 Enter and Deposit

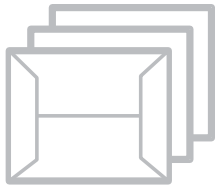
1.0 Verification and Deposit

- 1.1 Verification and Entry

380 Library Mail Flats

TOPICS

- 383 Prices and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit



383 Prices and Eligibility

1.0 Prices and Fees for Library Mail

- 1.1 Price Application
- 1.2 Library Mail Price Application
- 1.3 Shape, Flexibility, and Thickness
- 1.4 Library Mail Presorted Prices
- 1.5 Mailing Fee
- 1.6 Computing Postage for Library Mail

2.0 Content Standards for Library Mail Flats

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

3.0 Price Eligibility for Library Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Price Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Price Categories for Library Mail

384 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

385 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles

3.0 Sacks

- 3.1 Maximum Weight

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

386 Enter and Deposit

1.0 Verification and Deposit

- 1.1 Verification and Entry

Commercial Flats Design Standards

301 Physical Standards

302 Elements on the Face of a Mailpiece



301 Physical Standards

Overview

- 1.0 Physical Standards for Flats
- 2.0 Physical Standards for Nonautomation Flats
- 3.0 Physical Standards for Automation Flats

1.0 Physical Standards for Flats

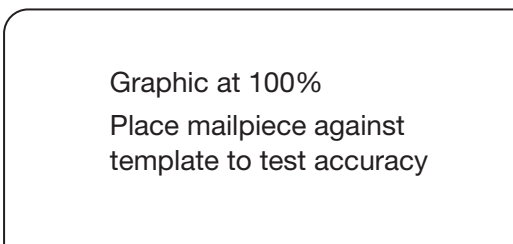
1.1 General Definition of Flat Size Mail

Flat-size mail other than that in [3.0, Physical Standards for Automation Flats](#), is:

- 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, except for Periodicals mail under [707.26.0](#).
- c. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1c](#).

Exhibit 1.1c Maximum Corner Radius for Flat-Size Mailpieces

Corner Radius Maximum 1/8"



- d. Other size or weight standards may apply to mail claimed at certain prices, mail addressed to certain APOs and FPOs, and mail sent by the Department of State to U.S. government personnel abroad.

1.2 Length and Height of Flats

The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.

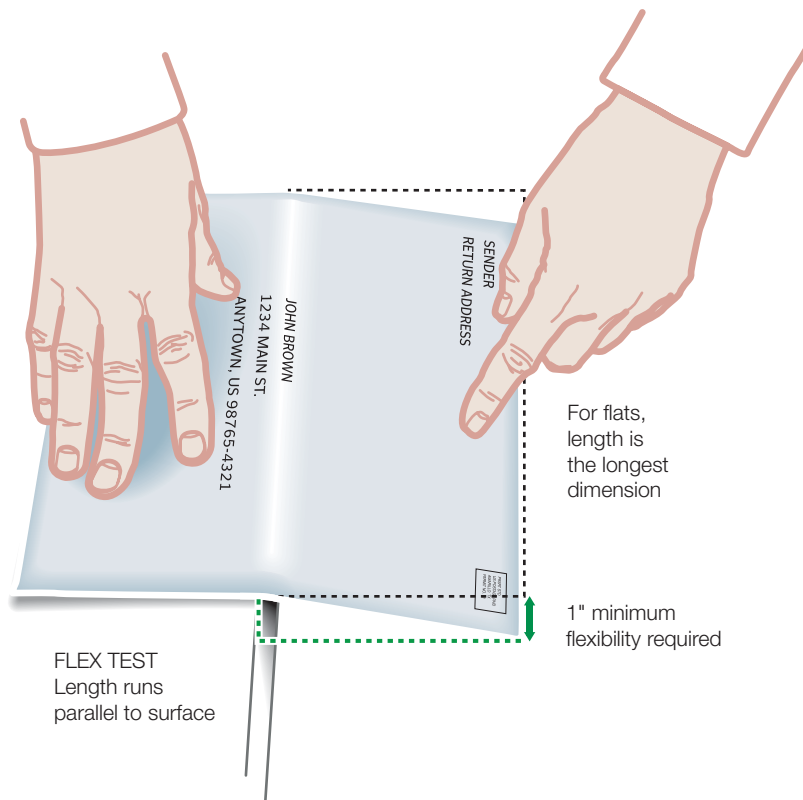


1.3 Minimum Flexibility for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not 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: All flats (see [Exhibit 1.30](#)):

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 [1.3a](#) or [1.3b](#) below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

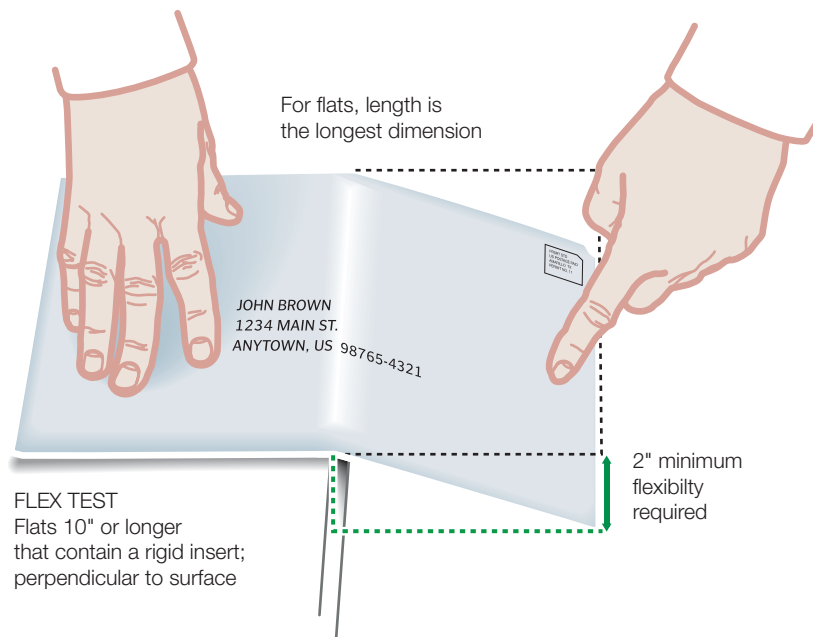
Exhibit 1.30 Flexibility Test—All Flats





- a. Flats 10 inches or longer that pass the test in 1.3d and contain a rigid insert (see Exhibit 1.3a):
 - 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 1.3a Flexibility Test—Flats 10 Inches or Longer

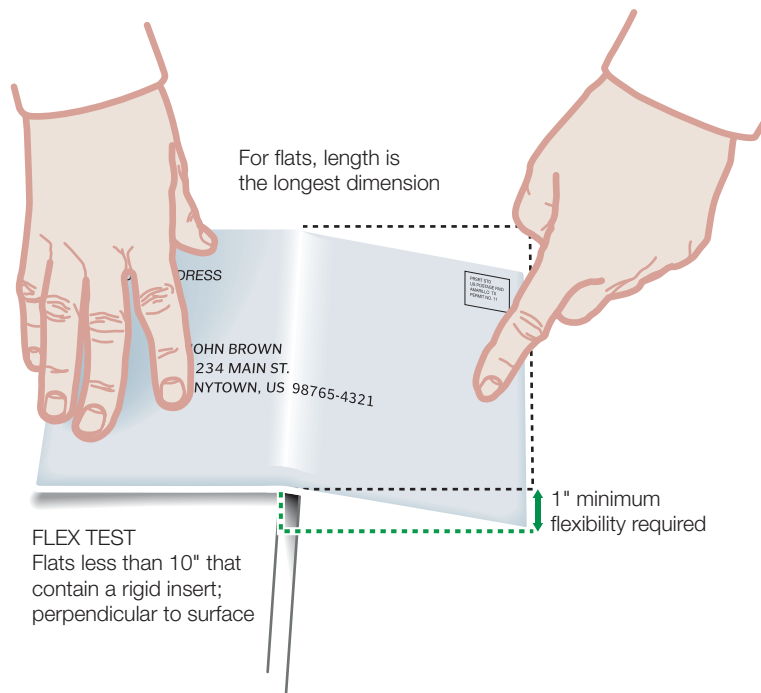




301.1.4

- b. Flats less than 10 inches long that pass the test in 1.3d and contain a rigid insert (see Exhibit 1.3b):
 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 1.3b Flexibility Test—Flats Less Than 10 Inches Long



1.4 Uniform Thickness

Flat-size mailpieces 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 (see 3.3) 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 (see 601.2.3).

1.5 Flat-Size Pieces Not Eligible for Flat-Size Prices

Mailpieces that do not meet the standards in 1.1 through 1.4 are not eligible for flat-size prices and must pay applicable prices as follows:



- a. First-Class Mail—parcel prices.
- b. Standard Mail—Not Flat-Machinable or parcel prices.
- c. Bound Printed Matter—parcel prices.

2.0 Physical Standards for Nonautomation Flats

2.1 First-Class Mail

These additional standards apply to First-Class Mail flat-size pieces:

- a. First-Class Mail cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail.
- b. Flat-size pieces that do not meet the standards in 1.1 through 1.4 must be prepared as parcels and pay the applicable parcel price.

2.2 Standard Mail

2.2.1 Basic Physical Standards

These additional standards apply to Standard Mail flat-size pieces:

- a. Each piece must weigh less than 16 ounces.
- b. Flat-size pieces that do not meet the standards in 1.3 through 1.4 must be prepared as parcels or Not Flat-Machinable pieces and pay the parcel or Not Flat-Machinable prices (see 401).

2.2.2 Cover Page and Protective Cover

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding. *Exception:* Flat-size pieces may have short covers as provided in 3.5.2.

2.3 Bound Printed Matter

2.3.1 General Standards

These additional standards apply to Bound Printed Matter:

- a. Flat-size pieces that do not meet the standards in 1.3 through 1.4 must be prepared as parcels and pay the applicable parcel prices.
- b. Bound Printed Matter may not weigh more than 15 pounds.
- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

2.4 Media Mail

2.4.1 General Standards

These additional standards apply to Media Mail:

- a. Flat-size pieces that do not meet the standards in 1.3 through 1.4 must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.



301.2.5

- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

2.5 Library Mail

2.5.1 General Standards

These additional standards apply to Library Mail:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.
- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

3.0 Physical Standards for Automation Flats

3.1 Basic Standards for Automation Flats

Flat-size pieces claimed at automation prices must meet the standards in [3.0](#) and the eligibility standards for the class of mail and price claimed. Pieces prepared with polywrap film must meet the standards in [3.3](#).

3.2 Additional Criteria for Automation Flats

3.2.1 Shape and Size

Each flat-size piece must be rectangular, except that flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1c](#). The following minimum and maximum dimensions apply to First-Class Mail, Standard Mail, Periodicals (except under [707.26.0](#)), and Bound Printed Matter pieces:

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- b. Minimum length is 6 inches. Maximum length is 15 inches.
- c. For bound or folded pieces, the edge perpendicular to the bound or folded edge may not exceed 12 inches.
- d. Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.

3.2.2 Maximum Weight

Maximum weight limits are as follows:

- a. For First-Class Mail, 13 ounces.
- b. For Periodicals, 20 ounces.
- c. For Standard Mail, less than 16 ounces.
- d. For Bound Printed Matter, 20 ounces.

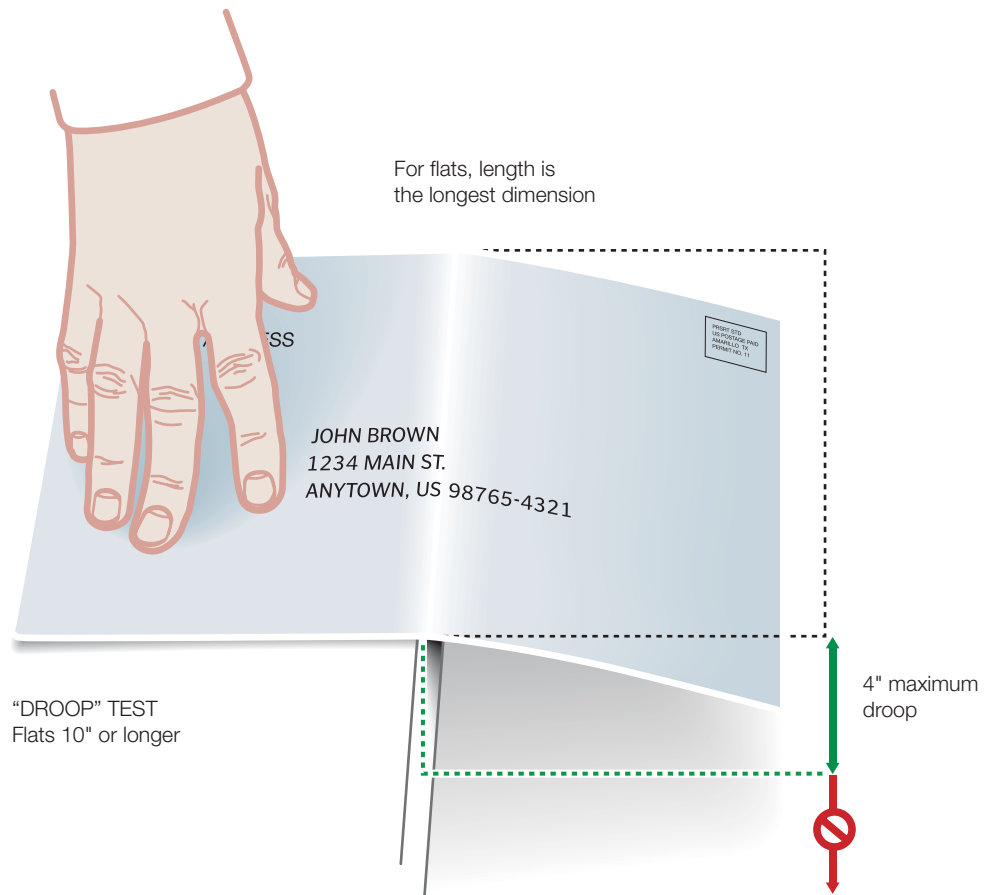
3.2.3 Maximum Deflection for Automation Flat-Size Pieces

An automation flat-size mailpiece must be flexible (see [1.3](#)) and must meet maximum deflection standards. Test deflection as follows:



- a. For pieces 10 inches or longer (see [Exhibit 3.2.3a](#)):
 - 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface. Turn the piece around and repeat the process.
 - 2. The piece is automation-compatible if it does not droop more than 4 inches vertically.

Exhibit 3.2.3a Deflection Test—Pieces 10 Inches or Longer

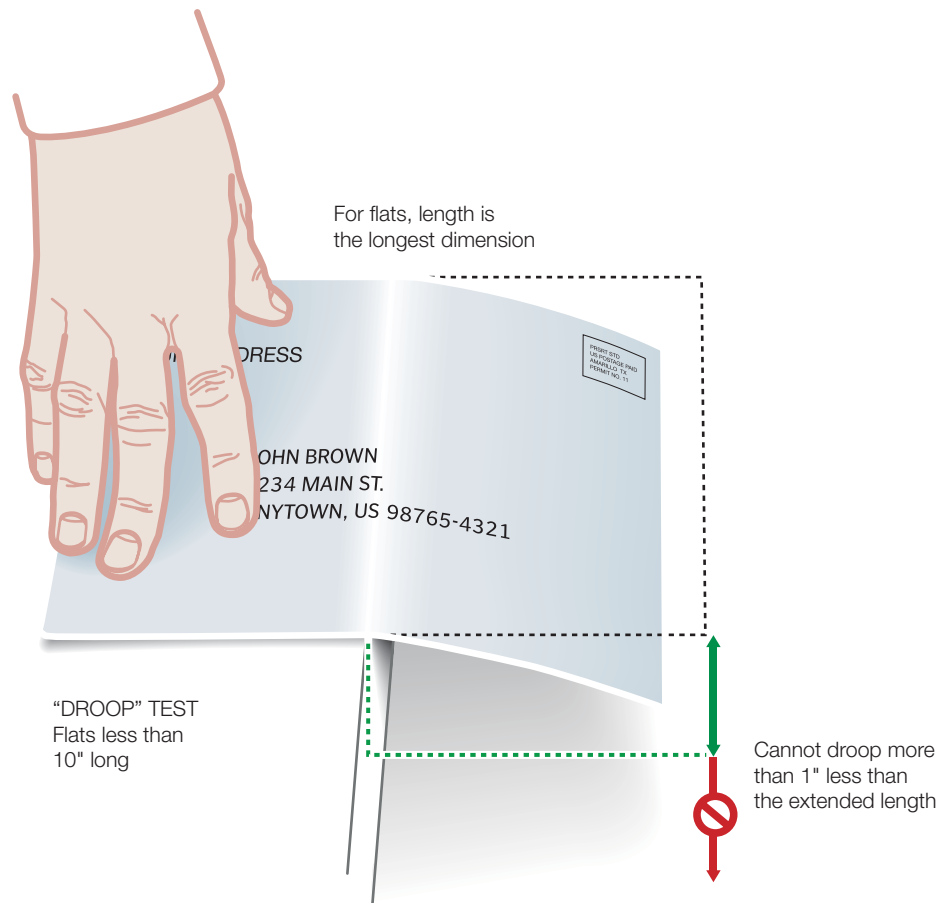




301.3.2.3

- b. For pieces less than 10 inches long (see [Exhibit 3.2.3b](#)):
 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. Turn the piece around and repeat the process.
 2. The piece is automation-compatible if it does not droop more than 1 inch less than the extended length. For example, a piece 8 inches long would extend 4 inches off a flat surface. It must not droop more than 3 inches vertically.

Exhibit 3.2.3b Deflection Test—For Pieces Less Than 10 Inches Long



- c. For pieces with bound or folded edges, perform the test in [3.2.3a](#) or [3.2.3b](#) above by placing the bound or final folded edge perpendicular to the edge of the flat surface.



3.3 Polywrap Coverings

3.3.1 Polywrap Films and Similar Coverings

When mailers use polywrap film or similar material to enclose flat-size mailpieces claimed at automation prices, the material must meet the standards in 3.3. Film approved for use under 3.3.5 must meet the specifications in Exhibit 3.3.1 as follows:

- a. Films or similar coverings must meet all six properties in Exhibit 3.3.1.
- b. If the address label is affixed to the outside of the polywrap, the haze property (property 2) does not apply.

Exhibit 3.3.1 Polywrap Specifications

Mailers who polywrap automation-price flats must use polywrap that meets all of the properties in this exhibit.

PROPERTY	REQUIREMENT	TEST METHODS IN USPS T-3204	COMMENT
1. Kinetic Coefficient of Friction, MD			
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.45	USPS-T-3204 Section 4.5.2	
b. Film on Film	0.20 to 0.55	USPS-T-3204 Section 4.5.1	
2. Haze	<70	USPS-T-3204 Section 4.5.3	Affixing address labels to outside of polywrap is an alternative to meeting this requirement.
3. Secant Modulus, 1% elongation			
a. TD	>50,000 psi	USPS-T-3204 Section 4.5.4	
b. MD	>40,000 psi	USPS-T-3204 Section 4.5.4	
4. Nominal Gauge	>0.001 in	USPS-T-3204 Section 4.5.5	
5. Static Charge	<2.0 kV	USPS-T-3204 Section 4.5.7	
6. Blocking	<15 g	USPS-T-3204 Section 4.5.6	To be conducted at 140 (±3.6°) degrees Fahrenheit.

3.3.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- a. The wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the length of the mailpiece.



301.3.3.3

- b. The preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the delivery address and barcode, postage area, or any required markings or endorsements. Regardless of seam placement, the polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability.

3.3.3 Overhang

For purposes of the polywrap standards for overhang (selvage) only, the top edge of the mailpiece is one of the two physically longer edges of the piece, regardless of address orientation and whether bound or unbound. Any polywrap overhang (selvage) around the four edges of the mailpiece (top, bottom, and left and right sides) must meet these standards:

- a. When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 0.5 inch at the top of the mailpiece.
- b. When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
- c. The polywrap covering must not be so tight that it bends the mailpiece.

3.3.4 Polywrap on Mailpieces

Mailers claiming automation flat prices for polywrapped pieces must use polywrap that meets the specifications in 3.3.1. Only products listed on the USPS RIBBS Web site (<http://ribbs.usps.gov>) may be used on automation-price flats.

3.3.5 Polywrap Certification Process for Manufacturers

To ensure that all polywrap manufacturers use the same criteria in meeting the new specifications, the Postal Service developed specification USPS-T-3204, *Test Procedures for Automatable Polywrap Films*. This specification describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures in specification USPS-T-3204. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the new test procedures by contacting USPS Engineering (see 608.8.1 for address) or on the USPS RIBBS Web site (<http://ribbs.usps.gov>). Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 3.3.1 for each polywrap film, to USPS Mailing Standards (see 608.8.1 for address). When USPS receives the certificate of conformance, films with values meeting the standards will be listed on <http://ribbs.usps.gov>. Manufacturers should follow this process before submitting the letter certifying compliance with the specifications:

- a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Automatable Polywrap Films*.



- b. Test each surface treatment separately. Manufacturers may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film satisfactorily meets the characteristics after being tested, USPS will list the product as approved for all gauges of that product that also meet the gauge test.

3.4 Prohibitions

3.4.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

3.4.2 Staples

Staples must not be substituted for tabs or wafer seals on pieces in automation price mailings. As a binding method, staples may be placed in the fold or spine of a magazine or booklet-type or similar mailpiece if parallel with the bound edge, tightly and securely inserted, and not protruding to damage or interfere with mail processing equipment.

3.5 Tabs, Wafer Seals, Tape, and Glue

3.5.1 General

Although not required, mailpieces may be prepared with tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) if these sealing devices do not interfere with the recognition of the barcode, price marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

3.5.2 Short Covers

Flats may be prepared with a cover page or protective cover that is more than 3/4 inch from each edge if the cover page is secured with at least two tabs, wafer seals, or glue spots placed within 1 inch of the top and bottom edges of the cover page or protective cover.

3.6 Uniformity and Exterior Format

3.6.1 General

A flat-size mailpiece prepared and claimed at automation prices must be uniformly thick (see 1.4). Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automation equipment. The exterior surface must not have protuberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.



3.6.2 Outside Attachment

An attachment to a flat-size mailpiece must be a single sheet, the same size as the cover. The attachment must be permanently, securely, and uniformly affixed to the front or back cover along a bound, folded, or otherwise closed edge. Pieces claimed at a Periodicals price may bear attachments only if permitted by the applicable standards.

3.6.3 Booklet-Type Piece or Magazine

The contents of flat-size mailpieces prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery address or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

3.7 Outside Labels and Stickers

3.7.1 Use

Permanent labels and stickers (those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at Periodicals prices, labels and stickers may be used only if permitted by the applicable standards.

3.7.2 Pressure-Sensitive Label

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels.

3.7.3 “Sandwich” Label

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

302 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Mail Markings](#)
- [3.0 Placement and Physical Standards for Endorsements](#)
- [4.0 Barcode Placement](#)

1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [3.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Placement and Content of Mail Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

[8-14-08] Mailpieces must be marked under the corresponding standards to show the class of service and/or price paid:

- a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. "First-Class"
 2. "Standard" or "STD"
 3. "Presorted Standard" or "PRSRT STD"
 4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit"
- b. Other Markings. Mailers may place price-specific markings as follows:
 1. In the location specified in [2.1.1a](#).



2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route information under [708.8.0](#).
 3. If preceded by two asterisks (**), the “AUTO,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) markings also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Additional Requirements for Carrier Route. “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address. Pieces not mailed at ECR prices must not bear these markings.

2.1.2 Exceptions to Markings

[8-14-08] Exceptions are as follows:

- a. Automation Flats. First-Class Mail and Standard Mail flats do not require an “AUTO” marking. First-Class Mail flats not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail flats not marked “AUTO” must bear the appropriate basic marking in [2.1.1a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece. The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under [705.2.0, Manifest Mailing System](#), meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking (“SP”) has been applied to pieces that subsequently become part of a presorted or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece. The other “AUTO” marking must be replaced by the appropriate identifier/price code marking described in [705.5.3.2, Price and Postage Marking](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, MASS/FASTforward System Identifier, postage payment method, and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

2.2 Bound Printed Matter, Media Mail, and Library Mail Markings

2.2.1 Basic Markings

The basic required Package Services subclass marking—“Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective price. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking

may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 2.2.1, Package Services Indicator Examples](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “BOUND PRINTED MATTER,” “MEDIA MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

Exhibit 2.2.1 Package Services Indicator Examples



2.2.2 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route price must bear additional price markings. The additional markings may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional price markings are:



302.2.2.3

- a. For Presorted price mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcode discount prepared under [365.7.0](#), the optional marking “AUTO” may be used in place of “Presorted” (or “PRSRT”). If the “AUTO” marking is not used, the automation price flats must bear the “Presorted” (or “PRSRT”) price marking.
- b. For carrier route price mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

2.2.3 Media Mail Markings

Each piece of Media Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

2.2.4 Library Mail Markings

Each piece of Library Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Library Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

2.3 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#), and [705.16.0, Express Mail Open and Distribute and Priority Mail Open and Distribute](#).

2.4 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

2.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0, Hazardous Materials](#).

3.0 Placement and Physical Standards for Endorsements

3.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.4.4](#), or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#)), subject to the corresponding standards for use and availability.

3.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

3.3 Placement of Endorsements

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
 1. Directly below the return address.
 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
 3. Directly to the left of the postage area and below or to the left of any price marking.
 4. Directly below the postage area and below any price marking.

3.4 Physical Standards for Endorsements

The endorsement, or, if combined, endorsements, must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.



4.0 Barcode Placement

4.1 General Barcode Placement for Flats

On any flat-size piece claimed at automation prices, the piece may bear one POSTNET barcode or Intelligent Mail barcode under [4.2](#) or it may bear two POSTNET barcodes under [4.3](#). Other non-USPS barcodes may appear on the address side of the piece if the barcode format is not discernable to automated postal equipment.

4.2 Applying One Barcode

On any flat-size mailpiece claimed at an automation price, the barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. The portion of the surface of the piece on which the barcode is printed must meet the barcode dimensions and spacing requirements in [708.4.2.5](#), and the reflectance standards in [708.4.4](#). Intelligent Mail barcodes are subject to standards in [708.4.3.2](#).

4.3 Applying Second Barcode

At the mailer's option, a second POSTNET barcode may be applied to the piece only if the first POSTNET barcode on the piece is an address block barcode prepared under [4.2](#), that is not CASS-certified. In addition, the second barcode must meet the following requirements:

- a. It must be a delivery point barcode (DPBC).
- b. The preferred placement is the lower right corner of the mailpiece parallel to and in the same direction as the delivery address.
- c. It must be placed at least 1 inch below the return address.
- d. The space between the two POSTNET barcodes must be greater than 1 inch.

4.4 5-Digit and ZIP+4 Barcode Permissibility

The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window. An automation price flat-size piece must not bear a 5-digit barcode.

4.5 DPBC Numeric Equivalent

In delivery point barcoded automation price mailings only, the numbers corresponding to the POSTNET bars in a correct delivery point barcode (DPBC) may appear in the delivery address. If read from left to right, a correct DPBC numeric equivalent consists of five digits, a hyphen, and seven digits.

4.6 Barcode in Address Block

When the barcode is included as part of the address block:

- a. The barcode must be placed in one of these positions:
 1. Above the address line containing the recipient's name.
 2. Below the city, state, and ZIP Code line.
 3. Above or below the keyline information.

4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes, and the separation between the barcode and top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 0.125 (1/8) inch.
- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch, and the clearance between the barcode and the top and bottom window edges must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes. These clearances must be maintained during the insert's range of movement in the envelope. Covers for address block windows are subject to [4.7](#).
- e. If an address label is used, a clear space of at least 0.125 (1/8) inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes.

4.7 Window Cover

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.

330 Commercial Flats First-Class Mail

333 Prices and Eligibility

334 Postage Payment and Documentation

335 Mail Preparation

336 Enter and Deposit

333 Prices and Eligibility

Overview

- 1.0 Prices and Fees for First-Class Mail
- 2.0 Content Standards for First-Class Mail Flats
- 3.0 Eligibility Standards for First-Class Mail Flats
- 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats
- 5.0 Additional Eligibility Standards for Automation Price First-Class Mail Flats

1.0 Prices and Fees for First-Class Mail

1.1 Price Application

Postage is based on the flat-size price that applies to the weight of each addressed piece.

1.2 Price Computation for First-Class Mail Flats

First-Class Mail prices are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces.

1.3 Presorted and Automation Prices for Flats

Weight Not Over (ounces) ¹	Automation				Nonautomation
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.364	\$0.479	\$0.570	\$0.702	\$0.727
2	0.534	0.649	0.740	0.872	0.897
3	0.704	0.819	0.910	1.042	1.067
4	0.874	0.989	1.080	1.212	1.237
5	1.044	1.159	1.250	1.382	1.407
6	1.214	1.329	1.420	1.552	1.577
7	1.384	1.499	1.590	1.722	1.747
8	1.554	1.669	1.760	1.892	1.917
9	1.724	1.839	1.930	2.062	2.087
10	1.894	2.009	2.100	2.232	2.257
11	2.064	2.179	2.270	2.402	2.427
12	2.234	2.349	2.440	2.572	2.597
13	2.404	2.519	2.610	2.742	2.767

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to parcel prices.

1.4 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$180.00.

1.5 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 1.6 and 1.2, *Price Computation for First-Class Mail Flats*. For First-Class Mail, affix postage to each piece under 334.2.2, *Affixed Postage for*



333.1.6

Presorted First-Class Mail, or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

1.6 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

2.0 Content Standards for First-Class Mail Flats

2.1 **General**

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

2.2 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 **Personal Information**

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 **Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 **Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.6 **Prohibited Air Transportation**

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0](#), *Hazardous Materials*.

3.0 Eligibility Standards for First-Class Mail Flats

3.1 Description of Service

3.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Price Options

First-Class Mail offers the flexibility of single-piece prices ([133.1.0](#)), and commercial prices ([1.0](#)) for presorted mailings of 500 or more pieces that weigh 13 ounces or less.

3.2 Defining Characteristics

3.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.3 Additional Basic Standards for First-Class Mail

All pieces of presorted First-Class Mail must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [333, Prices and Eligibility](#), [334, Postage Payment and Documentation](#), and [604.7.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in [301.2.0](#).
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The Move Update standard in [3.5](#).



333.3.4

2. The ZIP Code accuracy standard in [3.6](#).
3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.5 Move Update Standards

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted prices, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).
- c. *FASTforward* MLOCR processes (letter-size and flat-size mail only) if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.

- d. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) through [608.8.3](#) in *USPS Contact Information* for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- e. Ancillary service endorsements under [507.1.5.1](#), *First-Class Mail and Priority Mail*, except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.6.1d3](#), *Basic Standards* that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 - 1. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.
 - 2. Any mailing list service in [507.7.0](#), *Mailing List Services*.



333.3.6.3

3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

4.1 Basic Standards for Nonautomation First-Class Mail

In addition to the standards in [3.0, Eligibility Standards for First-Class Mail Flats](#), all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in [334.4.0, Mailing Documentation](#), and [335.5.0, Preparation of Nonautomation Flats](#), or, alternatively under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#).

4.2 Barcodes on Nonautomation First-Class Mail

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [708.3.0, Coding Accuracy Support System \(CASS\)](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).

4.3 Nonmachinable Flat-Size Pieces

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels and pay the applicable parcel-size prices.

5.0 Additional Eligibility Standards for Automation Price First-Class Mail Flats

5.1 Basic Standards for Automation First-Class Mail

All pieces in a First-Class Mail automation price mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.
- c. Meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The address matching and coding standards in [5.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate barcode meeting the standards in [708.4.0](#), a ZIP+4 barcode, a delivery point barcode (DPBC), or an Intelligent Mail barcode with a ZIP+4 or delivery point routing code, either on the piece or on an insert showing through a barcode window.
- f. Be marked, sorted, and documented as specified in [335.6.0](#), *Preparation of Automation Price Flats*, or [705.9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*.

5.2 Price Application—Bundle-Based Flats

Automation prices apply to each piece that is sorted under [335.6.0](#) or [705](#), *Advanced Preparation and Special Postage Payment Systems*:

- a. Pieces in 5-digit bundles of 10 or more pieces qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.
- b. Pieces in 3-digit bundles of 10 or more pieces qualify for the 3-digit price.
- c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC price.
- d. Pieces in mixed ADC bundles qualify for the mixed ADC price.

5.3 Price Application—Tray-Based Flats

Automation prices apply to each piece that is sorted under [335.6.6](#), *First-Class Mail Optional Tray-Based Preparation*, into the corresponding qualifying groups:

- a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.
- b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit price.
- c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC price.
- d. All pieces in mixed ADC trays qualify for the mixed ADC price.

5.4 Address Standards for Barcoded Pieces

5.4.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

5.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.



5.4.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2.4, Delivery Point Barcode](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

5.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

5.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

5.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

5.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

5.4.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

5.5 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS.

334 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted Flats](#)
- [3.0 Postage Payment for Automation Flats](#)
- [4.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for commercial (presorted or automation) price First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0, Postage Payment for Presorted Flats](#), and [3.0, Postage Payment for Automation Flats](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Flats

2.1 Payment Methods for Presorted Prices

Presorted First-Class Mail price postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization.

2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail price for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class Mail 1-ounce price applicable to the mailing job, and full postage on metered pieces for additional ounce(s) or extra services.
- c. Postage in an amount not less than the lowest available First-Class Mail first-ounce letter or card price (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard.



2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c, Affixed Postage for Presorted First-Class Mail](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Postage Payment for Automation Flats

3.1 Payment Methods

First-Class Mail automation price postage must be paid with meter stamps, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

3.2 Affixing Postage for Automation Price First-Class Mail

Unless permitted by other standards or Business Mailer Support authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. Each metered piece weighing more than 1 ounce must bear the correct additional postage to pay for the additional ounce(s).
- b. Each piece must bear a precanceled stamp or meter postage in the exact amount or at the lowest price applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter stamp affixed to the required postage statement.
- c. Documentation meeting the standards in [4.0](#) must be presented with the postage statement to show the number of pieces at each price and the computation of the additional postage due for pieces not bearing full postage at the applicable price (i.e., the difference between what the pieces bear and the correct postage at the price for which each qualifies).

3.3 Nondenominated Precanceled Stamps

A mailer may use available nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- c. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each price and the computation of the additional postage due at the applicable price (i.e., the difference between the value of the nondenominated stamp affixed and the correct postage at the price for which each piece qualifies).

3.4 Lower Denomination Precanceled Stamps

A mailer may use precanceled stamps of a denomination less than the postage for the first ounce at the lowest price in the mailing if:

- a. The stamps do not bear an improper price marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each price and the computation of the additional postage due at the applicable price (i.e., the difference between the value of the stamps affixed and the correct postage at the price for which each piece qualifies).

3.5 Postage Affixed at Lowest Price to All Pieces

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

4.0 Mailing Documentation

4.1 Completing Postage Statements

Any mailing claiming a commercial price, and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

**4.3 Documentation Standards for Automation Mailings**

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance.

4.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

4.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

4.6 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, *Rulings on Mailing Standards*](#).

4.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

4.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include

all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

335 Mail Preparation

Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Flat Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparation of Nonautomation Flats](#)
- [6.0 Preparation of Automation Price Flats](#)

1.0 General Definition of Terms

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation and nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see [705.9.0, *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*](#), and [705.10.0, *Merging Bundles of Flats in Sacks and Pallets Using the City State Product*](#), for advanced preparation options for flat-size mail):
 1. Automation price and any other type of mail.
 2. Presorted price and any other type of mail.
 3. Single-piece price and any other type of mail.
 4. Machinable and nonmachinable pieces.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- c. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- d. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.

1.4 Preparation Definitions and Instructions

[\[8-14-08\]](#) [\[7-3-08\]](#) For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full flat tray* is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of *full* trays.
- c. A *less-than-full flat tray* is one that contains First-Class Mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow flat tray* is a less-than-full First-Class Mail tray that contains all pieces remaining after preparation of one or more full trays for the same destination. Overflow flat trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort for automation flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the automation-compatibility criteria in [301.3.0, Physical Standards for Automation Flats](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.

- f. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- g. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- h. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry SCF”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- j. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- k. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0, Bundles](#).
- l. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a First-Class Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles.
- m. *Cobundling* is an alternate preparation method available under [705.11.0](#) for First-Class Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).



2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.4 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.

- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays

Mailers need not prepare bundles when placing mail in a full tray if none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder).

2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

[7-3-08] Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit scheme presort level, red Label 5 SCH.
- b. Five-digit presort level, red Label 5.
- c. Three-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Mixed ADC presort level, tan Label X.



3.0 Flat Trays

3.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0, General Definition of Terms](#).

3.2 Standard Containers

Mailings must be prepared in flat trays with green lids under 3.4, unless prepared in extended managed mail (EMM) trays under [3.5](#). A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.3 Flat Tray and Letter Tray Sizes

These approximate measurements define the USPS-provided tray sizes that apply to mail preparation standards in [3.4](#) and [3.5](#):

- a. Flat tray. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.
- b. Letter tray. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.4 Preparation for Flats in Flat Trays

All flat tray preparation is subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overflow the tray to inhibit adequate closure or covering of the content.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. Each tray must be covered (with the green side of the lid facing up) and strapped under [3.4i, Preparation for Flats in Flat Trays](#).
- f. For automation price mailings prepared under the optional tray-based preparation rules in [6.0](#), one less-than-full overflow tray may be prepared for a presort destination when the total number of pieces for that destination meets the minimum for preparation of the tray level, and when one or more full trays for that destination are also prepared.
- g. For automation price mailings prepared under the optional tray-based preparation rules, if the total number of pieces for a presort destination meets or exceeds the minimum number of pieces required to prepare a tray for that destination, but the total volume does not physically fill a single tray, then the mail for that presort destination may be prepared in a less-than-full tray.

- h. Pieces prepared as automation flats under the tray-based preparation option do not have to be grouped by 3-digit ZIP Code prefix in ADC trays or by ADC in mixed ADC trays if the mailing is prepared using an MLOCR/barcode sorter and standardized documentation is submitted.
- i. Each flat tray must be covered with a lid. Each covered flat tray must then be secured with two straps placed tightly around the width of the tray (the shorter dimension).

3.5 Preparation for Flats in EMM Letter Trays

Mailers may prepare First-Class Mail flat-size pieces in EMM letter trays instead of flat trays if the following standards are met:

- a. The pieces must fit completely within the dimensions for height, length, and width specified in [3.3b](#) for an extended managed mail (EMM) letter tray. All pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray.
- b. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.9](#), with Line 1 and Line 2 information as required for flat-size mail in flat trays. Each label must contain a barcode as specified in [708.6.2.3](#) and the content identifier number required in [Exhibit 708.6.1.1](#) for the same type of flat-size mail prepared in flat trays.
- c. All mail must be prepared under [6.6, First-Class Mail Optional Tray-Based Preparation](#), and must not be prepared in bundles, except pieces in less-than-full trays must be bundled. Mailers using this option are not eligible to prepare their mail under [705.9.0](#).
- d. All other applicable standards in [6.0, Preparation of Automation Price Flats](#), must be met, including required preparation sequence and use of tray minimums.

3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Only tray labels may be used for trays; only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation price mailings are subject to [4.9](#) and [708.6.0, Barcoding Standards for Container Labels](#).



4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 **Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

4.8 **Placement of a Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that



is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

4.9 Barcoded Tray Labels

4.9.1 Basic Standards for Barcoded Tray Labels

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- c. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.
- d. Mailer-produced barcoded labels must meet the standards in [708.6.0](#), [Barcoding Standards for Container Labels](#).

Exhibit 4.9.1 Required Barcoded Container Labels

PRICE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation price	Flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size

5.0 Preparation of Nonautomation Flats

5.1 Basic Standards

Each Presorted First-Class Mail mailing must be prepared under [5.0](#) and [333.3.0](#), [Eligibility Standards for First-Class Mail Flats](#). All pieces must be in the flat-size processing category. Flat-size pieces must be prepared in flat trays. All pieces must be marked “Presorted” and “First-Class.”

5.2 Single-Piece Price Pieces Presented With Presort Mailings

Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SNGLP” under [202.3.0](#), [Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

5.3 Nonautomation Pieces

Nonautomation flats must use the preparation sequence and tray labeling in [5.4](#) and [5.5](#).

5.4 Bundling and Labeling

Except under [2.7b](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.5 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).
 2. Line 2: "FCM FLTS 5D NON BC."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM FLTS 3D NON BC."
- c. ADC (required); full trays (no overflow); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "FCM FLTS ADC NON BC."
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM FLTS NON BC WKG."

5.6 Cotraying and Cobundling With Automation Price Mail

Except for automation price mailings prepared under the tray-based preparation option in [6.6](#), if a single mailing job contains an automation price mailing and a Presorted price mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the cotraying standards in [705.9.0](#). Flat-size Presorted price pieces may be cobundled with flat-size automation price pieces under the standards in [705.11.0](#).



6.0 Preparation of Automation Price Flats

6.1 Basic Standards

Automation price First-Class Mail must be prepared under [6.0](#) and meet the eligibility standards for the price claimed; trays must bear the appropriate barcoded container labels under [708.6.0, *Barcoding Standards for Container Labels*](#). Flat-size pieces must be prepared in flat trays.

6.2 Mailings

6.2.1 Automation Price Pieces

All pieces in a mailing must be sorted together to the finest extent required. First-Class Mail mailings may include pieces prepared at automation 5-digit, 3-digit, ADC, and mixed ADC prices. The definitions of a mailing and permissible combinations are in [1.2](#).

6.2.2 Single-Piece Price Pieces

Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage price statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only "First-Class," or (if not affixed with full single-piece price postage) are marked "Single-Piece" or "SNGLP" under [202.3.0, *Placement and Content of Mail Markings*](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

6.3 Marking

All automation price pieces must be marked under [302](#). Pieces claimed at an automation price must bear the appropriate class marking. Pieces not claimed at an automation price must not bear "AUTO" unless single-piece price postage is affixed or a corrective single-piece price marking ("single-piece" or "SNGLP") is applied.

6.4 General Preparation

Except for First-Class Mail prepared under [6.6, *First-Class Mail Optional Tray-Based Preparation*](#), all pieces must be prepared in bundles. Bundles may contain fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

6.5 First-Class Mail Required Bundle-Based Preparation

6.5.1 Bundling and Labeling

[7-3-08] Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional, as described in [6.7](#)); 10-piece minimum; red Label 5 SCH or optional endorsement line (OEL).
- b. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- c. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

- d. ADC (required); 10-piece minimum; pink Label A or OEL.
- e. Mixed ADC (required); no minimum; tan Label X or OEL.

6.5.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional, but required for 5-digit price eligibility); full trays (no overflow); labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.0, *Barcoding Standards for Container Labels*](#), for overseas military mail).
 - 2. Line 2: "FCM FLTS 5D BC."
- b. 3-digit (required); full trays (no overflow); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "FCM FLTS 3D BC."
- c. Origin 3-digit(s) (required); no minimum; labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "FCM FLTS 3D BC."
- d. ADC (required); full trays (no overflow); labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "FCM FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 - 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C. (Use "MXD" instead of "OMX" in the destination line and ignore Column B).
 - 2. Line 2: "FCM FLTS BC WKG."

6.6 First-Class Mail Optional Tray-Based Preparation

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit: optional, but 5-digit trays required for price eligibility (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces (for military mail see [4.3c](#)). (Preparation to qualify for 5-digit price is optional and need not be done for all 5-digit destinations.)
- b. 3-digit: required (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use [L002](#), Column A for 3-digit destinations.
- c. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office; no minimum; for Line 1, use [L002](#), Column A for 3-digit destinations.
- d. ADC: required (90-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use [L004](#) (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC



335.6.7

destination shown in Column B). As an exception, pieces do *not* have to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.

- e. Mixed ADC (required); no minimum for price eligibility. Group pieces by ADC. For Line 1 use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B). Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

6.7 5-Digit Scheme Bundle Preparation

Pieces meeting the automation-compatibility criteria in [301.3.0, *Physical Standards for Automation Flats*](#), may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#). These bundles must meet the additional standards in [1.4e, *Preparation Definitions and Instructions*](#).

6.8 Cotraying and Cobundling With Presorted Price Mail

Except for mailings prepared under the tray-based preparation option in [6.6](#), if the mailing job contains an automation price mailing and a Presorted price mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the cotraying standards in [705.9.0](#). Automation price pieces may be cobundled with Presorted price pieces under the standards in [705.11.0](#).

336 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted price or at any automation price must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation price First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



336.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Price Rather than Correcting Errors

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.

340 Commercial Flats Standard Mail

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

343 Prices and Eligibility

Overview

- 1.0 Prices and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Flats
- 3.0 Basic Standards for Standard Mail Flats
- 4.0 Price Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats
- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats
- 7.0 Additional Eligibility Standards for Automation Price Standard Mail Flats

1.0 Prices and Fees for Standard Mail

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.



343.1.3

1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece price	None	\$0.191	\$0.210	\$0.255	\$0.339	\$0.400	\$0.436	\$0.489	\$0.366	\$0.451	\$0.483	\$0.553
	DBMC	0.158	0.177	0.222	0.306	0.367	0.403	0.456	0.333	0.418	0.450	0.520
	DSCF	0.149	0.168	0.213	0.297	0.358	0.394	---	0.324	0.409	0.441	---
	DDU	0.140	0.159	0.204	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	---	0.530	0.530	0.530	---
	DDU	0.356	0.356	0.387	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	+
per piece price		0.066	0.085	0.124	0.188	0.249	0.285	0.338	0.215	0.300	0.332	0.402

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to not flat-machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece price	None	\$0.118	\$0.137	\$0.185	\$0.206	\$0.267	\$0.303	\$0.356	\$0.233	\$0.318	\$0.350	\$0.420
	DBMC	0.085	0.104	0.152	0.173	0.234	0.270	0.323	0.200	0.285	0.317	0.387
	DSCF	0.076	0.095	0.143	0.164	0.225	0.261	---	0.191	0.276	0.308	---
	DDU	0.067	0.086	0.134	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound price	None	0.415	0.415	0.446	0.632	0.632	0.632	0.632	0.632	0.632	0.632	0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	---	0.429	0.429	0.429	---
	DDU	0.167	0.167	0.198	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	+
per piece price		0.032	0.051	0.093	0.076	0.137	0.173	0.226	0.103	0.188	0.220	0.290

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to not flat-machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.5 Fees

1.5.1 Presort Mailing Fee

Mailing fee, per 12-month period: \$180.00.

1.5.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE	
Single Piece Weight Not Over (ounces)	Weighted Fee per Piece¹
1	\$2.06
2	2.48
3	2.90
4	3.32
5	3.74
6	4.16
7	4.58
8	5.00
9	5.42
10	5.84
11	6.26
12	6.68
13	7.10
Over 13 but under 16	11.87

1. Weighted fee equals single-piece First-Class Mail or Priority Mail price multiplied by 2.472.

1.6 Computing Postage – Standard Mail

1.6.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

1.6.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.



1.6.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

1.6.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.2, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

1.6.5 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

1.6.6 Permit Imprint

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

2.0 Content Standards for Standard Mail Flats

2.1 Definition and Weight

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.

- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [333.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.5.3 Nonincidental First-Class Mail Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address.



2.5.4 Nonincidental First-Class Mail Attachments

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."

- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Standards for Standard Mail Flats

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Weight, Shape, Flexibility, and Uniform Thickness

All Standard Mail pieces must weigh less than 16 ounces. Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable prices (see [401](#)).

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.



3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).

3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), [Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in an automation mailing must be eligible for an automation price. Separate automation and Presorted price mailings of flats that are reported on the same postage statement must be cosacked under [705.9.0](#), [Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#). Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under [705](#).
- d. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0](#), [Use of Alternative Addressing](#). Detached address labels may be used subject to [602.4.0](#), [Detached Address Labels \(DALs\)](#).
- f. Postage must be paid under [344.1.0](#) through [344.3.0](#) in [Postage Payment and Documentation](#) with precanceled stamps, meter stamps, or permit imprint.
- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [344.4.2](#) and the standards for the price claimed.
- h. Each piece must meet the standards for any other price or discount claimed.
- i. Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [302.4.0](#), [Barcode Placement](#), [708.4.0](#), [Standards for POSTNET and Intelligent Mail Barcodes](#), and [708.3.0](#), [Coding Accuracy Support System \(CASS\)](#).

- j. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [345.1.0, General Information for Mail Preparation](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.

3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire



to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [344.1.0, *Basic Standards for Postage Payment*](#), are met.

3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.8.1d, *Basic Standards*](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2, *USPS-Approved Methods*](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Price Eligibility for Standard Mail

4.1 General Information

All Standard Mail prices are presorted prices (including all nonprofit prices). These prices apply to mailings meeting the basic standards in 2.0 through 4.0 and the corresponding standards for Presorted prices under 3.0 and 5.0, Enhanced Carrier Route prices under 6.0, automation prices under 7.0, or Customized MarketMail prices under 705.1.0. Except for Customized MarketMail pieces, destination entry discount prices are available under 346.2.0 through 346.5.0. Nonprofit prices may be used only by organizations authorized by the USPS. Not all processing categories qualify for every price. Pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing.

4.2 Minimum Per Piece Prices

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece prices, a mailpiece is categorized as a letter based on whether the piece meets the letter-size standard in 201.1.0, without regard to placement of the address on the piece, except under these conditions:
 1. If the piece meets both the definition of a letter in 201.1.1.1 and the definition of an automation flat in 301.3.0, the piece may be prepared and entered at an automation flat price.
 2. Pieces mailed as Customized *MarketMail* under 705.1.0 must pay Regular or Nonprofit Standard Mail 5-digit nonentry prices for Not Flat-Machinable pieces and must not exceed 3.3 ounces.
- c. Individual prices. There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. Except for Customized MarketMail pieces, discounted per piece prices also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under 346. DDU prices are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route prices. See 1.0 for individual per piece prices.

4.3 Piece/Pound Prices

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each



mailing. There are separate per pound prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). Discounted per pound prices also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [346](#).

4.4 **Shape, Flexibility, and Uniform Thickness**

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable prices (see [401](#)).

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

5.1 **Basic Standards**

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Prices and Eligibility*.
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [345](#), *Mail Preparation*, or [705](#), *Advanced Preparation and Special Postage Payment Systems*.

5.2 **Price Application**

Presorted prices for Regular and Nonprofit Standard Mail apply to flats that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [705](#), *Advanced Preparation and Special Postage Payment Systems*.

5.3 **5-Digit Prices for Flats**

The 5-digit price applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.

- c. In a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a merged 5-digit/scheme or 5-digit sack under [705.10.0](#).

5.4 **3-Digit Prices for Flats**

The 3-digit price applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable, or in a 3-digit/scheme bundle of 10 or more pieces; properly placed in a 3-digit sack of at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 3-digit/scheme bundle of 10 or more pieces.

5.5 **ADC Prices for Flats**

ADC prices apply to flat-size pieces:

- a. In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC sack of at least 125 pieces or 15 pounds of pieces.
- b. In an optional 3-digit/scheme origin/entry sack.
- c. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in an ADC bundle of 10 or more pieces; properly placed on an ADC pallet.

5.6 **Mixed ADC Prices for Flats**

Mixed ADC prices apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, or ADC prices; placed in mixed ADC sacks or on ASF, BMC, or mixed BMC pallets under [705.8.0](#).

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

6.1 **General Enhanced Carrier Route Standards**

6.1.1 **Optional Preparation**

Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route prices.

6.1.2 **Basic Eligibility Standards**

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [345.6.0, Preparing Enhanced Carrier Route Flats](#), or [705.8.0, Preparing Pallets](#).



- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The carrier route accuracy standard in [6.2](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) in *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats* and in [345.6.9](#), *Delivery Sequence Standards*, and [345.6.10](#), *Delivery Sequence Documentation*.
- f. Meet the applicable documentation and postage payment standards in [344](#), *Postage Payment and Documentation*, and [1.6](#), *Computing Postage — Standard Mail*.
- g. Enhanced Carrier Route price mail may not be more than 12 inches high, 15 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in [602.4.0](#).

6.2 Carrier Route Code Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain prices under [6.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route prices, regardless of any required surcharge, must meet the carrier route accuracy standard.

6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#), *Address Information*

System Products, and [708.3.0, Coding Accuracy Support System \(CASS\)](#). Printed Carrier Route Files (schemes) may be used for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation prices.

6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Price Enhanced Carrier Route Standards

6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [345.6.9, Delivery Sequence Standards](#), and [345.6.10, Delivery Sequence Documentation](#)).

6.3.2 Basic Price Eligibility

Basic prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.
- d. Entered at a destination delivery unit as unsacked bundles, according to preparation standards in [345.2.0](#) and entry standards in [346.5.0](#).

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Prices

All pieces mailed at high density prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard.

6.4.2 High Density Prices for Flats

High density prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).



343.6.5

- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

6.5 Saturation Enhanced Carrier Route Standards

6.5.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.2 Saturation Prices for Flats

Saturation prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

7.0 Additional Eligibility Standards for Automation Price Standard Mail Flats

7.1 Basic Eligibility Standards for Automation Price Standard Mail

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).
- c. Be in the same processing category and meet the physical standards in [301.3.0](#).

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The address matching and coding standards in [7.3, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate ZIP+4 or delivery point barcode, or Intelligent Mail barcode with a ZIP+4 or delivery point routing code, meeting the standards in [302.4.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), either on the piece or on an insert showing through a window.
- f. Be marked, sorted and documented as specified in [345.7.0](#), and [705.8.0](#) through [705.13.0](#).
- g. Meet the applicable documentation and postage payment standards in [344](#).

7.2 Price Application

Automation prices apply to each piece properly sorted into qualifying groups:

- a. The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- b. The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle of 10 or more pieces.
- c. The ADC price applies to flat-size pieces in an ADC bundle of 10 or more pieces.
- d. The mixed ADC price applies to flat-size pieces in mixed ADC bundles (no minimum).

7.3 Address Standards for Barcoded Pieces

7.3.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

7.3.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

7.3.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.



7.3.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

7.3.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

7.3.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

7.3.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

7.3.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

7.4 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Regular or Nonprofit Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.



344 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats](#)
- [3.0 Postage Payment for Automation Flats](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.5.0), or precanceled stamps (604.3.0). Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact price for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest price applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece prices may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of



nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

2.3 Combined Price

Meter postage may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

3.0 Postage Payment for Automation Flats

3.1 All Pieces

Unless authorized by the USPS under [705.2.0](#) through [705.5.0](#) in *Advanced Preparation and Special Postage Payment Systems* and [705.15.0](#), *Plant-Verified Drop Shipment*, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing, and each piece must bear the correct postage at the price claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound prices, the mailer may affix the applicable per piece price to each piece and pay the pound price for the mailing by a permit imprint advance deposit account. All pieces prepared this way in the same mailing must be subject to the same pound price. A postage statement must be submitted for each payment method and each piece must be marked “Pound Price Pd via Permit” in the postage meter indicium or ad plate or other means that ensures a legible endorsement. “Nonidentical” must be shown as the weight of a single piece on the postage statement.

3.2 Adding Additional Postage

In a metered or precanceled stamp mailing:

- a. Each piece must bear a precanceled stamp or meter postage in the exact postage or at the lowest price applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing through an advance deposit account or with a meter stamp affixed to the required postage statement.
- b. Documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price (i.e., the difference between what the pieces bear and the correct postage at the price for which each qualifies).

3.3 Nondenominated Precanceled Stamps

A mailer may use nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. 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. Documentation is presented with the postage statement as described in [3.2b](#).

3.4 Precanceled Stamps at Lower Denominations

A mailer may use precanceled stamps of a denomination less than the postage for the lowest price in the mailing if:

- a. The stamps do not bear an improper price marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. 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.
- d. Documentation is presented with the postage statement as described in [3.2b](#).

3.5 Mixed Price Mailing Documentation

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

4.0 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a commercial price, and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance.



4.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

4.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

4.6 Standard Format for Documentation

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

4.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

4.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage

statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

5.0 Residual Pieces

5.1 Residual Standard Mail Subject to First-Class Mail Prices

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

5.2 Residual Standard Mail Subject to Priority Mail Prices

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail prices must be paid by completing Part E of Form 3600-R on the line titled “Pieces From Standard Mail mailing” in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

345 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks and Trays](#)
- [4.0 Sack and Tray Labels](#)
- [5.0 Preparing Nonautomation Flats](#)
- [6.0 Preparing Enhanced Carrier Route Flats](#)
- [7.0 Preparing Automation Price Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Standard Mail flats on pallets (see [705.8.0](#)), mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Except as provided in [343.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 1. Automation Enhanced Carrier Route and any other type of mail.
 2. Automation price and any other type of mail.
 3. Enhanced Carrier Route and any other type of mail.
 4. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
 5. Presorted price mail and any other type of mail.
 6. Machinable and nonmachinable pieces.



7. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
8. Customized MarketMail and any other type of mail.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).
- d. *5-digit scheme carrier routes (pallets and sacks) for Standard Mail flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *Merged 5-digit sacks*: the carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route price bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.
- f. *Merged 5-digit pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles).
- g. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#), and the automation price 5-digit bundles and/or the Presorted price 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.
- h. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- i. *5-digit metro pallets for Standard Mail flats*: the 5-digit ZIP Codes on pieces in carrier route, automation price, and presorted price bundles are all destined for the same mail processing facility listed in [L006](#).
- j. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).

- k. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- l. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- m. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- n. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- o. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- p. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- q. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.
- r. *Residual pieces/bundles/sacks*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

1.4 Preparation Definitions and Instructions

[7-3-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *full* sack is defined in the standards for the class and price claimed.



- f. *A 5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0 yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats, then prepare all possible 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 708.7.0 or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using L007 column B.*
- g. *A 5-digit scheme carrier routes sort for Enhanced Carrier Route price Standard Mail flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of Enhanced Carrier Route Standard Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.*
- h. *A 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets yields 5-digit scheme pallets containing automation price and nonautomation price 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation price and nonautomation price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Standard Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles of Standard Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation prices. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.*
- i. *A merged 5-digit sort for Standard Mail flats prepared in sacks yields merged 5-digit sacks that contain carrier route bundles and/or automation price 5-digit bundles, and/or Presorted price 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit*



sack or pallet. The merged 5-digit sort is optional for Standard Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or that contain only two price levels of bundle(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit container.

- j. *A merged 5-digit sort for Standard Mail flats prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles). The merged 5-digit sort is optional for Standard Mail flats prepared in sacks under 705.10.0. Sacks or pallets prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or only two price levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.*
- k. *A merged 5-digit scheme sort for Standard Mail flats prepared in sacks under 705.10.0 yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Sacks prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001.*
- l. *A merged 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets under 705.8.0, 705.10.0, 705.12.0, or 705.13.0 yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Pallets prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001.*
- m. *A 5-digit metro sort for Standard Mail flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation price and/or presorted bundles) for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single presort*



destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in [L006](#).

- n. A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats, then prepare all possible 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.
- o. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- p. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- q. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- r. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- s. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).

- t. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- u. *Cobundling* is an alternate preparation method available under [705.11.0](#) for Standard Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Customized MarketMail.
- b. Bundles placed in or on 5-digit or 5-digit scheme ([L001](#)) sacks or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes sacks.
- d. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).
- e. Bundles of Standard Mail flat-size pieces prepared in letter trays under [3.4](#).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.



2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles in Sacks

In addition to the standards in 2.5, mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. Except under 6.5 for multi-carrier routes bundles, a bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 2. Bundles secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height.
- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
 2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.



345.2.8

- b. Mailers must prepare bundles to comply with standards in [2.1](#) through [2.5](#) and [2.8](#) through [2.13](#).
- c. Mailers must enter bundles at DDUs according to standards in [346.5.0](#).

2.8 Exception to Bundle Preparation—Full Single-Sort-Level Trays

When mailers prepare flats in letter trays under [3.4](#), mailers need not prepare bundles when placing mail in a full tray if none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.9 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.6](#) if placed in sacks.

2.10 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.11 Labeling Bundles

[7-3-08] Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit scheme presort level, red Label 5 SCH.
- b. Five-digit presort level, red Label 5.
- c. Three-digit scheme presort level, green Label 3 SCH.
- d. Three-digit presort level, green Label 3.
- e. ADC presort level, pink Label A.
- f. Mixed ADC presort level, tan Label X.

2.12 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.13 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Sacks and Trays**3.1 Standard Containers**

Mailings must be prepared in sacks except when permitted to be prepared in letter trays under [3.4](#) and under other applicable standards in this section. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

3.3 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.



3.4 Preparing Flats in Letter Trays

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

- a. At least 90% of the mailing job must be claimed at automation prices or Enhanced Carrier Route prices. No more than 10% of the mailing job may be claimed at Presorted prices. The following minimum volumes for Standard Mail must be met:
 1. For the portion claimed at automation nonletter prices, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted prices, no separate minimum is required.
 2. For any portion claimed at Enhanced Carrier Route nonletter prices, a separate 200-piece minimum must be met.
- b. Automation price pieces must meet the applicable flat-size dimensions in [301.3.0](#). Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in [301.1.0](#).
- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in [3.3, Tray Sizes](#), for a managed mail (MM) letter tray or an extended managed mail (EMM) letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in [245.3.3, Letter Tray Preparation](#), must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.8](#), with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in [708.6.2.3](#) and the content identifier number required in [Exhibit 708.6.1](#) for the same type of flat-size mail prepared in sacks.
- e. All mail prepared under [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), or [7.0, Preparing Automation Price Flats](#), must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in [2.8, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), may be used for other sort levels. All mail prepared under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), must be bundled.
- f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in [705.8.5.3](#) cannot be met.
- g. All trays must be palletized under [705.8.10.2](#), except for mail prepared in trays for Priority Mail or Express Mail drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit prices. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.

- h. All other applicable standards in [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), [7.0, Preparing Automation Price Flats](#), or [705.9.0](#) must be met, including required preparation sequence and use of sack minimums as tray minimums.

3.5 Tray Sleevng and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.6](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

3.6 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any mixed ADC letter tray or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

3.7 Origin/Entry 3-Digit Sacks

After all finer sort levels are prepared, an origin/entry 3-digit sacks must be prepared to contain any remaining mail for each 3-digit area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each 3-digit area.

4.0 Sack and Tray Labels

4.1 Basic Standards

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation price mailings are subject to [4.8](#) and [708.6.0](#).Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- g. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.



- h. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- i. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.2 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack and tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

4.3 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office.

4.4 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.5 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

4.6 Sack Label**4.6.1 Physical Characteristics of a Sack Label**

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.6.2 Additional Standards for Barcoded Sack Labels

In addition to 4.7.1, barcoded sack labels must meet the standards in [4.8](#) and [708.6.2](#) (for 2-inch labels) or [345.6.3](#) (for 1-inch labels).

4.7 Tray Labels**4.7.1 Physical Characteristics of a Tray Label**

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.



4.7.2 Additional Standards for Barcoded Tray Labels

In addition to [4.7.1](#), barcoded tray labels must meet the standards in [708.6.0](#).

4.7.3 Placement of a Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

4.8 Use of Barcoded Sack and Tray Labels

[Exhibit 4.8](#) shows the types of mail requiring barcoded sack or tray labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [4.1](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert a barcoded label completely into the label holder on the sack or tray to prevent its loss during transport and processing.

Exhibit 4.8 Required Barcoded Container Labels

PRICE OR TYPE	PROCESSING CATEGORY
Standard Mail	
Automation price	Flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size

5.0 Preparing Nonautomation Flats

5.1 Basic Standards

[8-14-08] All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in [5.2](#) through [5.9](#) and to these general standards (automation price mailings must be prepared under [7.0](#)):

- a. All pieces must be in the flat-size processing category.
- b. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#) and the following:

1. All regular and Nonprofit Standard Mail pieces must be marked under [302.2.0, Placement and Content of Mail Markings](#). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).
2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0, Sacks and Trays](#).
- c. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#) in [Advanced Preparation and Special Postage Payment Systems](#).
- d. Sortation determines price eligibility as specified in [343.5.0](#).

5.2 Required Bundling

Except as provided in [5.4, Loose Packing](#), bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in [5.3, Bundling and Labeling](#). Smaller volumes are not permitted except for mixed ADC bundles.

5.3 Bundling and Labeling

[7-3-08] Mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (required for flats meeting the automation-compatibility standards in [301.3.0](#)), see definition in [1.4f](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH, or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH, or OEL.
- b. 5-digit (required), see definition in [1.4f](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (required for flats meeting the automation-compatibility standards in [301.3.0](#)), see definition in [1.4n](#); 10-piece minimum; green Label 3 SCH, or OEL.
- d. 3-digit (required), see definition in [1.4n](#); 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.



5.4 Loose Packing

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the Post Office of mailing.

5.5 Required Sacking or Traying

Except as provided in 5.6, a sack, or a letter tray under 3.0, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
 1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
 2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
 1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
 2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.
- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

5.6 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

5.7 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0, see definition in 1.4f; 125-piece or 15-pound minimum; labeling:
 1. Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces. (See 4.2 for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH NON BC." For 5-digit sacks, "STD FLTS 5D NON BC."
- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
 1. Line 1: L002, Column A.

2. Line 2: "STD FLTS 3D NON BC."
- c. Origin/entry 3-digits(s) (optional); one-bundle minimum; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: "STD FLTS NON BC WKG."

5.8 Cotraying and Cobundling Flats With Automation Price Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation price mailing, and a nonautomation price mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under [6.0](#) and the automation price and nonautomation price mailings must be prepared under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#); or 2) all three mailings in the mailing job must be prepared under [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#).
- b. If the mailing job contains an automation price mailing and a nonautomation price mailing, then it must be prepared under the cosacking standards in [705.9.0](#).
- c. If the mailing job contains a carrier route mailing and a nonautomation price mailing, then it must be separately sacked under [5.0](#) and [6.0](#) or prepared using the merged sacking option in [705.10.0](#).
- d. If the mailing job contains a carrier route mailing and an automation price mailing, then it must be separately sacked under [6.0](#) and [7.0](#) or prepared using the merged sacking option in [705.10.0](#).
- e. Nonautomation price pieces may be cobundled with automation price pieces under the standards in [705.11.0](#).

5.9 Merged Containerization of Carrier Route, Automation, and nonautomation Flats

Under the optional preparation in [705.10.0](#), nonautomation price 5-digit bundles prepared under [5.2](#) through [5.8](#) are cosacked with carrier route price bundles prepared under [6.0](#) and with automation price 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonautomation price 5-digit bundles are copalletized with carrier route price bundles prepared under [6.0](#) and with automation price 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [5.8a](#) for information on when preparation under [705.10.0](#) may be required.



6.0 Preparing Enhanced Carrier Route Flats

6.1 Basic Standards

[8-14-08] All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in 6.2 through 6.7 and to these general standards:

- a. All pieces must meet the standards for basic eligibility in 343.2.0 through 343.4.0 and specific eligibility in 343.6.0. Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in 703.1.0.
- b. All pieces must be in the flat-size processing category.
- c. All pieces must meet the applicable general preparation standards in 2.0 through 4.0 and 302, and the following:
 1. All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under 302.2.0, *Placement and Content of Mail Markings*. All pieces must also be marked “ECRL0T” for basic price, “ECRWSH” for high density price, or “ECRWSS” for saturation price.
 2. Generally, flat-size pieces must be in sacks or in bundles on pallets. Certain flat-size pieces may be in letter trays under 3.4. When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in 2.7.
 3. Pieces must be sequenced according to 6.9.
 4. Pieces with a simplified address format must meet the standards in 602.3.0, *Use of Alternative Addressing*.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in 6.0 or the palletization standards in 705.8.0. Flat-size pieces may be prepared under 705.9.0 through 705.13.0 in *Advanced Preparation and Special Postage Payment Systems*.
- e. Sortation determines price eligibility as specified in 343.5.0.

6.2 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

6.3 Carrier Route Bundle Preparation

Prepare carrier route bundles of flat-size mail as follows:

- a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.
- b. Except under 6.4, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack or tray levels:
 1. Carrier route tray or sack: No bundle labeling is required.



2. 5-digit scheme or 5-digit carrier routes tray or sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to 6.2 through 6.7, a mailer may prepare a bundle, tray, or sack with fewer than the minimum number of pieces required for a carrier route when they are claiming the saturation price for the contents and meet the applicable density standard.

6.5 Multi Carrier Routes Bundle

A mailer may combine individual eligible bundles of Standard Mail Enhanced Carrier Route basic price mail into a multi carrier routes bundle of the same 5-digit ZIP Code under these conditions:

- a. Individual carrier route bundles cannot exceed 1 inch (except for a multi carrier routes bundle under 6.5b) and must be secured with two bands, one around the length and one around the girth.
- b. A multi carrier routes bundle can contain one individual bundle that exceeds 1 inch to serve as an anchor.
- c. The multi carrier routes bundle must meet the standards in 2.3 through 2.6.
- d. The multi carrier routes bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.
- e. The multi carrier routes bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the carrier route information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., *****Multi**C-001).
- f. A multi carrier routes bundle that exceeds the maximum heights in 2.6 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.

6.6 Required Sack Minimums

When sacking is required, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first. The following conditions apply:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or



sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in [6.6b, Required Sack Minimums](#) (“BOTH”).
- d. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation price is claimed for the contents and the applicable density standard is met.

6.7 Sack Preparation

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [f](#). for overseas military mail).
 2. Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLOT” as applicable, followed by the route type and number.
- b. 5-digit scheme carrier routes: required (no minimum).
 1. Line 1: use [L001](#), column B.
 2. Line 2: “STD FLTS CR-RTS SCH.”
- c. 5-digit carrier routes: required (no minimum).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [f](#). for overseas military mail).
 2. Line 2: “STD FLTS CR-RTS.”

6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats

Under the optional preparation in [705.10.0](#), carrier route price bundles are cosacked with Presorted price 5-digit bundles prepared under [5.0](#) and with automation price 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route price bundles prepared under [6.3](#) and [6.3](#) are copalletized with Presorted price 5-digit bundles prepared under [5.0](#) and with automation price 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted price pieces may be cobundled with automation price pieces under [705.11.0](#).

6.9 Delivery Sequence Standards

6.9.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.



6.9.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

6.9.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 6.9.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

6.9.4 Updating Walk Sequence Information for Simplified Addressing

Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

6.9.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

6.9.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

6.10 Delivery Sequence Documentation

6.10.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the



mailing. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF² invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

6.10.2 High Density

For each carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route.

6.10.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

6.10.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

6.10.5 Both Prices

If a mailing contains pieces qualifying for both walk-sequence prices, the documentation required by [6.10.2, High Density](#), and either [6.10.3, Saturation Density—Simplified Address Mail](#), or [6.10.4, Saturation Density—Other Mail](#), may be combined. Entries for pieces at the high density price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing.

6.10.6 Carrier Route Price

If a mailing includes high density and saturation price and basic carrier route price pieces, in addition to the applicable information required by 6.10.2 through 6.10.5 in *Delivery Sequence Documentation*, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route price.

7.0 Preparing Automation Price Flats

7.1 Basic Standards

Flat-size automation price Standard Mail must be prepared under 7.0 and the eligibility standards for the price claimed. Trays and sacks must bear the appropriate barcoded container labels under 4.8.

7.2 Mailings

All pieces in a mailing must meet the standards in 301.3.0, *Physical Standards for Automation Flats*, and be sorted together to the finest extent required. Standard Mail mailings may include pieces prepared at automation 3/5 and basic prices. The definitions of a mailing and permissible combinations are in 1.2.

7.3 Marking

All Standard Mail automation price pieces must be marked under 302. Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in 302.2.0, "AUTO." Pieces not claimed at an automation price must not bear "AUTO" unless single-piece price postage is affixed or the corrective single-piece price marking "Single-Piece" or "SNGLP" is applied.

7.4 Standard Mail Bundle Preparation

7.4.1 Bundling and Labeling

[7-3-08] Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (required); see definition in 1.4f:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH or OEL.
- b. 5-digit presort (required); see definition in 1.4f:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.



- c. 3-digit scheme (required); see definition in [1.4n](#); 10-piece minimum; green Label 3 SCH or OEL.
- d. 3-digit presort (required); see definition in [1.4n](#); 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.

7.4.2 Required Sacking

A sack, or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in [7.4.2b](#) (“BOTH”).

7.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); see definition in [1.4f](#); 125-piece or 15-pound minimum, labeling:
 - 1. Line 1: For 5-digit scheme sacks use [L007](#), Column B. For 5-digit sacks use city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “STD FLTS 5D SCH BC.” For 5-digit sacks, “STD FLTS 5D BC.”
- b. 3-digit (required); 125-piece/15-pound minimum; labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: “STD FLTS 3D BC.”
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin and entry); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: “STD FLTS 3D BC.”

- d. ADC (required); 125-piece/15-pound minimum; labeling:
 - 1. Line 1: L004, Column B.
 - 2. Line 2: "STD FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 - 1. Line 1: Use L009, Column B.
 - 2. Line 2: "STD FLTS BC WKG."

7.5 Scheme Bundle Preparation

Pieces meeting the automation compatibility criteria in 301.3.0 may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in L008. These bundles must meet the additional standards in 1.4f.

7.6 Merged Containerization With Presorted and Carrier Route Flats

When the conditions and preparation standards in 705.10.0, 705.12.0, or 705.13.0 are met, 5-digit bundles of Presorted, automation, and carrier route price mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Automation price pieces may be cobundled with nonautomation price pieces under 705.11.0.

7.7 Exception—Automation and Nonautomation Pieces on Pallets

When the physical dimensions of mailpieces in a Standard Mail mailing meet the definition of both a letter-size piece under 201.1.1.1 and an automation flat-size piece under 301.3.0, the entire job may be prepared, merged, and palletized under 705.9.0 through 705.11.0, 705.12.0, and 705.13.0 if the applicable standards are met. The nonautomation portion is all paid at nonautomation flat-size prices for Standard Mail. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under 705.11.0. As an alternative to 705.9.0 through 705.11.0, 705.12.0, and 705.13.0, if a portion of the job is prepared as palletized automation flats, the nonautomation portion may be prepared as palletized flats at nonautomation flat-size prices and at Enhanced Carrier Route flat-size prices. The nonautomation price pieces that cannot be placed on BMC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation flat-size prices. As provided in 343.5.0, the following minimum volumes for Standard Mail must be met for this alternative to 705.9.0 through 705.11.0, 705.12.0, and 705.13.0:

- a. For the portion claimed at automation flat-size prices, a separate 200-piece minimum must be met. For any portion of the job claimed at nonautomation prices, no separate minimum is required.
- b. For any portion claimed at Enhanced Carrier Route flat-size prices, a separate 200-piece minimum must be met.

346 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.15.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailing

Pieces at different prices may be combined in the same mailing as provided in [345.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same flat-size processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [343.2.0](#) through [343.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



346.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

2.3 Postage Payment and Documentation

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

2.4 Plant Loads

Plant load mailings are not eligible for destination entry discounts.

2.5 Verification

2.5.1 Mail Separation and Presentation

Destination entry price mail must be verified under a PVDS system ([705.15.0](#)) or be presented for verification and acceptance at a BMEU located at a destination postal facility. Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

2.5.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are accepted and deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD).

2.5.3 At BMC

For a mailing verified at a BMC, the Post Office where the mailer's account or license is held must be within the service area of that BMC. The Post Office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.

2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

2.5.5 Volume Standards

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

2.6 Deposit**2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

2.6.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.



346.2.6.4

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.6.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

2.6.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

2.6.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.



346.2.6.10

3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
 4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
 - e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

2.6.13 Exception for Local Mailer

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1, BMC/ASF—DMBC Price Eligibility](#).

Exhibit 3.1 BMC/ASF – DMBC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [3.0](#) are eligible for the DBMC price when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 3.1](#); and 3) are placed in a



tray, sack, or pallet (subject to the standards for the price claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)). If bundles of flats on pallets are reallocated from an ASF pallet to a BMC pallet under [705.8.14](#), mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC prices. DBMC price mail also must be eligible for Presorted, automation, or Enhanced Carrier Route prices, subject to the corresponding standards for those prices.

3.3 Eligibility for ADC Mailpieces

All pieces in an ADC sack or tray are eligible for the DBMC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the "Label To" ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#).

3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays

Mailpieces either in a mixed ADC bundle, sack, or tray can qualify for the DBMC prices if the following standards are met:

- a. All pieces in the bundle, sack, or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#).
- b. Use labeling list [L009](#) when labeling bundles, sacks, or trays containing such pieces.
- c. Pieces claiming DBMC prices and any mixed ADC pieces not claiming DBMC prices must be prepared in separate mixed ADC bundles, sacks, or trays.
- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in [3.4](#).

3.5 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations.

3.6 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C.

4.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that facility's service area, and placed in or on a sack or pallet that is labeled to that DSCF or to a postal facility within its service area.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit sack or pallet that is deposited at the destination delivery unit as defined in [5.1](#).

4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

5.2 Eligibility

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in [2.0](#) and [5.0](#) are eligible for the DDU price when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in [2.6.9](#). Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in [2.5.1](#).

360 Bound Printed Matter

363 Prices and Eligibility

364 Postage Payment and Documentation

365 Mail Preparation

366 Enter and Deposit

363 Prices and Eligibility

Overview

- 1.0 Prices and Fees for Bound Printed Matter
- 2.0 Basic Eligibility Standards for Bound Printed Matter
- 3.0 Content Standards for Bound Printed Matter Flats
- 4.0 Price Eligibility for Bound Printed Matter Flats
- 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats
- 6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter as follows:

1.1.1 Prices

Bound Printed Matter (BPM) prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices.

1.1.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see [301.1.3](#)) must pay the applicable postage for a parcel size piece based on weight and zone.

1.1.3 Price Application

The nonpresorted BPM price is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

1.1.4 Barcoded Discount—Flats

The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), for the ZIP+4 code or numeric DPBC of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more flat-size pieces. To qualify for the barcoded discount, the flat-size piece must meet the automation requirements under [301.3.0](#).

1.1.5 Bound Printed Matter—Nonpresorted

For barcoded discount, deduct \$0.03 per piece (automatable flats only, 50-piece minimum).



Exhibit 1.1.5 Bound Printed Matter Nonpresorted Prices

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$1.89	\$1.93	\$1.99	\$2.08	\$2.19	\$2.25	\$2.44
1.5	1.89	1.93	1.99	2.08	2.19	2.25	2.44
2.0	1.98	2.04	2.12	2.24	2.38	2.46	2.72
2.5	2.08	2.15	2.25	2.40	2.58	2.68	3.00
3.0	2.17	2.26	2.38	2.56	2.77	2.89	3.28
3.5	2.27	2.37	2.51	2.72	2.97	3.11	3.56
4.0	2.36	2.48	2.64	2.88	3.16	3.32	3.84
4.5	2.46	2.59	2.77	3.04	3.36	3.54	4.12
5.0	2.55	2.70	2.90	3.20	3.55	3.75	4.40
6.0	2.74	2.92	3.16	3.52	3.94	4.18	4.96
7.0	2.93	3.14	3.42	3.84	4.33	4.61	5.52
8.0	3.12	3.36	3.68	4.16	4.72	5.04	6.08
9.0	3.31	3.58	3.94	4.48	5.11	5.47	6.64
10.0	3.50	3.80	4.20	4.80	5.50	5.90	7.20
11.0	3.69	4.02	4.46	5.12	5.89	6.33	7.76
12.0	3.88	4.24	4.72	5.44	6.28	6.76	8.32
13.0	4.07	4.46	4.98	5.76	6.67	7.19	8.88
14.0	4.26	4.68	5.24	6.08	7.06	7.62	9.44
15.0	4.45	4.90	5.50	6.40	7.45	8.05	10.00

1. For barcode discount, deduct \$0.03 per piece (automation-compatible parcels only, 50-piece minimum).

1.1.6 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

1.2 Commercial Bound Printed Matter

Apply the prices, fees and discounts for discounted Bound Printed Matter as follows:

1.2.1 Prices

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see 301.1.3) must pay the applicable postage for a parcel size piece based on weight and zone.

1.2.3 Price Application

The presorted Bound Printed Matter price has a per piece charge and a per pound charge. Postage is based on the price that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The minimum postage price for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound.

1.2.4 Bound Printed Matter Presorted and Carrier Route Prices

Each piece is subject to both a piece price and a pound price. For the barcode discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcode discount is not available for flats mailed at carrier route prices.

1.2.5 Bound Printed Matter Destination Entry Prices

Each piece is subject to both a piece price and a pound price. For the barcode discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcode discount is not available for flats mailed at Presorted DDU prices. Presorted DDU prices are not available for flats that weigh 1 pound or less.

Exhibit 1.2.5 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Prices

Each piece is subject to both a piece rate and a pound rate. ¹		Carrier Route			Presorted ²		
		Price per piece	+	Price per pound	Price per piece	+	Price per pound
Zone	Local, 1 & 2	\$1.146	+	\$0.136	\$1.253	+	\$0.136
	3	1.146	+	0.169	1.253	+	0.169
	4	1.146	+	0.209	1.253	+	0.209
	5	1.146	+	0.268	1.253	+	0.268
	6	1.146	+	0.337	1.253	+	0.337
	7	1.146	+	0.380	1.253	+	0.380
	8	1.146	+	0.507	1.253	+	0.507
	<i>Destination Entry</i>						
DBMC	1 & 2	0.876	+	0.098	0.983	+	0.098
	3	0.876	+	0.126	0.983	+	0.126
	4	0.876	+	0.174	0.983	+	0.174
	5	0.876	+	0.233	0.983	+	0.233
DSCF		0.486	+	0.082	0.593	+	0.082
DDU		0.402	+	0.039	0.509 ³	+	0.039

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
2. For barcode discount, deduct \$0.03 per piece (automation-compatible flats only). Barcode discount not available for pieces mailed at presorted DDU prices.
3. Each flat must weigh more than 1 pound to be eligible for presorted DDU price.

1.2.6 Destination Entry Mailing Fee

Destination entry mailing fees for Bound Printed Matter, per 12-month period: \$180.00.

1.2.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.



363.1.2.8

1.2.8 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:

- a. Per pound price:
 1. *For pieces weighing 1 pound or less*, compute the per pound price by multiplying the total number of addressed pieces by the 1-pound price for the price category and zone. Do not round this result.
 2. *For pieces weighing more than 1 pound*, compute the per pound price by multiplying the unrounded total weight of the addressed pieces by the pound price for the category and zone. Do not round this result.
- b. Per piece price. Multiply the total number of addressed pieces by the applicable piece price.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

2.0 Basic Eligibility Standards for Bound Printed Matter

2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM prices constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Except for unendorsed BPM, each piece must bear the sender's return address.

3.0 Content Standards for Bound Printed Matter Flats

3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific prices.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).

- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under 3.2 or permitted or required under 707.7.9).

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM prices. Postage at BPM prices is based on the combined weight of the host piece and the sample copies enclosed.

3.3 Attachments and Enclosures

3.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

3.3.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

3.3.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.



363.3.4

- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in [703.1.6.11, *Products Mailable at Nonprofit Standard Mail Prices*](#). In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11](#).

3.4 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.0 Price Eligibility for Bound Printed Matter Flats

4.1 Price Eligibility

BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Price categories are as follows:

- a. Nonpresorted Price. The nonpresorted price applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route prices.
- b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [705.8.0, *Preparing Pallets*](#), or [365.5.0, *Preparing Presorted Flats*](#).



- c. Carrier Route Price. The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [705.8.0, *Preparing Pallets*](#), or [365.5.0, *Preparing Presorted Flats*](#).
- d. Barcoded Discount—Flats. The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [Exhibit 708.4.0](#) for the ZIP+4 Code or numeric DPBC of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more flat-size pieces or part of a presort price mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, *Preparing Pallets*](#), and [365.7.0, *Preparing Barcoded Flats*](#). The barcoded discount is not available for flat-size pieces mailed at Presorted DDU prices or carrier route prices. To qualify for the barcoded discount, the flat-size piece must meet the requirements under [301.3.0](#).

4.2 Nonidentical Weight Pieces

[9-11-08] Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, *Manifest Mailing System*](#), [705.3.0, *Optional Procedure Mailing System*](#), or [705.4.0, *Alternate Mailing System*](#).

4.3 ZIP Code Accuracy

4.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, address means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [4.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Presorted and Carrier Route prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

4.3.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.



363.4.3.3

- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site, www.usps.com.

4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

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

5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.3](#).
 2. If the barcode discount for flat-size pieces is claimed (see [3.1](#)), the additional address matching and coding standards in [6.3, Address Standards for Barcode Discount](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
 3. If the carrier route discount is claimed, the carrier route accuracy standard in [5.3](#).
 4. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 5. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the applicable preparation standards under [365.5.0, Preparing Presorted Flats](#), or [365.6.0, Preparing Carrier Route Flats](#), [365.7.0, Preparing Barcoded Flats](#), or [705.8.0, Preparing Pallets](#).

5.2 Additional Standards for Carrier Route Bound Printed Matter

In addition to the basic standards in [2.0, Basic Eligibility Standards for Bound Printed Matter](#), and [3.2, Attachments or Enclosures of Periodicals Sample Copies](#), all pieces in a Bound Printed Matter carrier route price mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

1. The carrier route accuracy standard in [5.3](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards in [365.6.0, *Preparing Carrier Route Flats*](#), or [705.8.0, *Preparing Pallets*](#).

5.3 Carrier Route Accuracy

5.3.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route prices that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [5.3.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Carrier Route prices must meet the ZIP Code accuracy standards.

5.3.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, *Address Information System Products*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#).

5.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.



6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter

The barcode discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), for the ZIP+4 code or numeric DPBC of the delivery address. Instead of ZIP+4 codes or DPBCs, pieces may bear Intelligent Mail barcodes (under [708.4.0](#)) containing a ZIP+4 or delivery point routing code for the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more flat-size pieces or part of a presort price mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, Preparing Pallets](#), and [365.7.0, Preparing Barcoded Flats](#). The barcode discount is not available for flat-size pieces mailed at Presorted DDU prices or carrier route prices. To qualify for the barcode discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.2, Additional Criteria for Automation Flats](#).

6.2 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

6.3 Address Standards for Barcode Discount

6.3.1 Basic Address Standards

To qualify for barcode discounts, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.2.0](#) that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

6.3.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

6.3.3 Numeric DPBC

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

6.3.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

6.3.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has

a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

6.3.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

6.3.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

6.3.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.



363

Commercial Flats: Bound Printed Matter Prices and Eligibility

363.6.3.8



364 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

[9-11-08] The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in [604.5.0](#). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#) in Advanced Preparation and Special Postage Payment Systems.

1.1.2 Postage Paid with Permit Imprint

[9-11-08] The following standards apply for postage paid with permit imprint:

- Advance Deposit Account. A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.
- Minimum Quantity. Nonpresorted, non-discounted mailings are not subject to a minimum volume requirement.
- Postage Statement. A complete postage statement must accompany each mailing paid with permit imprint.

1.2 Commercial Bound Printed Matter

1.2.1 Postage Payment Options

[9-11-08] The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by permit imprint only (see [604.5.0](#)). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#) in Advanced Preparation and Special Postage Payment Systems.



2.0 Mailing Documentation

2.1 Completing Postage Statements

[9-11-08] All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

[9-11-08] Generally, documentation is required from a mailer when a mailing is presented to the USPS, and supporting documentation of postage is required. Documentation describes the preparation, price levels, content of the mailing and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement, which accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. Documentation must be submitted when specified for the price claimed.

2.3 Documentation for Mail Claiming the Barcode Discount

[9-11-08] A complete postage statement must accompany each mailing, and it must be supported by documentation produced by PAVE-certified or MAC-certified software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a mailing. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by zone and price when presented for acceptance.

2.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

2.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

2.6 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

2.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

2.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

365 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)
- [6.0 Preparing Carrier Route Flats](#)
- [7.0 Preparing Barcoded Flats](#)

1.0 General Information for Mail Preparation

1.1 **Basic Preparation—Nonpresorted**

There are no presort, sacking, or labeling standards for nonpresorted price Bound Printed Matter.

1.2 **Definition of Presort Process**

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

1.3 **Definition of Mailings**

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

1.4 **Terms for Presort Levels**

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).



- d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *5-digit scheme (pallets) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- f. *5-digit metro pallets for Bound Printed Matter flats*: the 5-digit ZIP Codes on pieces in carrier route, automation price, and presorted price bundles are all destined for the same mail processing facility listed in [L006](#).
- g. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- h. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- i. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- j. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- k. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- l. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.5 Preparation Definitions and Instructions

[\[8-14-05\]](#) [\[7-3-08\]](#) For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are

labeled accordingly. Bundles may be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.

- d. *A 5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.*
- e. *A 5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets yields 5-digit scheme pallets containing Presorted price 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing Presorted price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.*
- f. *A 5-digit metro sort for Bound Printed Matter flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation price and/or presorted bundles) for the 5-digit ZIP Codes listed in [L006](#). The ZIP Codes in [L006](#) are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in [L006](#).*
- g. *A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle*



label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.

- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- k. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- l. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- m. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces not qualifying for the barcode discount. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counterstacking”\)](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight limits in [5.0](#), [Preparing Presorted Flats](#), and [6.0](#), [Preparing Carrier Route Flats](#).
- c. If bundles are prepared for entry as unsacked bundles under [366.6.2](#) or [366.6.3](#), the weight limits and other standards in [2.7](#).

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all of the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).

2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in [5.2.1](#). Only presorted flats that weigh more than 1 pound are eligible for the DDU price.
- c. Mailers must prepare bundles to comply with standards in [2.1](#) through [2.6](#) and [2.9](#) through [2.12](#).
- d. Mailers must enter bundles at DDUs according to standards in [366.6.0](#).

2.8 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter must meet the applicable minimum and maximum bundle size standards in [705.8.0, Preparing Pallets](#), [5.0, Preparing Presorted Flats](#), or [7.0, Preparing Barcoded Flats](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles prepared in sacks, each physical bundle of Bound Printed Matter must contain at least two pieces. For carrier route price Bound Printed Matter prepared in sacks, the last physical bundle to an individual carrier route may consist of a single addressed piece, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical bundle) meets the carrier route price eligibility minimum in [363](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0, Preparing Pallets](#), and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.9 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets and, for Bound Printed Matter in sacks, specific weight limits in [5.0, Preparing Presorted Flats](#), and [6.0, Preparing Carrier Route Flats](#).

2.10 Labeling Bundles

[7-3-08] Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be



placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit scheme presort level, red Label 5 SCH.
- b. Five-digit presort level, red Label 5.
- c. Three-digit scheme presort level, green Label 3 SCH.
- d. Three-digit presort level, green Label 3.
- e. ADC presort level, pink Label A.
- f. Mixed ADC presort level, tan Label X.

2.11 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [2.12](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.12 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “BPM FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Sacks

3.1 Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.

- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- e. Container labels for automation price mailings are subject to [4.9](#) and [708.6.0](#).

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Additional Standards for Barcoded Sack Labels

In addition to [4.2](#), barcoded sack labels must meet the standards in [4.9](#) and [708.6.2](#) (for 2-inch labels) or [708.6.3](#) (for 1-inch labels).

4.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.



365.4.6

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.6 **Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.7 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.

- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

4.9 Basic Standards for Barcoded Sack Labels

Mailers must use barcoded sack labels for barcoded flat-size mailings. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [4.2](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert a barcoded label completely into the label holder on the sack to prevent its loss during transport and processing.

5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [302.2.0, Placement and Content of Mail Markings](#), [363, Prices and Eligibility](#), [365, Mail Preparation](#), and [366, Enter and Deposit](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), and [5.3, Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.2.2](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.2 Bundling

5.2.1 Required Bundling

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

5.2.2 Bundling and Labeling

[7-3-08] For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence and labeling:

- a. 5-digit scheme (required); red Label 5 SCH or OEL. See definition in [1.5e](#).
- b. 5-digit (required); red Label 5 or OEL. See definition in [1.5e](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.5g](#).



- d. 3-digit (required); green Label 3 or OEL. See definition [1.5g](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [2.7](#) or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

5.3.2 Separation by Zone

[9-11-08] Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), [705.4.0, Alternate Mailing System](#), or [5.3.3, Commingling Zones](#).

5.3.3 Commingling Zones

[9-11-08] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

- a. Under [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#);
or
- b. Under all these conditions:
 - 1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted price mailing qualifying for and claiming the barcode discount under [363](#), and a Presorted price mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted price mailing qualifying for and claiming the barcode discount and the Presorted price mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with Presorted price pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted price mailing qualifying for and claiming the barcode discount and a Presorted price mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with Presorted price pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).

5.3.5 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); see [1.4e](#); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 20 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLTS 5D NON BC."
- b. 3-digit (required); labeling:



365.6.1

1. Line 1: [L002](#), Column A.
2. Line 2: "PSVC FLTS 3D NON BC."
- c. SCF (optional); labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC FLTS SCF NON BC."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC FLTS ADC NON BC."
- e. Mixed ADC (required); labeling:
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

6.0 Preparing Carrier Route Flats

6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in [6.2](#) and [6.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [363](#), [Prices and Eligibility](#), [365](#), [Mail Preparation](#), [366](#), [Enter and Deposit](#). The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. [364](#) for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under [6.2](#) and [6.3](#), [Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.2.2](#), pieces must be marked "Bound Printed Matter" (or "BPM") and "Carrier Route Presort" (or "CAR-RT SORT").

6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [2.0](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([708.7.0](#)) or an optional endorsement line ([708.6.0](#)). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece

weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

6.3 Sacking

6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [2.7](#) or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

6.3.2 Separation by Zone

[9-11-08] Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), [705.4.0, Alternate Mailing System](#), or [6.3.3, Commingling Zones](#).

6.3.3 Commingling Zones

[9-11-08] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

- a. Under [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#).
- b. Under all these conditions:
 1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).



2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU prices.

6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).
- b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see 4.4 for overseas military mail).

6.3.6 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC FLTS CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC FLTS CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC FLTS CR-RTS."

6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU prices; such bundles may be bedloaded and may weigh up to 40 pounds each.

7.0 Preparing Barcoded Flats

7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the barcode discount must be prepared under 7.0 and the eligibility standards for the price claimed. Bundle and sack preparation are subject to 365. Sacks must bear the appropriate barcoded container labels under 4.9.

7.2 Mailings

All pieces in a mailing must meet the standards in 7.0 and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

7.3 Bundling

7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

- a. Meet both the size dimensions and the turning ability and deflection standards under 301.3.2, *Additional Criteria for Automation Flats*.
- b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

7.3.2 Bundle Preparation

[7-3-08] Bundles must be prepared and labeled in the following sequence:

- a. 5-digit scheme: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 SCH or OEL.
- b. 5-digit: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 or OEL.
- c. 3-digit scheme (required); see definition in 1.5g; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.
- d. 3-digit (required); see definition in 1.5g; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 or OEL.
- e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.
- f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

7.3.3 Scheme Bundle Preparation

See 1.5c and 1.5g for additional standards for pieces prepared in scheme bundles.

7.4 Sacking

7.4.1 Sack Preparation and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (see 1.5e) (required), minimum 20 addressed pieces; labeling:



365.7.5

1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “PSVC FLTS 5D SCH BC.” For 5-digit sacks, “PSVC FLTS 5D BC.”
- b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an “N” in [L002](#), when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: “PSVC FLTS 3D BC.”
- c. SCF (optional); minimum 20 addressed pieces; labeling:
1. Line 1: [L005](#), Column B.
 2. Line 2: “PSVC FLTS SCF BC.”
- d. ADC (required); minimum 20 addressed pieces; labeling:
1. Line 1: [L004](#), Column B.
 2. Line 2: “PSVC FLTS ADC BC.”
- e. Mixed ADC (required); no minimum; labeling:
1. Line 1: [L009](#), Column B.
 2. Line 2: “PSVC FLTS BC WKG.”

7.5 Mixed Price Preparation

7.5.1 Cobundling and Cosacking Mixed Price Mail

The following standards apply to Bound Printed Matter:

- a. If the mailing job contains a carrier route mailing, a Presorted price mailing qualifying for and claiming the barcode discount under [363.6.1](#), and a Presorted price mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted price mailing qualifying for and claiming the barcode discount and the Presorted price mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with Presorted price pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted price mailing qualifying for and claiming the barcode discount and a Presorted price mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with Presorted price pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).

- c. If the mailing job contains only a carrier route mailing and a Presorted price mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in [6.0](#) and [7.0](#).

7.5.2 Merged Containerization

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) and carrier route price mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcode discount price pieces may be cobundled with presorted price pieces under [705.11.0](#)

366 Enter and Deposit

Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Mailings

[9-11-08] Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under [604.5.0](#).

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

[9-11-08] All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement.

2.2 Verification and Entry—Nonpresorted Mailings

[9-11-08] Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see [604.5.0](#)).

2.3 Office of Mailing

Bound Printed Matter must be mailed at the Post Office from which the zone price postage was computed, except under [2.4, Redirected Mailings](#), and [2.5, BMC Acceptance](#).

2.4 Redirected Mailings

A mailer who presents large mailings of zoned Package Services mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:



366.2.5

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

2.5 **BMC Acceptance**

[9-11-08] A mailer may present Bound Printed Matter at a BMC for acceptance if:

- a. Permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent Post Office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

2.6 **Drop Shipment Information**

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1, Postal Service](#)).

3.0 Destination Entry

3.1 **General**

Destination entry prices apply to Presorted and carrier route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry price is determined by the sort level, processing category of the mail, and the type of container the mail is in (sack or pallet). Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices.

3.2 **Minimum Volume**

A destination entry price BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate presorted and Carrier Route mailings may be copalletized under [705.8.0](#).

- d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

3.3 Postage Payment

Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the Post Office that verifies the mailings.

3.4 Mailing Fee

A destination entry mailing fee ([363.1.2.5](#)) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

3.5 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

3.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

3.7 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM flats that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.

3.8 Verification

3.8.1 Place

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin Post Office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination Post Office or business mail entry unit.



3.8.2 Mail Separation and Presentation

Destination entry price mail must be verified under a PVDS system ([705.15.0](#)) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination SCF, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a Post Office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry price mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

3.8.3 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying Post Office.

3.8.4 At BMC

For a mailing to be verified at a BMC, the Post Office where the mailer's account or license is held must be within the service area of that BMC. The Post Office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.

3.8.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.8.6 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

3.8.7 Volume Standards

Except as permitted for a local mailer under [3.9.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).

- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

3.9 Deposit

3.9.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

3.9.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

3.9.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [3.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.29.0](#)), an appointment must be obtained for deposit at a destination entry facility.



3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under 3.9.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

3.9.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

3.9.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

3.9.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

3.9.8 Recurring Appointments

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current

arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

3.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

3.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

3.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

3.9.12 Exception for Local Mailer

The restrictions in [3.8.7, Volume Standards](#), and [3.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment



366.4.1

authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [4.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [6.0, Destination Delivery Unit \(DDU\) Entry](#).

4.0 Destination Bulk Mail Center (DBMC) Entry

4.1 Eligibility

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [4.0](#) are eligible for the DBMC price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at a BMC or ASF.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 4.1, BMC/ASF—DBMC Price Eligibility](#).
- d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see [Exhibit 4.1](#)).

Exhibit 4.1 BMC/ASF – DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

4.2 Presorted Flats

Presorted flats in sacks or on pallets at all sort levels may claim DBMC prices. Separate mixed ADC sacks must be prepared for flats eligible for and claimed at the DBMC price and for flats not claimed at the DBMC price. Use the “label to” ZIP Code of the ADC to assign ADC bundles to the respective mixed ADC sack. Use the



366.4.3

address on the mailpieces to assign pieces to the respective mixed ADC bundle. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the BMC or ASF at which the sack is deposited. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

4.3 **Carrier Route Flats**

Carrier Route flats in sacks or on pallets at all sort levels may claim DBMC prices. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [5.0](#) are eligible for the DSCF price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at an SCF listed in [L005](#) or [L006](#), except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in [Exhibit 5.1, BMC Deposit of DSCF Price Pallets](#), must be entered at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to [Exhibit 5.1](#), must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility, or are part of a 3-digit scheme combination in [L008](#).
- d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility's service area.

Exhibit 5.1 BMC Deposit of DSCF Price Pallets

BMC	DESTINATION ZIP CODE
Atlanta	300 06-08, 30-37, 60-69, 71, 80-86, 88-90 303 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76 311 01 399 01
Chicago	531 40-44 534 01-08 600 16-17, 19, 25, 53, 56, 68, 70, 76-77 601 03, 05-07, 20-23, 31, 33, 60-65, 76 604 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90 605 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99 606 01, 05, 08-60, 67, 81, 90, 93-94 607 14 608 03-05
Cincinnati	None
Dallas	None
Denver	691 90 800 01-19, 32, 40-42, 44, 46-47 801 10-15, 20-30, 50-56, 60-63, 65-67 802 15, 21-22, 24-29, 31-33, 35-37, 41, 51 804 01-19 805 21-28, 53-54 806 31-39
Des Moines	None
Detroit	480 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99 481 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98 482 04, 20-21, 27-28, 35 483 10-18, 40, 42, 43, 97
Greensboro	271 01-02 274 08-10 275 14-16 277 01
Jacksonville	315 20-25, 27 320 03, 65, 67, 73, 80, 84-86, 91-92, 95 321 73-76 322 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77 329 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78 334 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99 337 55-67, 70-79 338 80-85, 88 341 01-06, 08-10, 12-14, 16-17, 19-20 344 70-82 349 45-51, 54, 79-82, 94-97
Kansas City	640 13-15, 50-51, 55-56, 58 641 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90 660 02, 44-49
Los Angeles	902 20-23, 40-42, 80



366.5.2

BMC	DESTINATION ZIP CODE
Memphis	380 18, 88 381 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95 386 14 387 32, 33
Minneapolis/St. Paul	None
New Jersey	None
Philadelphia	190 01-99 191 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60
Pittsburgh	None
St. Louis	620 02, 40 622 20-23, 26 630 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74 631 04-41, 43-44, 46-47, 51, 57-58 633 01-04
San Francisco	939 21-23 940 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89 944 01-99 945 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99 948 01-04, 06-08, 20, 50
Seattle	980 02-04, 23, 31, 35, 63-64, 92-93
Springfield	None
Washington	None

5.2 Presorted Flats

Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

5.3 Carrier Route Flats

Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 5-digit metro, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

6.0 Destination Delivery Unit (DDU) Entry

6.1 Eligibility

Pieces in a mailing meeting the standards in [3.0](#), [Destination Entry](#), and [6.0](#) are eligible for the DDU price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.

- c. Are deposited:
 - 1. For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.
 - 2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted prices. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.

6.2 Presorted Flats

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU prices.

6.3 Carrier Route Flats

Carrier route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

370 Commercial Flats Media Mail

373 Prices and Eligibility

374 Postage Payment and Documentation

375 Mail Preparation

376 Enter and Deposit

373 Prices and Eligibility

Overview

- [1.0 Prices and Fees for Media Mail](#)
- [2.0 Content Standards for Media Mail Flats](#)
- [3.0 Price Eligibility for Media Mail Flats](#)

1.0 Prices and Fees for Media Mail

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Media Mail Price Application

The Media Mail price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Price application is identical for the single-piece and presort prices.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage price per piece is that for a piece weighing 1 pound.

1.3 Shape, Flexibility, and Thickness

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels.

1.4 Media Mail Presorted Prices

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.42	\$1.90
2	1.77	2.25
3	2.12	2.60
4	2.47	2.95
5	2.82	3.30

1.5 Mailing Fee

A mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Media Mail prices. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Media Mail, per 12-month period: \$180.00.

1.6 Computing Postage for Media Mail

1.6.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.6.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.6.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

2.0 Content Standards for Media Mail Flats

2.1 General

Mailable matter meeting one of the specific eligibility standards in [2.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

2.2 Content Standards

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the



chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

2.3 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.4 Attachments and Enclosures

2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.4.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.4.3 Loose Enclosures

In addition to the enclosures and additions listed in [343.2.5, *Attachments and Enclosures*](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail prices.



2.4.4 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.4.4b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.4.4a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [2.4.4a](#) or [2.4.4b](#).

2.5 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Price Eligibility for Media Mail Flats

3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds.

3.2 Price Eligibility Standards

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort price and those pieces that meet the basic presort requirements are eligible for the basic prices, subject to the preparation standards in [375.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

3.4 Price Categories for Media Mail

Media Mail prices are based on the weight of the piece without regard to zone. The price categories and discounts are as follows:

- a. 5-Digit Presort Price. To qualify for the 5-digit price, a piece must be prepared and sorted to 5-digit sacks under [375.5.0, *Preparing Presorted Flats*](#), or 5-digit pallets under [705.8.0, *Preparing Pallets*](#). All logical 5-digit bundles on pallets must contain at least 10 pieces.
- b. Basic Presort Price. All pieces prepared and sorted under [375.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#), that are not eligible for the 5-digit price qualify for the basic price.



374 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.



2.5 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#).

2.6 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.7 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

375 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L007](#).
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L008](#).



- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

[7-3-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.
- d. A *3-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.



- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the price claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in 2.0.
- h. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.



- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, *Preparing Pallets*](#).
- b. If placed in sacks, Media Mail must meet the specific weight limits in [5.2](#).

2.7 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle

minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under 705.8.0, and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.8 Other Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

[7-3-08] The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit scheme presort level, red Label 5 SCH.
- b. Five-digit presort level, red Label 5.
- c. Three-digit scheme presort level, green Label 3 SCH.
- d. Three-digit presort level, green Label 3.
- e. ADC presort level, pink Label A.
- f. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.



375.4.2

- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 **Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.



5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general requirements:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), or palletized under [705.8.0, Preparing Pallets](#).
- c. Each piece claimed at Media Mail rates must be marked “Media Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Media Mail rates also must be marked “Presorted” or “PRSRT”.

5.2 Bundling

5.2.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces.

5.2.2 Bundling and Labeling

[7-3-08] For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional, but required for 5-digit rate); red Label 5 SCH or OEL. See definition in [1.4c](#).
- b. 5-digit (optional, but required for 5-digit rate); red Label 5 or OEL. See definition in [1.4c](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.4d](#).
- d. 3-digit; green (required) Label 3 or OEL. See definition [1.4d](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); see [1.4c](#); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 10 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLT 5D NBC."
- b. 3-digit: required (20-piece minimum).
 1. Line 1: use [L002](#), Column A.
 2. Line 2: "PSVC FLTS 3D NON BC."
- c. ADC: required (20-piece minimum).
 1. Line 1: use [L004](#), Column B.
 2. Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

376 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 **Verification and Entry**

All presorted mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).

380 Commercial Flats Library Mail

383 Prices and Eligibility

384 Postage Payment and Documentation

385 Mail Preparation

386 Enter and Deposit

383 Prices and Eligibility

Overview

- [1.0 Prices and Fees for Library Mail](#)
- [2.0 Content Standards for Library Mail Flats](#)
- [3.0 Price Eligibility for Library Mail Flats](#)

1.0 Prices and Fees for Library Mail

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Library Mail Price Application

The Library Mail price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage price per addressed piece is that for an addressed piece weighing 1 pound.

1.3 Shape, Flexibility, and Thickness

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels.

1.4 Library Mail Presorted Prices

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.35	\$1.81
2	1.68	2.14
3	2.01	2.47
4	2.34	2.80
5	2.67	3.13

1.5 Mailing Fee

A mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Library Mail prices. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Library Mail, per 12-month period: \$180.00.

1.6 Computing Postage for Library Mail

1.6.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.6.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.6.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

2.0 Content Standards for Library Mail Flats

2.1 General

Mailable matter meeting one of the specific eligibility standards in [2.3](#) or [2.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

2.2 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in [703.1.0](#).

2.3 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.

- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

2.4 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [2.4a.](#) through [d.](#) in [Content Standards for Library Mail Flats](#) and guides or scripts prepared solely for use with such materials.

2.5 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.6 Attachments and Enclosures

2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.6.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or



greeting included with a product, publication, or parcel. Postage at the Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.6.3 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.6.3b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.6.3a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form.

2.6.4 Other Enclosures

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#).

2.7 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.

- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Price Eligibility for Library Mail Flats

3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds.

3.2 Price Eligibility Standards

A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort price, and those pieces that meet the basic presort requirements are eligible for the basic price, subject to the preparation standards in [385.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.4 Price Categories for Library Mail

Library Mail prices are based on the weight of the piece without regard to zone. The price categories and discounts are as follows:

- a. 5-Digit Presort Price. To qualify for the 5-digit price, a piece must be prepared and sorted to 5-digit sacks under [385.5.0, *Preparing Presorted Flats*](#), or to 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces.
- b. Basic Presort Price. All pieces prepared and sorted under [385.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#), that are not eligible for the 5-digit price qualify for the basic price.

384 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.



384.2.4

2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

2.5 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#).

2.6 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.7 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

385 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L007](#).
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L008](#).



- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

[7-3-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.
- d. A *3-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the price claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0, Bundles](#).
- h. A *“logical” presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.



- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, *Preparing Pallets*](#).
- b. If placed in sacks, Library Mail must meet the specific weight limits in [5.2](#).

2.7 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle

minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under 705.8.0 and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.8 Other Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

[7-3-08] The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit scheme presort level, red Label 5 SCH.
- b. Five-digit presort level, red Label 5.
- c. Three-digit scheme presort level, green Label 3 SCH.
- d. Three-digit presort level, green Label 3.
- e. ADC presort level, pink Label A.
- f. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.



385.4.2

- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 **Physical Characteristics of a Sack Label**

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 **Line 1 (Destination Line)**

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 **Line 2 (Content Line)**

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 Line 3 (Office of mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.



5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.2](#) and [5.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2](#) and [5.3](#) or palletized under [705.8.0](#).
- c. Each piece claimed at Library Mail prices must be marked “Library Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Library Mail prices also must be marked “Presorted” or “PRSRT” under [302.2.0](#).

5.2 Bundling

5.2.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles, placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces.

5.2.2 Bundling and Labeling

[7-3-08] For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional, but required for 5-digit rate); red Label 5 SCH or OEL. See definition in [1.4c](#).
- b. 5-digit; (optional, but required for 5-digit rate); red Label 5 or OEL. See definition in [1.4c](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.4d](#).
- d. 3-digit green (required); Label 3 or OEL. See definition [1.4d](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); see [1.4c](#); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 10 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLT 5D NBC."
- b. 3-digit: required (20-piece minimum).
 1. Line 1: use [L002](#), Column A.
 2. Line 2: "PSVC FLTS 3D NON BC."
- c. ADC: required (20-piece minimum).
 1. Line 1: use [L004](#), Column B.
 2. Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

386 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

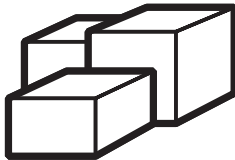
1.0 Verification and Deposit

1.1 **Verification and Entry**

All presorted mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).

400

Commercial Mail Parcels



Design Standards

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

410 Express Mail

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit

420 Priority Mail

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit

430 First-Class Mail

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

440 Standard Mail

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

450 Parcel Select

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

460 Bound Printed Matter

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

470 Media Mail

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit

480 Library Mail

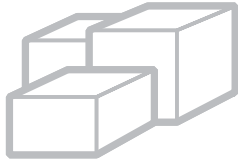
- 483 Prices and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit

Design Standards

TOPICS

401 Physical Standards

402 Elements on the Face of a Mailpiece



401 Physical Standards

1.0 Physical Standards for Parcels

- 1.1 Processing Categories
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

2.0 Additional Physical Standards by Class of Mail

- 2.1 First-Class Mail Parcels
- 2.2 Standard Mail Parcels and Not Flat-Machinable Pieces
- 2.3 Parcel Select
- 2.4 Bound Printed Matter Parcels

402 Elements on the Face of a Mailpiece

1.0 All Mailpieces

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

2.0 Placement and Content of Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

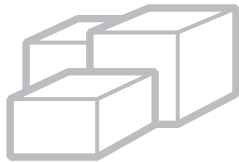
4.0 General Barcode Placement for Parcels

- 4.1 UCC/EAN Code 128 Barcode Location
- 4.2 Clear Zone for UCC/EAN Code 128 Barcode
- 4.3 POSTNET Barcodes

410 Express Mail Parcels

TOPICS

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit



413 Prices and Eligibility

1.0 Express Mail Commercial Base Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Commercial Base Prices
- 1.4 Flat-Rate Envelope
- 1.5 Commercial Volume Rebates
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop
- 1.9 Computing Postage

2.0 Content Standards for Express Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Express Mail

- 3.1 Definition
- 3.2 Matter Closed Against Postal Inspection

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Custom Designed
- 4.5 Express Mail Military Service (EMMS)
- 4.6 Drop Shipment

414 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Minimum Balance
- 2.5 USPS Report
- 2.6 Closing Account

3.0 Postage Refunds

415 Mail Preparation

1.0 General Information for Mail Preparation

2.0 Express Mail Next Day and Second Day

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

3.0 Express Mail Custom Designed

- 3.1 Forms
- 3.2 Waiver of Signature
- 3.3 Pouches

4.0 Firm Mailing Book

416 Enter and Deposit

1.0 Express Mail Next Day and Second Day Delivery

2.0 Express Mail Custom Designed

3.0 Express Mail Military Service

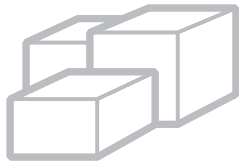
4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

420 Priority Mail Parcels

TOPICS

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit



423 Prices and Eligibility

1.0 Priority Mail Commercial Base Prices and Fees

- 1.1 Price Application
- 1.2 Balloon Price
- 1.3 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
- 1.4 Flat-Rate Envelopes and Boxes
- 1.5 Pickup on Demand Fee
- 1.6 Determining Single-Piece Weight
- 1.7 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail

- 3.1 Definition
- 3.2 Service Objectives
- 3.3 Matter Closed Against Postal Inspection

424 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

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

2.0 Postage Paid With Permit Imprint

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

425 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking

3.0 Preparation for a Permit Imprint Mailing

- 3.1 Preparing a Permit Imprint Mailing
- 3.2 Payment Method

426 Enter and Deposit

1.0 Deposit

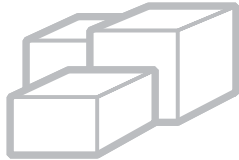
- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces

2.0 Pickup on Demand Service

430 First-Class Mail Parcels

TOPICS

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



433 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Parcels
- 1.3 Parcel Prices
- 1.4 Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Parcels

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

3.0 Basic Standards for First-Class Mail Parcels

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

4.0 Price Eligibility for Presorted First-Class Mail Parcels

- 4.1 5-Digit Price
- 4.2 3-Digit Price
- 4.3 ADC Price
- 4.4 Single-Piece Price

434 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Parcels

- 2.1 Payment Methods for Presorted Prices
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

435 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Sacks

- 2.1 Presort
- 2.2 Standard Containers
- 2.3 Sack Preparation

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Line 1 (Destination Line)
- 3.3 Line 2 (Content Line)
- 3.4 Line 3 (Origin Line)
- 3.5 Electronic Verification System
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information

430
First-Class Mail
Parcels

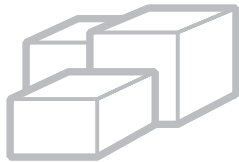
- 4.0 Preparing Presorted Parcels**
- 4.1 Basic Standards
 - 4.2 Single-Piece Mail Presented With Presorted Mailings
 - 4.3 Bundling
 - 4.4 Sacking and Labeling

- 436
Enter and Deposit
.....
- 1.0 Deposit**
- 1.1 Service Objective
 - 1.2 Time and Location of Deposit
 - 1.3 Approved Collections
 - 1.4 Permit Imprint Collection
- 2.0 Verification**
- 2.1 USPS Verification and Mailer Correction
 - 2.2 Timeframe for Corrective Action
 - 2.3 Payment at Single-Piece Price Rather than Correcting Errors

440 Standard Mail Parcels

TOPICS

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



443 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Standard Mail Price Application
- 1.2 Regular Standard Mail—Presorted and Enhanced Carrier Route Prices
- 1.3 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Prices
- 1.4 Regular Standard Mail—Not Flat-Machinable Prices
- 1.5 Nonprofit Standard Mail—Not Flat-Machinable Prices
- 1.6 Fees
- 1.7 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Parcels

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

3.0 Basic Standards for Standard Mail Parcels

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

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Surcharge
- 4.5 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 Prices for Machinable Parcels
- 5.4 Prices for Irregular Parcels
- 5.5 Prices for Not Flat-Machinable (NFM) Pieces

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

444 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

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

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

440
Standard Mail
Parcels

445
Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Pieces With Simplified Address
- 2.8 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

- 3.1 Standard Containers
- 3.2 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparing Machinable Parcels
- 5.4 Preparing Irregular Parcels

6.0 Preparing Not Flat-Machinable Pieces

- 6.1 Basic Standards
- 6.2 Bundling
- 6.3 Sacking and Labeling

7.0 Preparing Enhanced Carrier Route Parcels

- 7.1 Basic Standards
- 7.2 Marking
- 7.3 Residual Pieces
- 7.4 Bundling
- 7.5 Preparing Irregular Parcels
- 7.6 Delivery Sequence Standards
- 7.7 Delivery Sequence Documentation

446
Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

2.0 Destination Entry

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

3.0 Destination Bulk Mail Center (DBMC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles
- 3.5 Additional Standards for Machinable Parcels
- 3.6 Vehicles
- 3.7 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

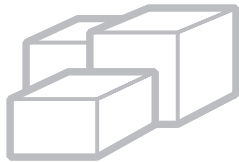
5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

450 Parcel Select Parcels

TOPICS

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit



453 Prices and Eligibility

1.0 Prices and Fees for Parcel Select

- 1.1 Price Application
- 1.2 Parcel Select Destination Entry Prices
- 1.3 Parcel Select BMC and OBMC Presort (Inter-BMC) Prices
- 1.4 Parcel Select Barcoded Intra-BMC Prices
- 1.5 Parcel Select Barcoded Inter-BMC Prices
- 1.6 Annual Mailing Fee
- 1.7 Computing Postage

2.0 Content Standards

- 2.1 Definition of Parcel Select
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Price Eligibility for Parcel Select

- 3.1 Destination Price Eligibility
- 3.2 Parcel Select BMC and OBMC Presort (Inter-BMC) Price Eligibility
- 3.3 Parcel Select Barcoded Intra-BMC/ASF and Barcoded Inter-BMC/ASF Price Eligibility
- 3.4 Oversized Price
- 3.5 Balloon Price
- 3.6 Loyalty Rebates
- 3.7 Growth Rebates
- 3.8 Delivery and Return Addresses

454 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 BMC as Agent
- 1.3 Completing Postage Statements
- 1.4 Documentation
- 1.5 Basic Documentation Standards
- 1.6 Preparing Documentation
- 1.7 Multiple Standards
- 1.8 Providing Additional Information

- 1.9 Reporting Multiple Mailings on One Statement
- 1.10 Facsimile Postage Statements

455 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

2.0 Sacks

- 2.1 Maximum Weight

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Origin Line)
- 3.6 Electronic Verification System
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination BMC (DBMC) Parcel Select

5.0 Preparing BMC Presort and OBMC Presort (Inter-BMC) Parcel Select

- 5.1 Definitions
- 5.2 Basic Standards

6.0 Preparing Barcoded Intra-BMC and Barcoded Inter-BMC

- 6.1 Definition
- 6.2 Basic Standards
- 6.3 Sacking and Labeling

**450
Parcel Post
Parcels**

456
Enter and Deposit

1.0 Verification

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

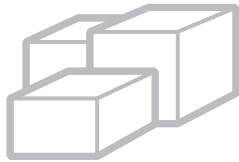
2.0 Deposit

- 2.1 Bedloaded Parcels
- 2.2 Mailer Transport
- 2.3 Freight
- 2.4 Mail Separation and Presentation
- 2.5 BMC as Agent
- 2.6 Appointments
- 2.7 Exception to Scheduling Standard
- 2.8 Redirection by USPS
- 2.9 Advance Scheduling
- 2.10 Deposit Conditions
- 2.11 Recurring Appointments
- 2.12 Vehicle Unloading
- 2.13 Demurrage
- 2.14 Appeals
- 2.15 Documentation
- 2.16 Acceptance at Designated
SCF-USPS Benefit
- 2.17 Acceptance at Designated SCF

460 Bound Printed Matter Parcels

TOPICS

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit



463 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Parcels

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Parcels

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

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

- 5.1 Basic Standards
- 5.2 Carrier Route Accuracy

464 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

465 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Pieces With Simplified Addresses
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

- 3.1 Preparation

460 Bound Printed Matter Parcels

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparing Machinable Parcels Not Claiming DBMC Prices
- 5.5 Preparing Machinable Parcels Claiming DBMC Prices

6.0 Preparing Carrier Route Parcels

- 6.1 Basic Standards
- 6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparing Machinable Parcels

7.0 Standards for Barcode Discounts

- 7.1 Standards for Barcoded Mail

466

Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

- 1.1 Nonpresorted Mailings

2.0 Presenting a Mailing

- 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
- 2.2 Verification and Entry—Nonpresorted Mailings
- 2.3 Office of Mailing
- 2.4 Redirected Mailings
- 2.5 BMC Acceptance
- 2.6 Drop Shipment Information

3.0 Destination Entry

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment
- 3.4 Mailing Fee
- 3.5 Documentation
- 3.6 Plant Loads
- 3.7 Mailings of Unsacked Bundles
- 3.8 Verification
- 3.9 Deposit

4.0 Destination Bulk Mail Center (DBMC) Entry

- 4.1 Eligibility
- 4.2 Acceptance at Designated SCF—Mailer Benefit
- 4.3 Presorted Machinable Parcels
- 4.4 Presorted Irregular Parcels
- 4.5 Carrier Route Machinable Parcels
- 4.6 Carrier Route Irregular Parcels

5.0 Destination Sectional Center Facility (DSCF) Entry

- 5.1 Eligibility
- 5.2 Presorted Machinable Parcels
- 5.3 Presorted Irregular Parcels
- 5.4 Carrier Route Machinable Parcels
- 5.5 Carrier Route Irregular Parcels

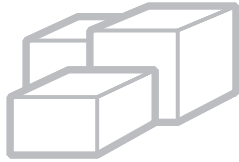
6.0 Destination Delivery Unit (DDU) Entry

- 6.1 Eligibility
- 6.2 Presorted Machinable Parcels
- 6.3 Presorted Irregular Parcels
- 6.4 Carrier Route Machinable Parcels
- 6.5 Carrier Route Irregular Parcels

470 Media Mail Parcels

TOPICS

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit



473 Prices and Eligibility

1.0 Media Mail Prices and Fees

- 1.1 Price Application
- 1.2 Media Mail Price Application
- 1.3 Media Mail Presorted Prices
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

2.0 Content Standards for Media Mail Parcels

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

3.0 Price Eligibility for Media Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Price Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Price Categories for Media Mail

474 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

475 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counter-stacking")
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks

- 3.1 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Media Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels
- 5.3 Preparing Irregular Parcels

476 Enter and Deposit

1.0 Verification and Deposit

- 1.1 Verification and Entry

480 Library Mail Parcels

TOPICS

- 483 Prices and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit



483 Prices and Eligibility

1.0 Library Mail Prices and Fees

- 1.1 Price Application
- 1.2 Library Mail Price Application
- 1.3 Library Mail Presorted Prices
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

2.0 Content Standards for Library Mail Parcels

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

3.0 Price Eligibility for Library Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Price Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Price Categories for Library Mail

484 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

485 Mail Preparation

1.0 General Information for Mail Preparation

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

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks

- 3.1 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels
- 5.3 Preparing Irregular Parcels
- 5.4 Standards for Barcode Discount

486 Enter and Deposit

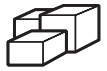
1.0 Verification and Deposit

- 1.1 Verification and Entry

Commercial Parcels Design Standards

401 Physical Standards

402 Elements on the Face of a Mailpiece



401 Physical Standards

Overview

- [1.0 Physical Standards for Parcels](#)
- [2.0 Additional Physical Standards by Class of Mail](#)

1.0 Physical Standards for Parcels

1.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

1.2 Minimum Size

Pieces are subject to the minimum standards in [601.1.0, General Standards](#), and may be subject to other minimum dimensions, based on the standards for specific prices.

1.3 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Select, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

1.4 Two or More Packages

Two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

1.5 Machinable Parcels

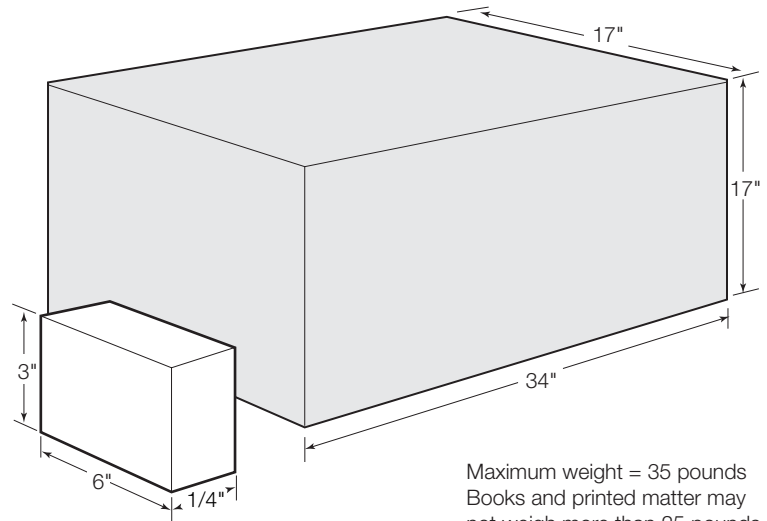
1.5.1 Criteria

A machinable parcel is any piece that is (see [Exhibit 1.5.1, Machinable Parcel Dimensions](#)):

- Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight, except under [1.5.2](#). A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.0](#).
- Not more than 34 inches long, or 17 inches high, or 17 inches thick, or 35 pounds in weight. For books or other printed matter, the maximum weight is 25 pounds.



Exhibit 1.5.1 Machinable Parcel Dimensions



Maximum weight = 35 pounds
Books and printed matter may not weigh more than 25 pounds.

Minimum weight = 6 oz.
(for details, see machinable parcel criteria in 401.1.5.1)

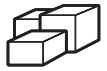
1.5.2 Criteria for Lightweight Parcels

A machinable parcel may weigh less than 6 ounces (but not less than 3.5 ounces) if it meets all of the following conditions:

- a. The mailpiece is rectangular and able to maintain its integrity during mail processing (see 601.3.0).
- b. The mailpiece bears a parcel barcode, printed and placed according to 708.5.0.
- c. Mailpieces weighing at least 3.5 ounces but less than 5 ounces must be a paperboard or fiberboard box within the following dimensions:
 1. At least 1.5 inches thick and no more than 3 inches thick.
 2. At least 6 inches long and no more than 7 inches long.
 3. At least 3.5 inches high and no more than 5 inches high.
- d. Mailpieces weighing at least 5 ounces but less than 6 ounces must be within the following dimensions:
 1. More than 3/4 inch thick and no more than 6 inches thick.
 2. At least 6 inches long and no more than 12 inches long.
 3. At least 3-1/2 inches high and no more than 9 inches high.

1.5.3 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in 601 are met.



1.5.4 Exception

Some parcels may be successfully processed on BMC parcel sorters even though they do not conform to the general machinability criteria in 1.5.1. The manager, Network Distribution Center Operations, USPS Headquarters (see 608.8.1 for address) may authorize a mailer to enter such parcels as machinable parcels rather than irregular parcels if the parcels are tested on BMC parcel sorters and prove to be machinable. Mailers who wish to have parcels tested for machinability on USPS parcel sorting machines must:

- a. Submit a written request to Network Distribution Center Operations. The request must list mailpiece characteristics for every shape, weight, construction, and size to be considered. If the letter requesting testing describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece will not be acknowledged for testing.
- b. Define estimated number of parcels to be mailed in the coming year, and preparation level (e.g., destination BMC pallets).
- c. Upon acknowledgement from the manager, Network Distribution Center Operations, send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The manager, Network Distribution Center Operations will recommend changes to ensure machinability of parcels that do not qualify.

1.6 Irregular Parcel

An irregular parcel is a parcel not meeting the dimensional criteria in 1.5.1 or 1.5.2. This processing category also includes parcels that cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

1.7 Outside Parcel

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.



401.2.1

2.0 Additional Physical Standards by Class of Mail

2.1 First-Class Mail Parcels

2.1.1 Weight

Matter at First-Class Mail prices cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail.

2.1.2 Surcharge

Unless prepared in 5-digit/scheme containers or paid at a single-piece price, presorted parcels are subject to a \$0.05 surcharge if any of the following characteristics apply:

- a. The parcels weigh less than 2 ounces.
- b. The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode.
- c. The parcels are irregularly shaped, such as rolls, tubes, and triangles.

2.2 Standard Mail Parcels and Not Flat-Machinable Pieces

2.2.1 Additional Physical Standards

Each piece must weigh less than 16 ounces.

2.2.2 Not Flat-Machinable Pieces

Categorize Standard Mail with the following characteristics as Not Flat-Machinable pieces (unless mailed as parcels):

- a. Not Flat-Machinable pieces are rigid or are not uniformly thick, with the following dimensions:
 1. At least 4 inches high, but not more than 12 inches high.
 2. At least 4 inches long, but not more than 15-3/4 inches long.
 3. At least 0.009 thick, but not more than 1-1/4 inches thick. (Pieces less than 5 inches long must be over 1/4 inch thick.)
- b. Flexible pieces that are at least 4 inches high, but not more than 12 inches high, with either of the following dimensions:
 1. Over 15 inches long, but not more than 15-3/4 inches long.
 2. Over 3/4 inches thick, but not more than 1-1/4 inches thick.

2.2.3 Surcharge

Unless prepared in carrier route or 5-digit/scheme containers, Standard Mail parcels and Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- a. The machinable parcels do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or the irregular parcels do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or POSTNET barcode (see [708.4.0](#)).
- b. The Not Flat-Machinable pieces weigh 6 ounces or more and do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)).
- c. The Not Flat-Machinable pieces weigh less than 6 ounces and do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or POSTNET barcode (see [708.4.0](#)).



2.3 Parcel Select

2.3.1 General Standards

These standards apply to Parcel Select:

- a. Parcel Select pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.
- b. An item weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth is charged the price for a 20-pound parcel for the zone to which it is addressed (balloon price).

2.3.2 Nonmachinable Parcel Select

Mailpieces described in this section that are mailed at Parcel Select prices are subject to the applicable nonmachinable surcharge in [453.1.0](#) unless the applicable special handling fee is paid. An oversized parcel as described in [2.3.1a](#) is not subject to the nonmachinable surcharge. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.
- b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds, except under [1.5.2](#) for lightweight parcels.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.
- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [1.0](#) and to be identified by the words "Machinable in United States Postal Service Equipment" permanently attached as a nontransferable decal in the lower right corner of the case.
- j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

2.4 Bound Printed Matter Parcels

2.4.1 General Standards

Pieces mailed at Bound Printed Matter prices may not weigh more than 15 pounds.

402 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Markings](#)
- [3.0 Placement and Physical Standards for Endorsements](#)
- [4.0 General Barcode Placement for Parcels](#)

1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [3.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Placement and Content of Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

[8-14-08] Markings must be placed as follows:

- a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
 1. "First-Class"
 2. "Standard" or "STD"
 3. "Presorted Standard" or "PRSRT STD"
 4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit"
- b. Other Markings. The price-specific markings "ECRLLOT," "ECRWSH," "ECRWSS," and "Customized MarketMail" (or "CUST MKTMAIL" or "CMM") (Standard Mail only) may be placed as follows:
 1. In the location specified in [2.1.1a](#).



402.2.1.2

2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).
 3. If preceded by two asterisks (**), the “PRESORTED” (or “PRSRT”) or “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Mark each Not Flat-Machinable piece “Not Flat-Machinable” or “NFM,” either by including the marking in the optional endorsement line or by placing the marking immediately to the left of or below the postage area.
 - d. Additional Requirements for Carrier Route. “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address. Pieces not mailed at ECR prices must not bear these markings.

2.1.2 Exceptions to Markings

The following exceptions apply to manifest mailings:

- a. The basic marking must appear in the postage area on each piece. The two-letter price category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other price markings.
- b. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:
 1. In the required permit imprint as described in [604.5.0](#).
 2. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

2.2 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings

2.2.1 Basic Markings

The basic required Package Services subclass marking—“Parcel Post” or “PP,” “Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective price. For Parcel Post destination entry price mail, the marking “Parcel Select” may be used as the basic required marking instead of “Parcel Post.” The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 2.2.1](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “PARCEL POST,” “MEDIA MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

Exhibit 2.2.1 Package Services Indicator Examples



2.2.2 Parcel Select Markings

Marking requirements for Parcel Post are as follows:

- a. *Destination Entry Price Mail.* Each piece mailed at a DBMC, DSCF, or DDU Parcel Select price must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described in 2.2.1. If “Parcel Select” is shown in the postage area, then no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, then the additional marking “Drop Ship” (or “D/S”) or “Parcel Select,” or both, must be placed on each piece in either the postage area or the address area (as described under 2.0) to indicate that the piece was entered at a destination entry price.
- b. *Other Parcel Select Mail.* Pieces must bear the marking “Parcel Post” (or “PP”) in the postage area as described under 2.2.1.

2.2.3 Parcel Select Destination Markings

Each piece in a Parcel Select destination entry mailing must bear a marking to indicate it was mailed at a destination entry price. If the “Parcel Select” marking is used as the basic marking in the postage area on such pieces under 2.2.1, no additional marking is required because the “Parcel Select” marking identifies the mail as destination entry price mail. If the “Parcel Post” (or “PP”) marking is used as the



402.2.2.4

basic marking in the postage area under [2.2.1](#), one or both of the following markings also must appear on each piece in the mailing to identify it as destination entry price mail: (1) “Drop Ship” (or “D/S”); (2) “Parcel Select.” These additional destination entry price markings must appear in either the postage area described in [2.2.1](#) or in the address area on the line directly above or two lines above the address if the marking appears alone (i.e., if no other information appears on that line). The “Parcel Select” and “Drop Ship” (or “D/S”) markings must not appear on Parcel Post mail that is entered at prices other than DBMC, DSCF, or DDU destination entry prices.

2.2.4 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route price must bear additional price markings. The additional markings may be placed in the postage area as specified in [2.2.1](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional price markings are:

- a. For Presorted price mail, the additional required marking is “Presorted” (or “PRSRT”).
- b. For carrier route price mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

2.2.5 Address and Firm Designation on Bound Printed Matter Machinable Parcels

When a Bound Printed Matter machinable parcel consists of multiple pieces for a single address secured with transparent shrinkwrap, the delivery address information and barcoded pressure-sensitive Label F or firm optional endorsement line must be visible and readable by the naked eye. Mailers must label the parcel using one of the following options:

- a. A firm optional endorsement line under [708.7.0](#), followed by the 5-digit destination ZIP Code of the parcel.
- b. A blue, pressure-sensitive, barcoded Label F on the address side of the parcel.

2.2.6 Media Mail Markings

Each piece of Media Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [2.2.1](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

2.2.7 Exception to Markings

Mail manifested using eVS under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:

- a. In the required permit imprint as described in [604.5.0](#).

- b. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

2.3 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0](#), *Mixed Classes*.

2.4 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

2.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).

3.0 Placement and Physical Standards for Endorsements

3.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#), *Treatment of Mail*), subject to the corresponding standards for use and availability.

3.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

3.3 Placement of Endorsements

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
 - 1. Directly below the return address.
 - 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
 - 3. Directly to the left of the postage area and below or to the left of any price marking.



4. Directly below the postage area and below any price marking.

3.4 Physical Standards for Endorsements

Endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required.

4.0 General Barcode Placement for Parcels

4.1 UCC/EAN Code 128 Barcode Location

The address and barcode (see [708.5.0](#)) must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [708.5.8](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [4.2](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels.

4.2 Clear Zone for UCC/EAN Code 128 Barcode

The barcode must be located as specified in [4.1](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

4.3 POSTNET Barcodes

First-Class Mail parcels, Standard Mail irregular parcels, and Not Flat-Machinable pieces less than 6 ounces may bear POSTNET barcodes or UCC/EAN Code 128 barcodes. First-Class Mail parcels, Standard Mail irregular parcels, and Not Flat-Machinable parcels less than 6 ounces bearing POSTNET barcodes representing only the postal routing barcode (destination ZIP Code) are eligible to be mailed using eVS. POSTNET barcodes may not be used on eVS parcels bearing concatenated UCC/EAN Code 128 barcodes. Place POSTNET barcodes on First-Class Mail parcels, Standard Mail irregular parcels, or Not Flat-Machinable pieces as described under [4.3.1](#) through [4.3.3](#).

4.3.1 General Placement of POSTNET Barcodes

On any First-Class Mail parcel, any Standard Mail irregular parcel, or Standard Mail Not Flat-Machinable piece under 6 ounces, the POSTNET barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. POSTNET barcodes must be printed according to 708.4.0. Address block barcodes are subject to the standards in 4.3.2.

4.3.2 POSTNET Barcode in Address Block

When the POSTNET barcode is included as part of the address block:

- a. Place the barcode in one of these positions:
 1. Above the address line containing the recipient's name.
 2. Below the city, state, and ZIP Code line.
 3. Above or below the keyline information.
 4. Above or below the optional endorsement line.
- b. Do not print the barcode anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. Allow at least 1/25 inch clearance between the barcode and any information line above or below it. Do not separate the barcode more than 5/8 inch from the top or bottom line of the address block. Allow at least 1/8 inch clearance between the leftmost and rightmost bars and any adjacent printing.
- d. If a window envelope is used, allow at least 1/8 inch clearance between the leftmost and rightmost bars and any printing or window edge, and at least 1/25 inch between the barcode and the top and bottom window edges. These clearances must be maintained during the insert's range of movement in the envelope. Covers for address block windows are subject to 4.3.3.
- e. If an address label is used, allow a clear space of at least 1/8 inch between the barcode and the left and right edges of the address label, and at least 1/25 inch between the barcode and the top and bottom edges of the address label.

4.3.3 Window Cover

A window cover over the address block must be a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 708.4.4. The edges of the window cover must be securely glued to the envelope.

410 Commercial Parcels Express Mail

413 Prices and Eligibility

414 Postage Payment and Documentation

415 Mail Preparation

416 Enter and Deposit

413 Prices and Eligibility

Overview

- [1.0 Express Mail Commercial Base Prices and Fees](#)
- [2.0 Content Standards for Express Mail](#)
- [3.0 Basic Standards for Express Mail](#)
- [4.0 Service Features of Express Mail](#)

1.0 Express Mail Commercial Base Prices and Fees

1.1 Prices Charged Per Piece

Express Mail postage is charged for each addressed piece according to its weight and zone. For shipments presented in Express Mail pouches under an Express Mail Custom Designed agreement, each pouch is considered an addressed piece.

1.2 Price Application

Except under [1.4, Flat-Rate Envelope](#), Express Mail items are charged the 0.5-pound price for items up to 0.5 pound. Items over 0.5 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. Except for the Express Mail flat-rate envelope, Express Mail prices are based on weight and zone.

1.3 Commercial Base Prices

Express Mail commercial base prices are 3 percent below retail Express Mail prices (see [Exhibit 113.1.3](#)). These prices apply to:

- a. Customers who use an Express Mail Corporate Account (EMCA), including Federal Agency Accounts.
- b. Click-N-Ship customers.
- c. Registered end-users of PC Postage products when using a shipping label (e.g. Stamps.com, indicia, Pitney Bowes).

1.4 Flat-Rate Envelope

[7-3-08] Material mailed in the USPS-provided Express Mail flat-rate envelope is charged \$16.00, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate envelopes are eligible for the flat-rate envelope price. Custom Designed items are not eligible for flat-rate pricing.

1.5 Commercial Volume Rebates

Quarterly rebates will be provided to customers whose account volume exceeds a minimum threshold and who either use an Express Mail Corporate Account (EMCA), including Federal Agency Accounts, or are registered end-users of PC Postage products when using a shipping label (e.g. Stamps.com, indicia, Pitney Bowes). These rebates are intended for end users; third-party consolidators and postage resellers are not eligible. Rebates are available for Express Mail volume mailed



beginning July 1, 2008. Rebates are calculated based on volume of Express Mail mailed in a postal quarter. The quarterly rebate is credited to each qualifying mail owner's account. See [Exhibit 1.5, Commercial Volume Rebates](#).

Exhibit 1.5 Commercial Volume Rebates

MINIMUM QUARTERLY VOLUME	ADDITIONAL PERCENTAGE OFF RETAIL PRICES (REBATE)
125	2.0%
438	4.5%
938	7.0%

If the rebate expected is not received within 90 days after the close of the next postal quarter, an appeal may be made to manager, Mailing Standards. (See [608.8.0](#)).

1.6 Sunday and Holiday Premium

When delivery is guaranteed for a Sunday or holiday, there is a premium of \$12.50, unless paying via an Express Mail Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

1.7 Pickup on Demand

1.7.1 Pickup on Demand Fee

Per occurrence: \$14.75.

May be combined with Priority Mail and Package Services pickups (see [507.6.0](#)).

1.7.2 Pickup on Demand Service

The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up, as described in [507.6.0](#).

1.8 Delivery Stop

1.8.1 Additional Fee

Express Mail Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

1.8.2 Fee for Delivery Stops

Custom Designed only, each: \$14.75.

1.9 Computing Postage

Determine single-piece weight and weight (postage) increment for each addressed piece then identify the appropriate retail price and multiply the retail price by 3 percent. Subtract the discount amount (without rounding off) from the retail price and round off the result (see [604.7.1.3](#)). For commercial Express Mail, pay for postage on each piece using an Express Mail Corporate Account ([705.2.6](#)), including Federal Agency Accounts, Click-N-Ship, or PC-Postage.

2.0 Content Standards for Express Mail

2.1 General

All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials).

2.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Express Mail or Priority Mail for mailpieces required to be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

3.0 Basic Standards for Express Mail

3.1 Definition

Express Mail is an expedited service for shipping any mailable matter, with guaranteed delivery, subject to the standards below. Express Mail International is available between the United States and most foreign countries (see the *International Mail Manual*).

3.2 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail, Priority Mail, and Express Mail. The USPS may open mail other than First-Class Mail, Priority Mail or Express Mail to determine whether the proper price is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail or Express Mail price.

4.0 Service Features of Express Mail

4.1 General

[9-11-08] The service features are as follows:

- a. Customers may access delivery information on the Internet by visiting www.usps.com or calling 1-800-222-1811 toll-free and providing the article number. A delivery record, including the recipient's signature, will be faxed or mailed upon request.
- b. When waiver of signature is authorized by the mailer, the delivery employee signs upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Customers who waive the signature requirement will be provided only the delivery date and will not receive an image of the signature when accessing the delivery record on the Internet or when calling the toll-free number. Restrictions for waiver of signature are defined in [503.1.1.6, Insurance and Indemnity](#), and [503.1.1.7, Additional Insurance](#).



4.2 Express Mail Next Day Delivery

4.2.1 Availability

Express Mail Next Day Delivery is available at designated USPS facilities, designated Express Mail collection boxes, or through Carrier Pickup or Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.2.4, Hold for Pickup](#), and [4.4, Express Mail Custom Designed](#).

4.2.2 Where Not Available

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. An Express Mail Next Day Delivery directory, showing detailed local information about Express Mail Next Day Delivery, is available at Post Offices.

4.2.3 Acceptance Times

Express Mail Next Day Delivery mail must be presented by the times authorized by the postmaster. Express Mail Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service.

4.2.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

4.2.5 Refunds

For Express Mail Next Day Delivery, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [414.3.0, Postage Refunds](#).

4.3 Express Mail Second Day Delivery

4.3.1 Availability

Express Mail Second Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#) (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.3.4, Hold for Pickup](#) and [4.4, Express Mail Custom Designed](#).

4.3.2 Acceptance

Express Mail Second Day Delivery is accepted at designated USPS facilities, at Express Mail collection boxes, and through Pickup on Demand service.

4.3.3 Acceptance Times

Express Mail Second Day Delivery shipments must be presented by 5 p.m., or such later time authorized by the postmaster.

4.3.4 Hold for Pickup

Under Hold for Pickup service, items presented under 4.3.3 are available to pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

4.3.5 Refunds

For Express Mail Second Day Delivery, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in 414.3.0, *Postage Refunds*.

4.4 Express Mail Custom Designed**4.4.1 Availability**

[7-3-08] A service agreement is required for Custom Designed mailings. Custom Designed items are not eligible for flat-rate pricing.

4.4.2 Scheduled Basis

Express Mail Custom Designed is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer.

4.4.3 Additional Fee

Express Mail Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

4.4.4 Service Agreement Information

Each Express Mail Custom Designed Agreement must specify the scheduled:

- a. Place and day or date of origin for each shipment presented for service to each specific destination.
- b. Place and day or date for claim or delivery at destination for each scheduled shipment.
- c. Times of day for presenting at origin and for claim or delivery at destination.

4.4.5 Service Commencement

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.

4.4.6 Changes in Destination Address

At least 30 days' advance notice is required to change the Express Mail destination address for origin caller service mail (accelerated reply mail).

4.4.7 Termination by USPS

Express Mail Custom Designed provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards.



413.4.4.8

4.4.8 Termination by Mailer

A service agreement may be terminated by the mailer for any reason by notice to the USPS.

4.4.9 Refunds

For Express Mail Custom Designed, the USPS refunds the postage for an item not available for customer pickup at destination or not delivered to the addressee within 24 hours of mailing, unless the item was mailed under a service agreement that provides for delivery more than 24 hours after scheduled presentation at the point of origin or if the delay was caused by one of the situations in [414.3.0, Postage Refunds](#).

4.5 Express Mail Military Service (EMMS)

4.5.1 Objectives

For Express Mail Military Service (EMMS), items presented at APO/FPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For EMMS, the USPS refunds postage for an item not available for customer pickup at the APO/FPO of address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in [414.3.0, Postage Refunds](#).

4.5.2 Availability

EMMS (under [2.6, Express Mail Military Service \(EMMS\)](#)) is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations.

4.6 Drop Shipment

Express Mail Custom Designed, Express Mail Next Day Delivery, and Express Mail Second Day Delivery may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Express Mail drop shipment, subject to the corresponding standards. For more information, see [705.17.0](#).

414 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Corporate Accounts](#)
- [3.0 Postage Refunds](#)

1.0 Basic Standards for Postage Payment

Commercial Express Mail postage may be paid with an Express Mail corporate account (see [2.0](#)), including Federal Agency accounts, through Click-N-Ship, or through PC Postage by registered end-users. Federal agency and USPS official Express Mail may use the appropriate indicia, subject to [703.7.0, Official Mail \(Penalty\)](#). The mailer is responsible for proper payment of postage. Customers wishing to manifest Express Mail items may request authorization to use an Express Mail Manifesting System according to the procedures in [705.2.6](#).

2.0 Corporate Accounts

2.1 Availability

An Express Mail corporate account is available to any mailer, subject to [2.3](#) through [2.6](#) in Corporate Accounts and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.

2.2 Account

Written application is required to mail with an Express Mail corporate account. Mailers must pay postage through an Express Mail corporate account for all Express Mail items accepted under the terms of an Express Mail Manifesting agreement in [705.2.6](#).

2.3 Postage Liability

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

2.4 Minimum Balance

To open and maintain an account, the mailer must do one of the following:

- a. Participate in the Centralized Account Processing System (CAPS), which requires no initial deposit and no maintenance of a minimum balance.
- b. Use a personal or business credit card, which requires no initial deposit and no maintenance of a minimum balance.
- c. Make an initial deposit with cash or by check of \$250, or the total postage and fees expected during the first 4 weeks of account usage, whichever is higher. After that, the minimum balance in the account must equal an average week's postage and fees, or \$100, whichever is higher.



414.2.5

2.5 USPS Report

By the 10th of the month, the account holder receives a mailing activity statement for the previous month. This statement includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the statement. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

2.6 Closing Account

The USPS may close an account with 10 days' written advance notice to the account holder if the ending balance on the mailing activity statement is below the minimum balance required for two consecutive months. The USPS may also close an account with 10 days' written advance notice if the account remains inactive for three consecutive months, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.). The mailer may close the account at any time. The USPS reserves the right to refer closed corporate accounts with negative balances to a collection agency.

3.0 Postage Refunds

Postage refunds may not be available if delivery was attempted within the times required for the specific service, or if the delay of the item was caused by any of the following reasons:

- a. Properly detained for law enforcement purpose; strike or work stoppage; delayed because of an incorrect ZIP Code or address; forwarding or return service was provided after the item was made available for claim; delay or cancellation of flights. Attempted delivery occurs under any of these situations when the delivery is physically attempted, but cannot be made; the shipment is available for delivery, but the addressee made a written request that the shipment be held for a specific day or days; the delivery employee discovers that the shipment is undeliverable as addressed before leaving on the delivery route.
- b. As authorized by USPS Headquarters, when the delay was caused by governmental action beyond the control of the USPS or air carriers; war, insurrection, or civil disturbance; breakdown of a substantial portion of the USPS transportation network resulting from events or factors outside the control of the USPS; or acts of God.

415 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Express Mail Next Day and Second Day](#)
- [3.0 Express Mail Custom Designed](#)
- [4.0 Firm Mailing Book](#)

1.0 General Information for Mail Preparation

Express Mail packaging provided by the USPS must be used only for Express Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail packaging is charged the appropriate Express Mail price.

2.0 Express Mail Next Day and Second Day

2.1 Mailing Label

For each Express Mail item, the mailer must complete a mailing label – either Label 11-A or Label 11-E for Hold for Pickup service, or Label 11-B or Label 11-F for Post Office to Addressee Service. Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*.

2.2 Waiver of Signature

[9-11-08] A mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Delivery or Express Mail Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, Express Mail Post Office to Addressee, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature are provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

2.3 ZIP Code Determination

For Express Mail Next Day Delivery, the mailer must determine whether the item is destined to a 3-digit ZIP Code area to which Express Mail Next Day Delivery is offered from the point of origin. An Express Mail Next Day Delivery directory, showing detailed local information about Express Mail Next Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Express Mail Second Day Delivery.



415.3.1

3.0 Express Mail Custom Designed

3.1 Forms

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Express Mail pouch.

3.2 Waiver of Signature

Waiver of signature is not available for Express Mail Custom Designed.

3.3 Pouches

Except under [416, Enter and Deposit](#), all Express Mail Custom Designed items must be presented in sealed Express Mail pouches.

4.0 Firm Mailing Book

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

- a. The mailer must prepare Express Mail Custom Designed and Express Mail Next Day Delivery or Second Day Delivery items as described above.
- b. Form 3877 must be presented with the items to be mailed.
- c. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.
- d. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Express Mail Manifesting, a special manifest is used to present Express Mail items for acceptance as described in Publication 97, *Express Mail Manifesting Technical Guide*. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6, Express Mail Manifesting Agreements](#), for information.

416 Enter and Deposit

Overview

- [1.0 Express Mail Next Day and Second Day Delivery](#)
- [2.0 Express Mail Custom Designed](#)
- [3.0 Express Mail Military Service](#)
- [4.0 Pickup on Demand Service](#)

1.0 Express Mail Next Day and Second Day Delivery

Commercial Express Mail Next Day and Second Day Delivery items:

- a. May be deposited in Express Mail collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways, is the time and date the items are brought to the Express Mail acceptance unit.
- b. If manifested, will be accepted at the locations specified in the Express Mail Manifesting agreement.

2.0 Express Mail Custom Designed

Express Mail Custom Designed items must be deposited on a scheduled basis under the service agreement.

3.0 Express Mail Military Service

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

4.0 Pickup on Demand Service

4.1 Availability

Express Mail Pickup on Demand service is available from designated Post Offices.

4.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.6.0](#).

420 Commercial Parcels Priority Mail

423 Prices and Eligibility

424 Postage Payment and Documentation

425 Mail Preparation

426 Enter and Deposit

423 Prices and Eligibility

Overview

- [1.0 Priority Mail Commercial Base Prices and Fees](#)
- [2.0 Content Standards for Priority Mail](#)
- [3.0 Basic Standards for Priority Mail](#)

1.0 Priority Mail Commercial Base Prices and Fees

1.1 Price Application

Except under [1.2](#), [1.3](#), and [1.4](#), Priority Mail prices are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound price. The Priority Mail price up to 1 pound is based on weight only; prices for pieces weighing more than 1 pound are based on weight and zone. See [Exhibit 1.1, Priority Mail Commercial Prices](#).

1.1.1 Availability

[7-3-08] The commercial base prices are available for:

- a. Click-N-Ship customers.
- b. Registered end-users of PC Postage products when using a shipping label (e.g. Stamps.com, endicia, Pitney Bowes).
- c. Customers using permit imprint with electronic Confirmation Services.
- d. Priority Mail Open and Distribute customers using permit imprint with the Service barcode, see [705.16.0](#), containing a unique service type code 55.



423

Commercial Parcels: Priority Mail Prices and Eligibility

423.1.1.1

Exhibit 1.1 Priority Mail Commercial Prices

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75
2	4.75	4.75	5.29	6.46	6.88	7.39	7.96
3	4.86	5.59	6.38	7.79	9.12	9.94	11.10
4	5.42	6.39	7.42	9.50	11.08	12.14	13.75
5	6.03	7.29	8.14	11.11	12.84	14.16	16.21
6	6.59	8.13	9.25	12.84	13.75	15.60	17.03
7	7.11	8.84	10.28	14.28	15.09	17.33	19.44
8	7.53	9.17	11.29	15.42	16.38	19.01	21.81
9	7.73	9.82	12.05	16.63	17.72	20.69	24.27
10	8.18	10.58	12.71	17.72	19.20	22.51	26.59
11	8.74	11.05	13.70	18.76	20.77	24.19	27.99
12	9.12	11.61	14.46	19.81	22.39	25.44	29.19
13	9.35	11.89	14.88	20.90	24.02	26.45	30.20
14	9.68	12.41	15.55	21.85	25.31	27.98	31.70
15	10.10	12.97	16.30	22.52	25.88	28.27	32.38
16	10.43	13.40	16.82	22.99	26.45	28.90	33.20
17	10.75	13.87	17.15	23.56	27.17	29.62	34.06
18	10.99	14.29	17.48	24.04	27.70	30.19	34.88
19	11.36	14.62	17.77	24.61	28.36	30.96	35.75
20	11.64	14.85	18.10	25.03	28.89	31.54	36.53
21	11.97	15.04	18.38	25.46	29.37	32.11	37.25
22	12.25	15.32	18.66	26.03	30.03	32.83	38.17
23	12.53	15.51	19.18	26.46	30.56	33.41	38.84
24	12.81	15.70	19.75	27.03	31.18	34.18	39.81
25	13.09	15.93	20.41	27.46	31.66	34.70	40.48
26	13.37	16.12	21.07	28.03	32.37	35.42	41.78
27	13.74	16.36	21.69	28.41	32.85	35.95	43.33
28	14.17	16.54	22.25	28.79	33.28	36.48	44.92
29	14.59	16.73	22.92	29.17	33.71	36.96	46.37
30	15.05	16.97	23.53	29.59	34.19	37.49	47.91
31	15.43	17.11	24.19	29.93	34.62	37.97	49.50
32	15.85	17.53	24.81	30.31	35.10	38.88	51.05
33	16.27	18.00	25.37	30.69	35.53	39.98	52.54
34	16.69	18.47	26.03	31.35	36.58	41.09	54.09
35	17.11	18.94	26.55	32.02	37.58	42.19	55.63
36	17.53	19.41	26.98	32.73	38.53	43.34	57.18
37	17.95	19.83	27.41	33.35	39.54	44.45	58.72
38	18.37	20.30	27.83	34.01	40.64	45.50	60.26
39	18.75	20.73	28.21	34.68	41.64	46.66	61.86
40	19.12	21.15	28.63	35.39	42.59	47.71	63.30
41	19.49	21.57	29.01	35.72	43.60	48.86	64.85
42	19.87	22.00	29.39	36.48	44.55	50.02	66.39
43	20.24	22.37	29.77	37.29	45.65	51.12	67.94
44	20.62	22.80	30.15	38.14	46.60	52.27	69.48

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$20.99	\$23.22	\$30.48	\$38.95	\$47.61	\$53.38	\$71.02
46	21.36	23.64	31.09	39.71	48.61	54.48	72.57
47	21.74	24.06	31.66	40.57	49.71	55.63	74.06
48	22.11	24.39	32.37	41.37	50.71	56.78	75.66
49	22.49	24.68	32.98	42.13	51.62	57.94	77.15
50	22.81	24.91	33.59	42.94	52.62	59.04	78.55
51	23.23	25.15	34.21	43.80	53.62	60.14	79.37
52	23.56	25.38	34.87	44.60	54.72	61.25	80.14
53	23.98	25.62	35.44	45.41	55.68	62.40	80.92
54	24.31	25.80	36.05	46.27	56.63	63.46	81.69
55	24.73	26.04	36.76	47.07	57.63	64.51	82.41
56	25.06	26.23	37.33	47.83	58.73	65.66	83.13
57	25.48	26.46	37.94	48.59	59.69	66.82	83.86
58	25.81	26.65	38.60	49.45	60.69	67.92	84.53
59	26.23	26.84	39.22	50.26	61.65	69.02	85.16
60	26.55	27.03	39.83	51.11	62.70	70.13	85.79
61	26.97	27.21	40.54	51.87	63.51	71.23	86.95
62	27.30	27.45	41.11	52.73	63.94	72.34	88.30
63	27.72	27.87	41.77	53.58	64.32	73.06	89.70
64	28.05	28.20	42.38	54.39	64.70	73.49	91.14
65	28.47	28.62	42.95	55.05	65.04	73.92	92.54
66	28.80	28.95	43.61	55.91	65.42	74.30	93.89
67	29.22	29.38	44.32	56.76	65.75	74.69	95.34
68	29.55	29.70	44.89	57.57	66.04	75.07	96.69
69	29.97	30.13	45.50	58.43	66.37	75.41	98.09
70	30.34	30.50	46.21	58.71	66.66	75.74	99.49

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable price for a 20-pound parcel (balloon price).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater.
3. \$4.75 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
4. \$9.30 is charged for material sent in a Priority Mail regular flat-rate box provided by the USPS, regardless of weight or destination.
5. \$12.50 is charged for material sent in a Priority Mail large flat-rate box provided by the USPS, regardless of weight to domestic addresses, and \$10.50 for material sent in a Priority Mail large flat-rate box provided by the USPS to APO/FPO destination addresses.
6. Commercial Base prices are available for postage paid through Click-N-Ship service at usps.com, authorized PC Postage vendors, and other authorized postage payment methods.

1.2 Balloon Price

Parcels addressed for delivery to Zones 1-4 (including Local) that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable zone price for a 20-pound parcel (balloon price).

1.3 Dimensional Weight Price for Low-Density Parcels to Zones 5-8

Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.3.1 or 1.3.2), whichever is greater.

1.3.1 Determining Dimensional Weight for Rectangular Parcels

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

- a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

1.3.2 Determining Dimensional Weight for Nonrectangular Parcels

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

- a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) 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. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.
- e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.4 Flat-Rate Envelopes and Boxes

Any amount of material may be mailed in a USPS-produced Priority Mail flat-rate box or flat-rate envelope. When sealing a flat-rate box or flat-rate envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container; provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

1.4.1 Flat-Rate Envelopes-Price and Eligibility

Each USPS-produced Priority Mail flat-rate envelope is charged \$4.75, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate envelopes are eligible for the flat-rate envelope price.



1.4.2 Flat-Rate Boxes-Price and Eligibility

Items to an APO/FPO address may be shipped in the Priority Mail large flat-rate box or in a special version of the box identified with the additional logo:

"Americasupportsyoudmil." If the special version of the APO/FPO flat-rate box is used for non-APO/FPO addresses, the domestic or international large flat-rate box prices will apply. Only USPS-produced flat-rate boxes are eligible for the flat-rate box prices.

Each USPS-produced Priority Mail flat-rate box, regardless of the actual weight of the piece or its destination, is charged:

- a. \$9.30 for material sent in Priority Mail regular flat-rate boxes (FRB-1 or FRB-2) to domestic and APO/FPO addresses.
- b. \$10.50 for material sent in a Priority Mail large flat-rate box to APO/FPO destination addresses (see [703.2.0](#)).
- c. \$12.50 for material sent in a Priority Mail large flat-rate box to domestic destinations.

1.5 Pickup on Demand Fee

Priority Mail only, per occurrence: \$14.75. May be combined with Express Mail and Package Services pickups (see [507.6.0](#), [Pickup on Demand Service](#)).

1.6 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.7 Computing Postage

Determine single-piece weight increment for each piece and affix postage to each piece under [124.1.2, Affixing Postage—Single-Piece Mailings](#) (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each weight increment by the corresponding postage price.

2.0 Content Standards for Priority Mail

2.1 General

All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

2.2 Matter Required to be Mailed as First-Class Mail

Unless Express Mail is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

3.0 Basic Standards for Priority Mail

3.1 Definition

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds except for APO and FPO mail subject to [703.2.0](#), [Overseas Military Mail](#), and [703.4.0](#), [Mail Sent by U.S. Armed Forces](#), and Department of State mail subject to [703.3.0](#). Priority Mail prices are based on zone and weight.

3.2 Service Objectives

All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

3.3 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail, Priority Mail, and Express Mail. The USPS may open mail other than First-Class Mail, Priority Mail or Express Mail to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail, or Express Mail price.

424 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Commercial Priority Mail postage may be paid with: Click-N-Ship; PC Postage when registered end users use a shipping label (e.g. Stamps.com, endicia, Pitney Bowes); or permit imprint with electronic Confirmation Services and effective October 1, 2008, a barcode under [708.5.0](#) for the ZIP Code of the delivery address.

1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. A mailer must also use electronic Confirmation Services and effective October 1, 2008, a barcode under [708.5.0](#) for the ZIP Code of the delivery address. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

2.3 Postage Statement

A completed postage statement must accompany each mailing paid with a permit imprint.

425 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Marking](#)
- [3.0 Preparation for a Permit Imprint Mailing](#)

1.0 General Information for Mail Preparation

1.1 **Priority Mail Packaging Provided by the USPS**

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail price.

1.2 **Required Use**

The sender's domestic return address must appear legibly on Priority Mail.

2.0 Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail.

3.0 Preparation for a Permit Imprint Mailing

3.1 **Preparing a Permit Imprint Mailing**

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office. All permit imprint pieces must bear an electronic Confirmation Services barcode and effective October 1, 2008, a barcode under [708.5.0](#) for the ZIP Code of the delivery address.

3.2 **Payment Method**

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

426 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Pickup on Demand Service](#)

1.0 Deposit

1.1 Pieces Weighing 13 Ounces or Less

Priority Mail weighing 13 ounces or less may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid. Permit imprint mail must be presented at a Post Office under [604.5.0, Permit Imprint \(Indicia\)](#), or [705, Advanced Preparation and Special Postage Payment Systems](#).

1.2 Pieces Weighing More than 13 Ounces

Priority Mail weighing more than 13 ounces must be presented at a Post Office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing more than 13 ounces and not complying with the requirements of this section is returned to the sender for proper deposit.

2.0 Pickup on Demand Service

Priority Mail Pickup on Demand service is available from designated Post Offices.

430 Commercial Parcels First-Class Mail

433 Prices and Eligibility

434 Postage Payment and Documentation

435 Mail Preparation

436 Enter and Deposit

433 Prices and Eligibility

Overview

- 1.0 Prices and Fees for First-Class Mail
- 2.0 Content Standards for First-Class Mail Parcels
- 3.0 Basic Standards for First-Class Mail Parcels
- 4.0 Price Eligibility for Presorted First-Class Mail Parcels

1.0 Prices and Fees for First-Class Mail

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Price Computation for First-Class Mail Parcels

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

1.3 Parcel Prices

Weight Not Over (ounces) ¹	5-Digit	3-Digit	ADC	Single-Piece ²
1	\$0.711	\$0.858	\$0.918	\$1.17
2	0.881	1.028	1.088	1.34
3	1.051	1.198	1.258	1.51
4	1.221	1.368	1.428	1.68
5	1.391	1.538	1.598	1.85
6	1.561	1.708	1.768	2.02
7	1.731	1.878	1.938	2.19
8	1.901	2.048	2.108	2.36
9	2.071	2.218	2.278	2.53
10	2.241	2.388	2.448	2.70
11	2.411	2.558	2.618	2.87
12	2.581	2.728	2.788	3.04
13	2.751	2.898	2.958	3.21

1. A \$0.05 surcharge applies to pieces in 3-digit and ADC sacks that:
 - Do not bear a correct POSTNET or UCC/EAN Code 128 barcode (708.5).
 - Weigh less than 2 ounces.
 - Are irregularly shaped, such as tubes, rolls, and triangles.
2. Use single-piece price for mixed ADC sortation.



433.1.4

1.4 Surcharge

Unless prepared in 5-digit/scheme sacks or paid at the single-piece prices, presorted parcels are subject to a \$0.05 surcharge if any of the following characteristics apply:

- a. The parcels weigh less than 2 ounces.
- b. The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode, under [708.8.0](#), for the ZIP Code of the delivery address.
- c. The parcels are irregularly shaped, such as rolls, tubes, and triangles.

1.5 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$180.00.

1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.1](#) and [1.2](#). For First-Class Mail, affix postage to each piece or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

1.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

2.0 Content Standards for First-Class Mail Parcels

2.1 General

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

2.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.6 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#), Hazardous Materials.

3.0 Basic Standards for First-Class Mail Parcels**3.1 Description of Service****3.1.1 Service Objectives**

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Price Options

First-Class Mail offers the flexibility of single-piece prices ([133.1.0](#)), and discounted prices ([1.0](#)) for presorted mailings of 500 or more pieces that weigh 13 ounces or less.

3.2 Defining Characteristics**3.2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.



3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.3 Additional Basic Standards for First-Class Mail

All pieces of presorted First-Class Mail must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [433, Prices and Eligibility](#), [434, Postage Payment and Documentation](#), and [604.7.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The Move Update standard in [3.5](#).
 2. The ZIP Code accuracy standard in [3.6](#).
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

3.5 Move Update Standard

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.

- c. If an address used on a mailpiece in a mailing at one class of mail and price is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted prices, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).
- c. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- d. Ancillary service endorsements except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail Presorted prices, regardless of any required surcharge, must meet the ZIP Code accuracy standard.



3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Price Eligibility for Presorted First-Class Mail Parcels

4.1 5-Digit Price

The 5-digit price applies to presorted parcels in a 5-digit/scheme sack containing at least 10 pounds of parcels.

4.2 3-Digit Price

The 3-digit price applies to presorted parcels in a 3-digit sack containing at least 10 pounds of parcels.

4.3 ADC Price

The ADC price applies to presorted parcels in a 3-digit origin sack (no minimum), and to parcels in an ADC sack containing at least 10 pounds of parcels.

4.4 Single-Piece Price

The single-piece price applies to presorted parcels in a mixed ADC sack, with no minimum volume requirement.

434 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted Parcels](#)
- [3.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for discount (presorted) price First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0](#). Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Parcels

2.1 Payment Methods for Presorted Prices

Presorted First-Class Mail price postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization.

2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail price for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class Mail 1-ounce price applicable to the mailing job, and full postage on metered pieces for additional ounce(s), surcharge, or extra services.
- c. Postage in an amount not less than the lowest available First-Class Mail first-ounce letter or card price (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard.

2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When



the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Mailing Documentation

3.1 **Completing Postage Statements**

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

3.2 **Basic Documentation Standards**

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require paper documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and the content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

3.3 **Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

3.4 **Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

3.5 **Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the price claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

3.6 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

3.7 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

3.8 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

435 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Presorted Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

A “mailing” is defined as a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system must be prepared as a separate mailing.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit scheme for First-Class Mail parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L606](#).
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area regardless of the volume of mail.
- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [ADC]*: the pieces are for delivery in the service area of more than one ADC.



1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. An *origin/entry 3-digit sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code area processed by the SCF in whose service area the mail is verified/entered.
- d. The *required quantity* (for example, “required at 10 pieces”) means that the unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if permitted by the standards for each price.
- e. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location, the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- f. A “*logical presort destination*” represents the total number of pieces in a mailing that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Sacks

2.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0](#).

2.2 Standard Containers

Mailings must be prepared in USPS-approved sacks. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

2.3 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

3.0 Sack Labels

3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.

- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- e. Color: white or manila.
- f. Weight: 70-pound or heavier stock.
- g. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- h. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

3.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

3.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
First-Class Mail	FCM
Mixed	MXD
Working	WKG

3.4 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by [3.5](#), "eVS" may appear as the first element on Line 3.

3.5 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

3.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

3.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

4.0 Preparing Presorted Parcels

4.1 Basic Standards

Each Presorted First-Class Mail mailing must be prepared in USPS-approved sacks and marked “Presorted” (or “PRSRT”) and “First-Class.” All pieces must be sorted together and prepared under [4.3](#) and [4.4](#).

4.2 Single-Piece Mail Presented With Presorted Mailings

Regardless of the method of postage payment, single-piece (nonpresorted) First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at presort prices as follows:

- a. The single-piece mail must be physically separated from other pieces.
- b. The single-piece mail must bear no price marking, or must be marked only “First-Class” or (if not affixed with full postage) “Single-Piece” or “SNGLP” under [202.3.0](#).
- c. The mailer must affix full correct postage to each piece of single-piece mail, or pay the additional postage at the time of mailing.

4.3 Bundling

Bundling is not permitted.

4.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme optional, but required for 5-digit price (see definition in [1.3a](#)); 10-pound minimum, labeling:
 1. Line 1: For 5-digit scheme sacks use [L606](#), Column B. For 5-digit sacks use city, state, and 5-digit ZIP Code on mail (see [3.2c](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “FCM PARCELS 5D SCH.” For 5-digit sacks, “FCM PARCELS 5D.”
- b. 3-digit optional, but required for 3-digit price; 10-pound minimum, except for optional origin/entry 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “FCM PARCELS 3D.”
- c. ADC (required); 10-pound minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: “FCM PARCELS ADC.”
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
 2. Line 2: “FCM PARCELS WKG.”

436 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 Service Objective

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted price must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.3 Approved Collections

The USPS may collect Presorted First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



436.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Price Rather than Correcting Errors

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.

440 Commercial Parcels Standard Mail

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

443 Prices and Eligibility

Overview

- [1.0 Prices and Fees for Standard Mail](#)
- [2.0 Content Standards for Standard Mail Parcels](#)
- [3.0 Basic Standards for Standard Mail Parcels](#)
- [4.0 Price Eligibility for Standard Mail](#)
- [5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces](#)
- [6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels](#)

1.0 Prices and Fees for Standard Mail

1.1 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.



443

Commercial Parcels: Standard Mail Prices and Eligibility

443.1.2

1.2 Regular Standard Mail—Presorted and Enhanced Carrier Route Prices

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece price	None	\$0.389	\$0.405	\$0.519	---	---	---	\$0.708	\$0.761	\$1.080	\$1.330
	DBMC	0.356	0.372	0.486	---	---	---	0.675	0.728	1.047	1.297
	DSCF	0.346	0.362	0.476	---	---	---	0.665	0.718	1.037	---
	DDU	0.321	0.337	0.451	---	---	---	0.640	---	---	---
more than 3.3 oz. ³ per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	---	0.574	0.574	0.574	0.574
	DSCF	0.395	0.395	0.426	0.524	---	---	0.524	0.524	0.524	---
	DDU	0.273	0.273	0.304	0.402	---	---	0.402	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece price		0.264	0.280	0.388	0.400	0.799	1.007	0.557	0.610	0.929	1.179

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.3 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Prices

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece price	None	\$0.300	\$0.316	\$0.449	---	---	---	\$0.528	\$0.581	\$0.900	\$1.150
	DBMC	0.267	0.283	0.416	---	---	---	0.495	0.548	0.867	1.117
	DSCF	0.257	0.273	0.406	---	---	---	0.485	0.538	0.857	---
	DDU	0.232	0.248	0.381	---	---	---	0.460	---	---	---
more than 3.3 oz. ³ per pound price	None	0.415	0.415	0.446	0.633	0.633	0.633	0.633	0.633	0.633	0.633
	DBMC	0.256	0.256	0.287	0.474	0.474	---	0.474	0.474	0.474	0.474
	DSCF	0.206	0.206	0.237	0.424	---	---	0.424	0.424	0.424	---
	DDU	0.084	0.084	0.115	0.302	---	---	0.302	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece price		0.214	0.230	0.357	0.280	0.679	0.887	0.397	0.450	0.769	1.019

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.4 Regular Standard Mail—Not Flat-Machinable Prices

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece price	None	\$0.519	\$0.580	\$0.871	\$1.183
	DBMC	0.486	0.547	0.838	1.150
	DSCF	0.476	0.537	0.828	---
	DDU	0.451	---	---	---
more than 3.3 oz. ² per pound price	None	0.733	0.733	0.733	0.733
	DBMC	0.574	0.574	0.574	0.574
	DSCF	0.524	0.524	0.524	---
	DDU	0.402	---	---	---
+		+	+	+	+
per piece price		0.368	0.429	0.720	1.032

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM prices.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.5 Nonprofit Standard Mail—Not Flat-Machinable Prices

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece price	None	\$0.353	\$0.414	\$0.705	\$1.017
	DBMC	0.320	0.381	0.672	0.984
	DSCF	0.310	0.371	0.662	---
	DDU	0.285	---	---	---
more than 3.3 oz. ² per pound price	None	0.633	0.633	0.633	0.633
	DBMC	0.474	0.474	0.474	0.474
	DSCF	0.424	0.424	0.424	---
	DDU	0.302	---	---	---
+		+	+	+	+
per piece price		0.222	0.283	0.574	0.886

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM prices.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

1.6 Fees

1.6.1 Annual Mailing Fee

Mailing fee, per 12-month period: \$180.00.



1.6.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE	
Single Piece Weight Not Over (ounces)	Weighted Fee per Piece ¹
1	\$2.90
2	3.32
3	3.74
4	4.16
5	4.58
6	5.00
7	5.42
8	5.84
9	6.26
10	6.68
11	7.10
12	7.52
13	7.94
Over 13 but under 16	11.87

1. Weighted fee equals single-piece First-Class Mail or Priority Mail price multiplied by 2.472.

1.7 Computing Postage for Standard Mail

1.7.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

1.7.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

1.7.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

1.7.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.1, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

1.7.5 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

1.7.6 Permit Imprint

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

2.0 Content Standards for Standard Mail Parcels**2.1 Definition and Weight**

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [433.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).



443.2.4

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.5.3 Nonincidental First-Class Mail Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address.

2.5.4 Nonincidental First-Class Mail Attachments

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender’s name and address must be placed on one part and the addressee’s name and address on the other. If the piece is a combination container

with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.



443.3.1

- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Standards for Standard Mail Parcels

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Mailpiece Weight Limit

All Standard Mail pieces must weigh less than 16 ounces.

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).

3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6, Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- d. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- e. Postage must be paid under [444.1.0](#) through [444.3.0 in Postage Payment and Documentation](#) with precanceled stamps, meter stamps, or permit imprint.
- f. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [444.3.0](#).
- g. Any postal routing code barcode on a machinable parcel must be correct for the delivery address and must meet the standards in [708.5.0, Standards for Postal Routing Barcodes](#).
- h. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee, paid at the Post Office of account where the permit imprint account is held, is required regardless of the number of Post Offices of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.



3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [445.1.0, *General Information for Mail Preparation*](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.

3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [444.1.0, *Basic Standards for Postage Payment*](#), are met.

3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [3.8.1d, *Basic Standards*](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Standard Mail prices must meet the ZIP Code accuracy standard, regardless of any required surcharges.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Price Eligibility for Standard Mail

4.1 General Information

All Standard Mail prices are discounted prices. These prices apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for presorted prices under [5.0](#) or Enhanced Carrier Route prices under [6.0](#). Destination entry discount prices are available under [446.2.0](#) through [446.5.0](#). Pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing under [4.2](#) or [4.3](#). Only organizations authorized by the USPS under [703.1.0](#) may mail at Nonprofit prices.



4.2 Minimum Per Piece Prices

The minimum per piece prices (i.e., the minimum postage that must be paid for each piece) apply as follows:

- a. **Basic Requirement.** Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece prices, a mailpiece is categorized as a parcel based on the standards in [401, *Physical Standards*](#).
- c. **Individual Prices.** There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the level of presort within each mailing. Mailers may claim discounted prices for destination entry mailings under [446.2.0](#) through [446.5.0](#). DDU prices are available for parcels and Not Flat-Machinable pieces entered only at 5-digit, Enhanced Carrier Route, or Nonprofit Enhanced Carrier Route prices. See [1.0, *Prices and Fees for Standard Mail*](#), for individual per piece prices.

4.3 Piece/Pound Prices

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. There are separate per pound prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). Discounted per pound prices also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [446.2.0](#) through [446.5.0](#) in [Enter and Deposit](#).

4.4 Surcharge

Unless prepared in carrier route (irregular parcels only) or 5-digit/scheme containers, Standard Mail parcels and Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- a. The pieces placed in containers other than 5-digit/scheme containers do not contain the appropriate barcodes in [4.4b](#) through [4.4d](#).
- b. The machinable parcels do not bear a UCC/EAN Code 128 barcode, under [708.5.0](#), for the ZIP Code of the delivery address.
- c. The Not Flat-Machinable pieces weigh 6 ounces or more and do not bear a UCC/EAN Code 128 barcode, under [708.5.0](#), for the ZIP Code of the delivery address.

- d. The irregular parcels weigh less than 16 ounces, or the Not Flat-Machinable pieces weigh less than 6 ounces, and those pieces do not bear a UCC/EAN Code 128 or POSTNET barcode, under [708.5.0](#), for the ZIP Code of the delivery address.

4.5 Extra Services for Standard Mail

4.5.1 Available Services

Only the following extra services may be used with Standard Mail that is eligible under [4.5.2, Eligible Matter](#):

- a. Bulk insurance.
- b. Return receipt for merchandise.
- c. Delivery Confirmation (electronic option only).
- d. Certificate of mailing, as provided in [503.5.0](#).

4.5.2 Eligible Matter

Extra services may be used only with pieces mailed at Not Flat-Machinable (Delivery Confirmation only), machinable, or irregular parcel prices.

4.5.3 Ineligible Matter

Extra services (other than certificate of mailing service) may not be used for any of the following types of Standard Mail:

- a. Pieces entered as letters or flats.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. Pieces mailed with detached address labels under [602.4.0](#).
- d. Pieces mailed at Enhanced Carrier Route prices.
- e. Pieces mailed as Customized MarketMail.

4.5.4 Additional Preparation Requirements

Any eligible mailpiece with an extra service must bear a return address under [602.1.0, Elements of Addressing](#), and an ancillary service endorsement under [507.1.0](#) as follows:

- a. Pieces with bulk insurance or return receipt for merchandise must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- b. Pieces with Delivery Confirmation must bear one of the required endorsements in [4.5.4a](#) or “Change Service Requested.”



443.5.1

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Except as provided in [3.6, Residual Volume Requirement](#), be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If merchandise samples are prepared with detached address labels, the additional standards in [602.4.0](#).
- d. Be marked, sorted, and documented as specified in [445.5.0, Preparing Presorted Parcels](#), and [705.8.0, Preparing Pallets](#).

5.2 Price Application

Prices for Regular and Nonprofit Standard Mail apply separately to machinable parcels, irregular parcels, and Not Flat-Machinable pieces that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [445.5.0](#), [705.6.0](#), or [705.8.0, Preparing Pallets](#). When parcels and Not Flat-Machinable pieces are combined under [445.5.0](#) or [705.6.0](#), all pieces are eligible for the applicable prices when the combined total meets the eligibility standards. For example, when there are 10 pounds of combined machinable parcels, irregular parcels, and Not Flat-Machinable pieces in a 5-digit sack, all pieces are eligible for the 5-digit prices.

5.3 Prices for Machinable Parcels

5.3.1 5-Digit Price

The 5-digit price applies to qualifying machinable parcels presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to standards in [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).
- d. In 5-digit/scheme containers prepared under [705.20.0](#).

5.3.2 BMC Price

The BMC price applies to qualifying machinable parcels presented:

- a. In an ASF or BMC sack containing at least 10 pounds of parcels.
- b. On an ASF or BMC pallet, according to standards in [705.8.10](#).
- c. In a BMC/ASF container prepared under [705.20.0](#).

5.3.3 Mixed BMC Price

The mixed BMC price applies to machinable parcels that are not eligible for 5-digit or BMC prices. Place machinable parcels at mixed BMC prices in mixed BMC sacks under [445.5.3.2](#) or on mixed BMC pallets under [705.8.10](#).

5.4 Prices for Irregular Parcels**5.4.1 5-Digit Price**

The 5-digit price applies to irregular parcels (see [401.1.6](#)) presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).
- d. In 5-digit/scheme containers prepared under [705.20.0](#).

5.4.2 3-Digit Price

The 3-digit price applies to irregular parcels (see [401.1.6](#)) presented:

- a. In a 3-digit sack containing at least 10 pounds of parcels.
- b. On a 3-digit pallet, according to [705.8.10](#).
- c. In 3-digit containers prepared under [705.20.0](#).

5.4.3 ADC Price

The ADC price applies to irregular parcels (see [401.1.6](#)) presented:

- a. In an ADC sack containing at least 10 pounds of parcels, or in an optional 3-digit origin/entry sack.
- b. On an ADC pallet, according to [705.8.10.4](#).
- c. In ADC containers prepared under [705.20.0](#).

5.4.4 Mixed ADC Price

The mixed ADC price applies to irregular parcels (see [401.1.6](#)) in mixed ADC containers.

5.5 Prices for Not Flat-Machinable (NFM) Pieces**5.5.1 5-Digit Price**

The 5-digit price applies to NFM pieces presented:

- a. In a 5-digit/scheme sack containing at least 10 pounds of pieces.
- b. In 5-digit bundles of five or more pieces on pallets or in pallet boxes under [705.8.0](#).
- c. Loose or in bundles on a 5-digit/scheme pallet under [705.8.10](#).
- d. As one or more pieces that mailers drop ship to a DDU under [446.5.0](#).
- e. In 5-digit/scheme containers prepared under [705.20.0](#).

5.5.2 3-Digit Prices

The 3-digit price applies to NFM pieces presented:

- a. In a 3-digit sack containing at least 10 pounds of pieces.



- b. On a 3-digit pallet under [705.8.10](#).
- c. In 3-digit containers prepared under [705.20.0](#).

5.5.3 ADC Price

The ADC price applies to NFM pieces presented:

- a. In an ADC or BMC/ASF sack containing at least 10 pounds of pieces or in an optional 3-digit origin/entry sack.
- b. On an ADC or BMC/ASF pallet under [705.8.10](#).
- c. In ADC containers prepared under [705.20.0](#).

5.5.4 Mixed ADC Price

The mixed ADC price applies to NFM pieces in mixed ADC or mixed BMC containers.

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

6.1 General Enhanced Carrier Route Standards

6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route prices.

6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [445.7.0, *Preparing Enhanced Carrier Route Parcels*](#), or [705.8.0, *Preparing Pallets*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - 1. The carrier route accuracy standard in [6.2](#).
 - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and in [445.7.6, *Delivery Sequence Standards*](#).

- f. Enhanced Carrier Route price mail may not be more than 12 inches high, 15 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in [602.4.0, Detached Address Labels \(DALs\)](#).

6.2 Carrier Route Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain prices that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route prices must meet the carrier route accuracy standard, regardless of any required surcharge.

6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Price Enhanced Carrier Route Standards

6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [445.7.6, Delivery Sequence Standards](#)).

6.3.2 Basic Price Discount for Irregular Parcels

Basic prices apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#).



443.6.4

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Prices

All pieces mailed at high density prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.7.6, Delivery Sequence Standards](#)).
- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard.

6.4.2 High Density Price Discount for Irregular Parcels

High density prices apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#).

6.5 Saturation Enhanced Carrier Route Standards

6.5.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.7.6, Delivery Sequence Standards](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.2 Saturation Price Discount for Irregular Parcels

Saturation prices apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#).

444 Postage Payment and Documentation

Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels
- 3.0 Mailing Documentation
- 4.0 Residual Pieces

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.5.0), or precanceled stamps (604.3.0). Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint. Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact price for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest price applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 3.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece prices may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Price Pd via Permit," in the postage meter indicium or



ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

2.3 Combined Price

Meter postage may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

3.0 Mailing Documentation

3.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

3.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require paper documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; reports the result of a process (i.e., presort or barcoding); and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

3.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

3.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

3.5 Standard Format for Documentation

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the

elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

3.6 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

3.7 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

3.8 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple parts on a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

4.0 Residual Pieces

4.1 Postage Payment for Ineligible Standard Mail

4.1.1 13 Ounces or Less

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



444.4.1.2

- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading "From Standard Mail mailing."
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading "From Standard Mail mailing." For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

4.1.2 Over 13 Ounces

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail prices must be paid by completing Part E of Form 3600-R on the line titled "Pieces From Standard Mail mailing" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

4.2 Postage Payment for Barcoded Machinable Parcels

4.2.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel prices under [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Pieces](#), then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

4.2.2 Less Than 100% Eligibility

If less than 100% of the parcels in the mailing are eligible for the machinable prices, then the following standards apply:

- a. Payment with precanceled stamps is not permitted.
- b. Metered postage may be used only if exact postage is affixed to each piece in the mailing.
- c. Payment with permit imprint is permitted only under a manifest mailing system in [705.2.0](#).

445 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Parcels](#)
- [6.0 Preparing Not Flat-Machinable Pieces](#)
- [7.0 Preparing Enhanced Carrier Route Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [443.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 1. Enhanced Carrier Route and any other type of mail.
 2. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
 3. Presorted price mail and any other type of mail.
 4. Machinable and nonmachinable pieces.
 5. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
 6. Customized MarketMail and any other type of mail.



1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Standard Mail parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- f. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- g. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- h. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- i. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- j. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- k. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying* or *working* mail.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit/scheme sort for Standard Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L006](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single

presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly.

- d. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- g. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- j. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF



destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces for different presort destinations into groups. A “bundle” is a group of addressed pieces secured together as a unit. The term “bundle” does not apply to unsecured groups of pieces. Bundling under 445 is allowed only for carrier route bundles of irregular parcels and 5-digit bundles of Not Flat-Machinable pieces placed on pallets or in pallet boxes (see 6.0).

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.4, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.

- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles in Sacks

In addition to the standards in 2.5, mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 - 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 - 2. Bundles secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height.



- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 - 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
 - 2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

2.7 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.6](#) if placed in sacks.

2.8 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.10 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information

lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD IRREG LOT CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Sacks

3.1 Standard Containers

Mailings must be prepared in sacks. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (optional).



- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels:

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by [4.6](#), "eVS" may appear as the first element on Line 3.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.



445.5.1

- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

5.0 Preparing Presorted Parcels

5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in [5.3, *Preparing Machinable Parcels*](#), and [5.4, *Preparing Irregular Parcels*](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in *Prices and Eligibility*](#) and specific eligibility in [443.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in [401.1.0](#), unless prepared under [5.3.1](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#); [708.7.0, *Optional Endorsement Lines \(OELs\)*](#); and [708.6.0, *Barcoding Standards for Container Labels*](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility as specified in [443.5.0, *Additional Eligibility Standards for Presorted Standard Mail Pieces*](#).

5.2 Markings

[8-14-08] All regular and Nonprofit Standard Mail pieces must be marked under [402.2.0, *Placement and Content of Markings*](#). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” or “Single-Piece” (or “SNGLP”).

5.3 Preparing Machinable Parcels

5.3.1 5-Digit Sacks

There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine the preparation of either irregular parcels or Not Flat-Machinable pieces (see [401.2.2.3](#)) with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [5.3.2a](#). Mailers choosing to combine the preparation of Not Flat-Machinable pieces weighing 6 ounces or more with machinable parcels placed in ASF, BMC, or mixed BMC sacks must prepare the sacks under [5.3.2](#).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4c](#); 10-pound minimum except under [5.3.1](#); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “STD MACH 5D SCH.” For 5-digit sacks, “STD MACH 5D.”
- b. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC price; 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B. DBMC price eligibility determined by [Exhibit 446.3.1, BMC/ASF—DBMC Price Eligibility](#).
 2. Line 2: “STD MACH ASF.”
- c. BMC (required); 10-pound minimum; labeling:
 1. Line 1: [L601](#), Column B. DBMC price eligibility determined by [Exhibit 446.3.1, BMC/ASF—DBMC Price Eligibility](#).
 2. Line 2: “STD MACH BMC.”
- d. Mixed BMC (required); no minimum; labeling:
 1. Line 1: “MXD” followed by [L601](#), Column B information for BMC serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: “STD MACH WKG.”

5.4 Preparing Irregular Parcels

5.4.1 Bundling

Bundling is not permitted, except for bundles of carrier route irregular parcels under [7.0](#).

5.4.2 Required Sacking

Mailers must prepare a sack when the quantity of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine irregular parcels with machinable parcels and NFMs in 5-digit/scheme sacks must prepare those sacks under [5.3.2](#). Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels. Mailers may combine irregular parcels with Not Flat-Machinable pieces weighing less than 6 ounces in sacks under [5.4.4](#).

5.4.3 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

5.4.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), 10-pound minimum, except when entered at a DDU; labeling:



445.6.1

1. For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
2. Line 2: For 5-digit scheme sacks, “STD IRREG 5D SCH.” For 5-digit sacks, “STD IRREG 5D.”
- b. 3-digit (required); 10-pound minimum; for irregular parcels only; labeling:
 1. For Line 1, [L002](#), Column A.
 2. For Line 2, “STD IRREG 3D.”
- c. Origin/entry 3-digit(s) (optional); no minimum; labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: “STD IRREG 3D.”
- d. ADC (required); 10-pound minimum; labeling:
 1. Line 1: [L603](#), Column B. (Use [L004](#) for parcels that weigh at least 2 ounces and are not rolls or tubes. Do not mix pieces labeled to [L603](#) with pieces labeled to [L004](#).)
 2. Line 2: “STD IRREG ADC.”
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: [L604](#), Column B. (Use [L009](#) for parcels that weigh at least 2 ounces and are not rolls or tubes. Do not mix pieces labeled to [L604](#) with pieces labeled to [L009](#).)
 2. Line 2: “STD IRREG WK

6.0 Preparing Not Flat-Machinable Pieces

6.1 Basic Standards

All mailings at Regular Standard Mail and Nonprofit Standard Mail NFM prices are subject to the general preparation standards in [1.0](#) through [4.0](#). Prepare NFM pieces according to the standards in [6.0](#) unless commingled with parcels under [5.0](#). Mark NFM pieces according to the standards in [402.2.1.1](#).

6.2 Bundling

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under [705.8.0](#). No other NFM bundling is permitted. The height of a 5-digit bundle must be at least 1 inch less than the longest dimension of the individual mailpiece. For example, a mailpiece measuring 7 inches long, 5 inches high, and 1/2 inch thick must be placed in a bundle no higher than 6 inches.

6.3 Sacking and Labeling

6.3.1 General

Mailers may combine NFM pieces with parcels in 5-digit/scheme sacks under [5.3](#). See [6.3.2](#) for NFM pieces that weigh less than 6 ounces; see [6.3.3](#) for NFM pieces that weigh 6 ounces or more.

6.3.2 NFM Pieces Weighing Less Than 6 Ounces

Preparation sequence, sack size, and labeling for sacks of NFM pieces that weigh less than 6 ounces:

- a. 5-digit/scheme (optional, but required for 5-digit price); see definition in [1.4c](#); 10-pound minimum, except when drop shipped to a DDU (no minimum); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “STD NFM 5D SCH.” For 5-digit sacks, “STD NFM 5D.”
- b. 3-digit (required); 10-pound minimum; labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: “STD NFM 3D.”
- c. Origin/entry 3-digit(s) (optional); no minimum; labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: “STD NFM 3D.”
- d. ADC (required); 10-pound minimum; labeling:
 1. Line 1: Use [L004](#), Column B.
 2. Line 2: “STD NFM ADC.”
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: “STD NFM WKG.”

6.3.3 NFM Pieces Weighing 6 Ounces or More

Preparation sequence, sack size, and labeling for sacks of NFM pieces that weigh 6 ounces or more:

- a. 5-digit/scheme (optional but required for 5-digit price); see definition in [1.4c](#); 10-pound minimum, except when drop shipped to a DDU (no minimum); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, use “STD NFM MACH 5D SCH.” For 5-digit sacks, use “STD NFM MACH 5D.”
- b. ASF (optional), permitted only for mail deposited at an ASF to claim DBMC price; 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B. DBMC price eligibility determined by [Exhibit 3.1, BMC/ASF—DBMC Price Eligibility](#).
 2. Line 2: “STD NFM MACH ASF.”



445.7.1

- c. BMC (required); 10-pound minimum; labeling:
 - 1. Line 1: L601, Column B. DBMC price eligibility determined by [Exhibit 3.1, BMC/ASF—DBMC Price Eligibility](#)
 - 2. Line 2: “STD NFM MACH BMC.”
- d. Mixed BMC (required); no minimum; labeling:
 - 1. Line 1: “MXD” followed by L601, Column B information for BMC serving 3-digit ZIP Code prefix of entry Post Office.
 - 2. Line 2: “STD NFM MACH WKG.”

7.0 Preparing Enhanced Carrier Route Parcels

7.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in [7.4, Bundling](#), and [7.5, Preparing Irregular Parcels](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in Prices and Eligibility](#) and specific eligibility in [443.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be irregular parcels as defined in [401.1.0](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and the following:
 - 1. Pieces must be sequenced according to [7.6](#) and [7.7](#).
 - 2. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [7.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility as specified in [443.6.0](#).

7.2 Marking

[8-14-08] All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under [402.2.0, Placement and Content of Markings](#). All pieces must also be marked “ECRLOT” for basic price, “ECRWSH” for high density price, or “ECRWSS” for saturation price.

7.3 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted prices.

7.4 Bundling

7.4.1 Carrier Route Bundle Preparation

Prepare carrier route bundles of parcels as follows:

- a. Mailers must prepare only carrier route bundles.
- b. Except under [7.4.2](#), carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack levels:
 1. Carrier route sack: No bundle labeling is required.
 2. 5-digit scheme or 5-digit carrier routes sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

7.4.2 Bundles and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to [7.4.1](#), a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full sack with fewer than 125 pieces and less than 15 pounds of pieces to a carrier route when they are claiming the saturation price for the contents and the applicable density standard is met.

7.5 Preparing Irregular Parcels

7.5.1 Sack Minimums

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in [7.5.1b](#) ("BOTH").

7.5.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).



2. Line 2: “STD IRREG WSS” or “STD IRREG WSH” or “STD IRREG LOT” as applicable, followed by the route type and number.
- b. 5-digit carrier routes: required (no minimum).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
 2. Line 2: “STD IRREG CR-RTS.”

7.6 Delivery Sequence Standards

7.6.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 7.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

7.6.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

7.6.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 7.6.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

7.6.4 Updating Walk Sequence Information for Simplified Addressing

Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

7.6.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

7.6.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are

sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

7.7 Delivery Sequence Documentation

7.7.1 General Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF² invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

7.7.2 High Density

For each Standard Mail carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route.

7.7.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

7.7.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to



445.7.7.5

which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

7.7.5 Both Prices

If a mailing contains pieces qualifying for high density and saturation walk-sequence prices, the documentation required may be combined. Entries for pieces at the high density price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing.

7.7.6 Carrier Route Price

If a mailing includes high density and saturation price and basic carrier route price pieces, in addition to the applicable information required by 7.7.2 through 7.7.5, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route price.

446 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.15.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailings

Pieces at different prices may be combined in the same mailing as provided in [445.1.0](#), *General Information for Mail Preparation*. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [443.2.0](#) through [443.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



446.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

2.3 Postage Payment and Documentation

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

2.4 Plant Loads

Plant load mailings are not eligible for destination entry discounts.

2.5 Verification

2.5.1 Mail Separation and Presentation

Destination entry price mail must be verified under a PVDS system ([705.15.0](#)) or be presented for verification and acceptance at a BMEU located at a destination postal facility. Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

2.5.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are accepted and deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD).

2.5.3 At BMC

For a mailing verified at a BMC, the Post Office where the mailer's account or license is held must be within the service area of that BMC. The Post Office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.

2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

2.5.5 Volume Standards

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

2.6 Deposit**2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

2.6.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.



446.2.6.4

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.

2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.6.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

2.6.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

2.6.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.



446.2.6.10

2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

2.6.13 Exception for Local Mailer

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1](#).

Exhibit 3.1 BMC/ASF—DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [3.0](#) are eligible for the DBMC price when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 3.1](#); and 3) are placed in a sack or pallet (subject to the standards for the price claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)). DBMC price mail also must be eligible for Presorted or Enhanced Carrier Route prices, subject to the corresponding standards for those prices.

3.3 Eligibility for ADC Mailpieces

All pieces in an ADC sack are eligible for the DBMC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the "Label To" ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#).



446.3.4

3.4 Eligibility for Mixed ADC Bundles

Mailpieces in a mixed ADC bundle or sack can qualify for the DBMC prices if the following standards are met:

- a. All pieces in the bundle or sack must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#).
- b. Use labeling list [L010](#) when labeling bundles or sacks containing such pieces. For irregular parcels of uniform thickness, use [L009](#).
- c. Pieces claiming DBMC prices and any mixed ADC not claiming DBMC prices must be prepared in separate mixed ADC bundles or sacks.
- d. Otherwise applicable restrictions (e.g., minimum volume) are excepted when necessary to meet the standards in [3.4](#).

3.5 Additional Standards for Machinable Parcels

Additional standards for machinable parcels are as follows:

- a. Destination BMC/ASF Containers. Machinable parcels palletized or sacked may be sorted to destination BMCs or to destination BMCs and ASFs. When machinable parcels are sorted to both destination BMCs and ASFs they qualify for DBMC prices. Except as provided in [Exhibit 3.1](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs *only* when the mail will be deposited at the respective ASFs where the DBMC price is claimed, under applicable volume standards, using [L602](#); otherwise, mailers must sort machinable parcels only to destination BMCs under [L601](#). If machinable parcels are sorted under [L601](#), only mail for 3-digit ZIP Codes served by a BMC as listed in [Exhibit 3.1](#) is eligible for DBMC prices (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 3.1](#) is not eligible for DBMC prices, nor is mail for 3-digit ZIP Codes that do not appear on [Exhibit 3.1](#)).
- b. Mixed BMC Containers. Pieces in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [705.8.0](#), [Preparing Pallets](#), or [445.5.0](#), [Preparing Presorted Parcels](#), are eligible for the DBMC prices if both of the following conditions are met: 1) the mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled; and 2) the pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in [Exhibit 3.1](#).

3.6 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations.

3.7 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C.

4.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that facility's service area, and placed in or on a sack or pallet that is labeled to that DSCF or to a postal facility within its service area.
- b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit as defined in [5.1](#).
- c. When prepared and deposited under 705.6.3.

4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

5.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [5.0](#) are eligible for the DDU price when deposited at a DDU, addressed for delivery within that facility's service area, and prepared as follows:

- a. Irregular parcels in carrier route bundles sorted to carrier route sacks, and otherwise eligible for and claimed at a carrier route price.
- b. One or more parcels or Not Flat-Machinable pieces in 5-digit containers.

450 Commercial Parcels Parcel Select

453 Prices and Eligibility

454 Postage Payment and Documentation

455 Mail Preparation

456 Enter and Deposit

453 Prices and Eligibility

Overview

- [1.0 Prices and Fees for Parcel Select](#)
- [2.0 Content Standards](#)
- [3.0 Price Eligibility for Parcel Select](#)

1.0 Prices and Fees for Parcel Select

1.1 Price Application

Postage is based on the price that applies to the weight increment of each addressed piece, and on the zone to which the piece is addressed, except for DDU and DSCF entered pieces. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight increment is 5 pounds. The minimum price per piece is the 1-pound price. For DDU and DSCF pieces, postage is based on the price that applies to the weight increment of each addressed piece.

There are three price categories for Parcel Select:

- a. Destination entry including destination entry bulk mail center (DBMC), destination entry sectional center facility (DSCF), and destination entry delivery unit (DDU).
- b. BMC Presort and OBMC Presort (Inter-BMC).
- c. Barcoded Machinable Intra-BMC/ASF and Barcoded Machinable Inter-BMC/ASF.



453

Commercial Parcels: Parcel Select Prices and Eligibility

453.1.2

1.2 Parcel Select Destination Entry Prices

Weight Not Over (pounds)	Machinable ^{1, 2}						Nonmachinable ^{1, 2}						
	DDU	DSCF	DBMC/ASF Zone ³				DDU	DSCF		DBMC/ASF Zone ⁵			
			1 & 2	3	4	5		5-Digit	3-Digit ⁴	1 & 2	3	4	5
1	\$1.47	\$2.01	\$2.52	\$2.94	\$3.29	\$4.22	\$1.47	\$2.01	\$2.92	\$4.55	\$4.97	\$5.32	\$6.25
2	1.54	2.23	2.83	3.60	4.29	5.02	1.54	2.23	3.14	4.86	5.63	6.32	7.05
3	1.60	2.44	3.14	4.27	5.24	5.85	1.60	2.44	3.35	5.17	6.30	7.27	7.88
4	1.65	2.61	3.43	4.87	6.01	6.55	1.65	2.61	3.52	5.46	6.90	8.04	8.58
5	1.71	2.78	3.69	5.45	6.58	7.24	1.71	2.78	3.69	5.72	7.48	8.61	9.27
6	1.76	2.95	3.95	5.97	7.04	7.84	1.76	2.95	3.86	5.98	8.00	9.07	9.87
7	1.81	3.11	4.19	6.48	7.49	8.45	1.81	3.11	4.02	6.22	8.51	9.52	10.48
8	1.85	3.27	4.44	6.97	7.89	8.99	1.85	3.27	4.18	6.47	9.00	9.92	11.02
9	1.90	3.40	4.64	7.38	8.26	9.43	1.90	3.40	4.31	6.67	9.41	10.29	11.46
10	1.94	3.53	4.85	7.81	9.15	9.88	1.94	3.53	4.44	6.88	9.84	11.18	11.91
11	2.02	3.74	5.17	8.43	9.65	10.45	2.02	3.74	4.65	7.20	10.46	11.68	12.48
12	2.10	3.93	5.47	8.98	10.00	10.85	2.10	3.93	4.84	7.50	11.01	12.03	12.88
13	2.17	4.12	5.74	9.47	10.33	11.23	2.17	4.12	5.03	7.77	11.50	12.36	13.26
14	2.24	4.30	6.04	9.93	10.69	11.57	2.24	4.30	5.21	8.07	11.96	12.72	13.60
15	2.31	4.49	6.29	10.34	10.98	11.89	2.31	4.49	5.40	8.32	12.37	13.01	13.92
16	2.37	4.68	6.56	10.64	11.26	12.21	2.37	4.68	5.59	8.59	12.67	13.29	14.24
17	2.43	4.86	6.82	10.91	11.57	12.49	2.43	4.86	5.77	8.85	12.94	13.60	14.52
18	2.49	5.01	7.04	11.17	11.82	12.76	2.49	5.01	5.92	9.07	13.20	13.85	14.79
19	2.55	5.18	7.29	11.44	12.08	13.02	2.55	5.18	6.09	9.32	13.47	14.11	15.05
20	2.61	5.34	7.51	11.70	12.30	13.25	2.61	5.34	6.25	9.54	13.73	14.33	15.28
21	2.66	5.48	7.74	11.94	12.53	13.48	2.66	5.48	6.39	9.77	13.97	14.56	15.51
22	2.71	5.64	7.96	12.18	12.77	13.69	2.71	5.64	6.55	9.99	14.21	14.80	15.72
23	2.76	5.80	8.19	12.43	13.01	13.92	2.76	5.80	6.71	10.22	14.46	15.04	15.95
24	2.81	5.95	8.40	12.66	13.25	14.11	2.81	5.95	6.86	10.43	14.69	15.28	16.14
25	2.86	6.07	8.59	12.88	13.47	14.31	2.86	6.07	6.98	10.62	14.91	15.50	16.34
26	2.90	6.19	8.77	13.09	13.70	14.47	2.90	6.19	7.10	10.80	15.12	15.73	16.50
27	2.94	6.35	8.99	13.32	13.92	14.64	2.94	6.35	7.26	11.02	15.35	15.95	16.67
28	2.99	6.47	9.15	13.54	14.12	14.83	2.99	6.47	7.38	11.18	15.57	16.15	16.86
29	3.03	6.60	9.35	13.75	14.33	15.05	3.03	6.60	7.51	11.38	15.78	16.36	17.08
30	3.07	6.71	9.51	13.94	14.52	15.25	3.07	6.71	7.62	11.54	15.97	16.55	17.28
31	3.10	6.84	9.70	14.12	14.72	15.47	3.10	6.84	7.75	11.73	16.15	16.75	17.50
32	3.14	6.95	9.85	14.33	14.92	15.65	3.14	6.95	7.86	11.88	16.36	16.95	17.68
33	3.18	7.06	10.03	14.50	15.09	15.85	3.18	7.06	7.97	12.06	16.53	17.12	17.88
34	3.21	7.19	10.20	14.62	15.28	16.04	3.21	7.19	8.10	12.23	16.65	17.31	18.07
35	3.25	7.28	10.32	14.79	15.46	16.22	3.25	7.28	8.19	12.35	16.82	17.49	18.25

1. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).
2. Regardless of weight, a parcel that meets any of the criteria in [401.2.3.2](#) must pay the nonmachinable prices.
3. Machinable parcels must be barcoded. Nonbarcoded machinable parcels are eligible only for retail Intra-BMC/ASF prices.
4. Prices include the \$0.91 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.
5. Prices include the \$2.03 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.

1.2 Parcel Select Destination Entry Prices

Weight Not Over (pounds)	Machinable ^{1,2}						Nonmachinable ^{1,2}						
	DDU	DSCF	DBMC/ASF Zone ³				DDU	DSCF		DBMC/ASF Zone ⁵			
			1 & 2	3	4	5		5-Digit	3-Digit ⁴	1 & 2	3	4	5
36	---	---	---	---	---	---	\$3.28	\$7.39	\$8.30	\$12.53	\$16.94	\$17.65	\$18.43
37	---	---	---	---	---	---	3.31	7.49	8.40	12.69	17.07	17.82	18.60
38	---	---	---	---	---	---	3.34	7.58	8.49	12.84	17.21	17.99	18.78
39	---	---	---	---	---	---	3.37	7.69	8.60	12.99	17.35	18.14	18.94
40	---	---	---	---	---	---	3.40	7.75	8.66	13.09	17.46	18.31	19.11
41	---	---	---	---	---	---	3.43	7.83	8.74	13.23	17.63	18.41	19.27
42	---	---	---	---	---	---	3.46	7.94	8.85	13.37	17.74	18.53	19.42
43	---	---	---	---	---	---	3.49	8.02	8.93	13.50	17.86	18.60	19.58
44	---	---	---	---	---	---	3.51	8.10	9.01	13.62	17.98	18.69	19.72
45	---	---	---	---	---	---	3.54	8.18	9.09	13.75	18.08	18.93	19.86
46	---	---	---	---	---	---	3.56	8.27	9.18	13.86	18.21	19.01	20.12
47	---	---	---	---	---	---	3.59	8.34	9.25	13.98	18.31	19.09	20.55
48	---	---	---	---	---	---	3.61	8.40	9.31	14.08	18.44	19.15	21.00
49	---	---	---	---	---	---	3.63	8.47	9.38	14.19	18.55	19.22	21.43
50	---	---	---	---	---	---	3.66	8.54	9.45	14.31	18.65	19.28	21.89
51	---	---	---	---	---	---	3.68	8.64	9.55	14.44	18.73	19.36	22.35
52	---	---	---	---	---	---	3.70	8.68	9.59	14.54	18.89	19.42	22.84
53	---	---	---	---	---	---	3.72	8.73	9.64	14.64	18.96	19.46	23.33
54	---	---	---	---	---	---	3.74	8.81	9.72	14.77	19.02	19.53	23.83
55	---	---	---	---	---	---	3.76	8.92	9.83	14.89	19.09	19.60	24.04
56	---	---	---	---	---	---	3.78	8.97	9.88	14.99	19.15	19.68	24.13
57	---	---	---	---	---	---	3.80	9.05	9.96	15.11	19.17	19.71	24.28
58	---	---	---	---	---	---	3.81	9.12	10.03	15.23	19.24	19.76	24.38
59	---	---	---	---	---	---	3.83	9.21	10.12	15.35	19.28	19.82	24.49
60	---	---	---	---	---	---	3.85	9.27	10.18	15.47	19.31	19.85	24.61
61	---	---	---	---	---	---	3.87	9.31	10.22	15.54	19.38	19.92	24.71
62	---	---	---	---	---	---	3.88	9.38	10.29	15.65	19.42	20.00	24.81
63	---	---	---	---	---	---	3.90	9.45	10.36	15.76	19.45	20.10	24.90
64	---	---	---	---	---	---	3.91	9.53	10.44	15.87	19.48	20.19	25.01
65	---	---	---	---	---	---	3.93	9.58	10.49	15.98	19.53	20.28	25.09
66	---	---	---	---	---	---	3.94	9.62	10.53	16.03	19.57	20.38	25.21
67	---	---	---	---	---	---	3.96	9.69	10.60	16.13	19.60	20.49	25.29
68	---	---	---	---	---	---	3.97	9.73	10.64	16.22	19.63	20.54	25.38
69	---	---	---	---	---	---	3.99	9.81	10.72	16.33	19.66	20.64	25.47
70	---	---	---	---	---	---	4.00	9.86	10.77	16.42	19.71	20.74	25.56
Oversized	---	---	---	---	---	---	6.99	14.92	14.92	23.19	32.44	43.55	45.26

- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable prices.
- Machinable parcels must be barcoded. Nonbarcoded machinable parcels are eligible only for retail Intra-BMC/ASF prices.
- Prices include the \$0.91 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.
- Prices include the \$2.03 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



453

Commercial Parcels: Parcel Select Prices and Eligibility

453.1.3

1.3 Parcel Select BMC and OBMC Presort (Inter-BMC) Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}							Nonmachinable ^{1, 2, 3, 5, 6}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25
2	4.55	4.85	5.35	5.94	6.13	6.35	6.67	8.25	8.55	9.05	9.64	9.83	10.05	10.37
3	5.05	5.70	6.60	6.94	7.22	7.52	8.12	8.75	9.40	10.30	10.64	10.92	11.22	11.82
4	5.75	6.75	7.55	7.88	8.23	8.62	9.38	9.45	10.45	11.25	11.58	11.93	12.32	13.08
5	6.40	7.70	8.37	8.76	9.19	9.67	10.58	10.10	11.40	12.07	12.46	12.89	13.37	14.28
6	7.00	8.60	9.15	9.61	10.11	10.66	11.72	10.70	12.30	12.85	13.31	13.81	14.36	15.42
7	7.55	9.34	9.89	10.42	10.98	11.60	12.81	11.25	13.04	13.59	14.12	14.68	15.30	16.51
8	8.00	9.70	10.61	11.19	11.82	12.51	13.85	11.70	13.40	14.31	14.89	15.52	16.21	17.55
9	8.40	10.06	11.30	11.94	12.63	13.39	14.86	12.10	13.76	15.00	15.64	16.33	17.09	18.56
10	8.80	11.20	11.96	12.66	13.40	14.23	15.83	12.50	14.90	15.66	16.36	17.10	17.93	19.53
11	9.15	11.60	12.60	13.35	14.16	15.04	16.76	12.85	15.30	16.30	17.05	17.86	18.74	20.46
12	9.50	11.90	13.22	14.02	14.88	15.83	17.67	13.20	15.60	16.92	17.72	18.58	19.53	21.37
13	9.90	12.17	13.82	14.67	15.59	16.59	18.55	13.60	15.87	17.52	18.37	19.29	20.29	22.25
14	10.11	12.51	14.41	15.30	16.27	17.33	19.40	13.81	16.21	18.11	19.00	19.97	21.03	23.10
15	10.29	12.79	14.97	15.92	16.93	18.05	20.22	13.99	16.49	18.67	19.62	20.63	21.75	23.92
16	10.44	13.06	15.52	16.51	17.58	18.75	21.03	14.14	16.76	19.22	20.21	21.28	22.45	24.73
17	10.63	13.29	16.06	17.09	18.21	19.43	21.81	14.33	16.99	19.76	20.79	21.91	23.13	25.51
18	10.77	13.54	16.58	17.66	18.82	20.10	22.57	14.47	17.24	20.28	21.36	22.52	23.80	26.27
19	10.96	13.79	17.09	18.21	19.42	20.74	23.32	14.66	17.49	20.79	21.91	23.12	24.44	27.02
20	11.09	14.02	17.59	18.75	20.00	21.37	24.04	14.79	17.72	21.29	22.45	23.70	25.07	27.74
21	11.25	14.26	18.08	19.27	20.57	21.99	24.75	14.95	17.96	21.78	22.97	24.27	25.69	28.45
22	11.38	14.44	18.47	19.79	21.12	22.59	25.44	15.08	18.14	22.17	23.49	24.82	26.29	29.14
23	11.53	14.70	18.80	20.29	21.67	23.18	26.12	15.23	18.40	22.50	23.99	25.37	26.88	29.82
24	11.64	14.89	19.07	20.78	22.20	23.76	26.78	15.34	18.59	22.77	24.48	25.90	27.46	30.48
25	11.79	15.08	19.37	21.26	22.72	24.32	27.43	15.49	18.78	23.07	24.96	26.42	28.02	31.13
26	11.90	15.27	19.64	21.73	23.23	24.87	28.07	15.60	18.97	23.34	25.43	26.93	28.57	31.77
27	12.07	15.46	19.89	22.19	23.73	25.41	28.69	15.77	19.16	23.59	25.89	27.43	29.11	32.39
28	12.16	15.65	20.18	22.64	24.22	25.94	29.30	15.86	19.35	23.88	26.34	27.92	29.64	33.00
29	12.30	15.84	20.44	23.09	24.70	26.46	29.90	16.00	19.54	24.14	26.79	28.40	30.16	33.60
30	12.41	15.99	20.67	23.52	25.17	26.97	30.48	16.11	19.69	24.37	27.22	28.87	30.67	34.18
31	12.55	16.16	20.91	23.95	25.63	27.47	31.06	16.25	19.86	24.61	27.65	29.33	31.17	34.76
32	12.64	16.33	21.15	24.37	26.07	27.97	31.62	16.34	20.03	24.85	28.07	29.77	31.67	35.32
33	12.75	16.50	21.39	24.78	26.50	28.45	32.18	16.45	20.20	25.09	28.48	30.20	32.15	35.88
34	12.88	16.61	21.57	25.18	26.92	28.92	32.72	16.58	20.31	25.27	28.88	30.62	32.62	36.42
35	12.99	16.80	21.80	25.58	27.33	29.39	33.26	16.69	20.50	25.50	29.28	31.03	33.09	36.96

1. Must be part of a mailing of 50 or more pieces and prepared as an OBMC Presort or BMC Presort mailing.

- For OBMC Presort, deduct \$1.42 per parcel.
- For BMC Presort, deduct \$0.32 per parcel.

2. For parcels that destinate to different BMC service areas see 453.3.1.

3. Parcels that measure in combined length and girth:

- More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
- More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.

4. Machinable parcels may be eligible for a barcode discount of \$0.03 per parcel.

5. Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable price.

6. Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.

1.3 Parcel Select BMC and OBMC Presort (Inter-BMC) Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}								Nonmachinable ^{1, 2, 3, 5, 6}							
	Zone								Zone							
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8		
36	---	---	---	---	---	---	---	\$16.79	\$20.64	\$25.74	\$29.67	\$31.43	\$33.54	\$37.48		
37	---	---	---	---	---	---	---	16.89	20.77	25.90	30.05	31.82	33.99	38.00		
38	---	---	---	---	---	---	---	16.99	20.95	26.09	30.43	32.21	34.43	38.51		
39	---	---	---	---	---	---	---	17.11	21.05	26.28	30.80	32.60	34.87	39.01		
40	---	---	---	---	---	---	---	17.21	21.22	26.49	31.16	32.98	35.30	39.50		
41	---	---	---	---	---	---	---	17.34	21.36	26.65	31.52	33.35	35.72	39.98		
42	---	---	---	---	---	---	---	17.43	21.48	26.83	31.87	33.72	36.13	40.46		
43	---	---	---	---	---	---	---	17.49	21.61	27.02	32.22	34.09	36.54	40.93		
44	---	---	---	---	---	---	---	17.60	21.71	27.17	32.56	34.45	36.94	41.39		
45	---	---	---	---	---	---	---	17.70	21.86	27.35	32.90	34.80	37.34	41.84		
46	---	---	---	---	---	---	---	17.79	21.98	27.53	33.23	35.14	37.72	42.29		
47	---	---	---	---	---	---	---	17.91	22.12	27.67	33.56	35.49	38.11	42.73		
48	---	---	---	---	---	---	---	17.99	22.23	27.85	33.88	35.84	38.49	43.17		
49	---	---	---	---	---	---	---	18.05	22.36	27.99	34.20	36.16	38.86	43.59		
50	---	---	---	---	---	---	---	18.14	22.45	28.11	34.51	36.50	39.23	44.02		
51	---	---	---	---	---	---	---	18.26	22.59	28.29	34.82	36.83	39.59	44.43		
52	---	---	---	---	---	---	---	18.33	22.70	28.43	35.13	37.15	39.94	44.84		
53	---	---	---	---	---	---	---	18.45	22.79	28.52	35.43	37.47	40.30	45.25		
54	---	---	---	---	---	---	---	18.51	22.94	28.70	35.72	37.78	40.64	45.65		
55	---	---	---	---	---	---	---	18.59	22.98	28.84	35.91	38.09	40.99	46.04		
56	---	---	---	---	---	---	---	18.69	23.15	28.96	36.08	38.40	41.32	46.43		
57	---	---	---	---	---	---	---	18.78	23.24	29.10	36.22	38.70	41.66	46.81		
58	---	---	---	---	---	---	---	18.85	23.34	29.22	36.37	39.01	41.99	47.19		
59	---	---	---	---	---	---	---	18.94	23.44	29.36	36.51	39.31	42.31	47.56		
60	---	---	---	---	---	---	---	19.03	23.53	29.50	36.65	39.60	42.63	47.93		
61	---	---	---	---	---	---	---	19.15	23.67	29.60	36.78	39.90	42.95	48.30		
62	---	---	---	---	---	---	---	19.22	23.74	29.73	36.92	40.18	43.26	48.66		
63	---	---	---	---	---	---	---	19.27	23.86	29.85	37.04	40.46	43.57	49.01		
64	---	---	---	---	---	---	---	19.35	23.92	29.95	37.17	40.74	43.87	49.36		
65	---	---	---	---	---	---	---	19.43	24.04	30.08	37.30	41.02	44.18	49.71		
66	---	---	---	---	---	---	---	19.54	24.14	30.17	37.41	41.31	44.47	50.05		
67	---	---	---	---	---	---	---	19.63	24.24	30.30	37.54	41.58	44.77	50.39		
68	---	---	---	---	---	---	---	19.68	24.33	30.43	37.65	41.85	45.06	50.72		
69	---	---	---	---	---	---	---	19.75	24.39	30.53	37.77	42.12	45.34	51.05		
70	---	---	---	---	---	---	---	19.86	24.52	30.64	37.87	42.38	45.63	51.38		
Oversized	---	---	---	---	---	---	---	54.84	59.88	63.23	75.30	89.24	94.83	120.88		

1. Must be part of a mailing of 50 or more pieces and prepared as an OBMC Presort or BMC Presort mailing.
 - For OBMC Presort, deduct \$1.42 per parcel.
 - For BMC Presort, deduct \$0.32 per parcel.
2. For parcels that destinate to different BMC service areas see 453.3.1.
3. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
4. Machinable parcels may be eligible for a barcode discount of \$0.03 per parcel.
5. Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable price.
6. Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



1.4 Parcel Select Barcoded Intra-BMC Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}				
	Zone				
	Local	1 & 2	3	4	5
1	\$3.64	\$3.99	\$4.02	\$4.11	\$4.30
2	4.08	4.47	4.77	4.86	5.13
3	4.48	4.97	5.45	5.57	5.94
4	4.85	5.67	6.08	6.20	6.68
5	5.18	6.26	6.62	6.77	7.37
6	5.48	6.64	7.12	7.27	7.98
7	5.71	7.00	7.57	7.74	8.57
8	5.90	7.58	8.00	8.18	9.10
9	6.10	7.90	8.39	8.62	9.59
10	6.29	8.24	8.81	9.31	10.05
11	6.46	8.53	9.15	9.67	10.47
12	6.64	8.84	9.49	10.02	10.87
13	6.81	9.04	9.79	10.35	11.25
14	6.97	9.21	10.07	10.71	11.59
15	7.12	9.38	10.36	11.00	11.91
16	7.28	9.54	10.66	11.28	12.23
17	7.42	9.74	10.93	11.59	12.51
18	7.56	9.88	11.19	11.84	12.78
19	7.69	10.04	11.46	12.10	13.04
20	7.84	10.21	11.72	12.32	13.27
21	7.96	10.33	11.96	12.55	13.50
22	8.09	10.50	12.20	12.79	13.71
23	8.22	10.61	12.45	13.03	13.94
24	8.35	10.76	12.68	13.27	14.13
25	8.47	10.88	12.90	13.49	14.33
26	8.58	11.03	13.11	13.72	14.49
27	8.70	11.15	13.34	13.94	14.66
28	8.81	11.26	13.56	14.14	14.85
29	8.93	11.39	13.77	14.35	15.07
30	9.05	11.51	13.96	14.54	15.27
31	9.15	11.63	14.14	14.74	15.49
32	9.23	11.75	14.35	14.94	15.67
33	9.35	11.86	14.52	15.11	15.87
34	9.42	11.97	14.64	15.30	16.06
35	9.50	12.07	14.81	15.48	16.24

- All Parcel Select Barcoded Intra-BMC pieces must be part of a mailing of 50 or more pieces.
- For parcels that originate and destinate in the same BMC service area (see 453.3.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- For nonbarcoded pieces, add \$0.03 per parcel.
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the retail Parcel Post Intra-BMC price.

1.5 Parcel Select Barcoded Inter-BMC Prices

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}						
	Zone						
	1 & 2	3	4	5	6	7	8
1	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52
2	4.52	4.82	5.32	5.91	6.10	6.32	6.64
3	5.02	5.67	6.57	6.91	7.19	7.49	8.09
4	5.72	6.72	7.52	7.85	8.20	8.59	9.35
5	6.37	7.67	8.34	8.73	9.16	9.64	10.55
6	6.97	8.57	9.12	9.58	10.08	10.63	11.69
7	7.52	9.31	9.86	10.39	10.95	11.57	12.78
8	7.97	9.67	10.58	11.16	11.79	12.48	13.82
9	8.37	10.03	11.27	11.91	12.60	13.36	14.83
10	8.77	11.17	11.93	12.63	13.37	14.20	15.80
11	9.12	11.57	12.57	13.32	14.13	15.01	16.73
12	9.47	11.87	13.19	13.99	14.85	15.80	17.64
13	9.87	12.14	13.79	14.64	15.56	16.56	18.52
14	10.08	12.48	14.38	15.27	16.24	17.30	19.37
15	10.26	12.76	14.94	15.89	16.90	18.02	20.19
16	10.41	13.03	15.49	16.48	17.55	18.72	21.00
17	10.60	13.26	16.03	17.06	18.18	19.40	21.78
18	10.74	13.51	16.55	17.63	18.79	20.07	22.54
19	10.93	13.76	17.06	18.18	19.39	20.71	23.29
20	11.06	13.99	17.56	18.72	19.97	21.34	24.01
21	11.22	14.23	18.05	19.24	20.54	21.96	24.72
22	11.35	14.41	18.44	19.76	21.09	22.56	25.41
23	11.50	14.67	18.77	20.26	21.64	23.15	26.09
24	11.61	14.86	19.04	20.75	22.17	23.73	26.75
25	11.76	15.05	19.34	21.23	22.69	24.29	27.40
26	11.87	15.24	19.61	21.70	23.20	24.84	28.04
27	12.04	15.43	19.86	22.16	23.70	25.38	28.66
28	12.13	15.62	20.15	22.61	24.19	25.91	29.27
29	12.27	15.81	20.41	23.06	24.67	26.43	29.87
30	12.38	15.96	20.64	23.49	25.14	26.94	30.45
31	12.52	16.13	20.88	23.92	25.60	27.44	31.03
32	12.61	16.30	21.12	24.34	26.04	27.94	31.59
33	12.72	16.47	21.36	24.75	26.47	28.42	32.15
34	12.85	16.58	21.54	25.15	26.89	28.89	32.69
35	12.96	16.77	21.77	25.55	27.30	29.36	33.23

1. All Parcel Select Barcoded Inter-BMC pieces must be part of a mailing of 50 or more pieces.
2. For parcels that destinate to a different BMC service area (see 453.3.1).
3. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
4. For nonbarcoded pieces, add \$0.03 per parcel.
5. Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the retail Parcel Post Inter-BMC price.



453.1.6

1.6 Annual Mailing Fee

Destination entry mailing fee, per 12-month period: \$180.00.

An annual Parcel Select destination entry mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person or organization that mails at destination entry level. All destination entry prices are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment

1.7 Computing Postage

1.7.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.7.2 Computing Postage for Affixed Postage

For each piece, affix correct postage for the weight (including any surcharges or discounts) and, if applicable, the zone to which the piece is addressed, as shown in [1.2](#) through [1.5](#). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.7.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

2.0 Content Standards

2.1 Definition of Parcel Select

Parcel Select is a Shipping Services ground product offered using permit imprint or metered postage when mailing 50 or more packages.

2.2 Basic Content Standards

Parcel Select consists of mailable matter that is neither mailed, or required to be mailed, as First-Class Mail, nor entered as Periodicals (except as permitted under [2.3](#) or permitted or required under [707.7.9](#)). Mailers (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Select prices.

2.3 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Select prices. Postage at Parcel Select prices is based on the combined weight of the host piece and the sample copies enclosed.

2.4 Postal Inspection

Parcel Select packages are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Select prices constitutes consent by the mailer to postal inspection of the contents.

2.5 Attachments and Enclosures**2.5.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Select piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Parcel Select piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Select price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.5.3 Additional Enclosures

Parcel Select may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in [2.5](#) and [2.6](#).

2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.



- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Price Eligibility for Parcel Select

3.1 Destination Price Eligibility

3.1.1 Definition

Parcel Select destination entry prices apply to Parcel Select mailings prepared as specified in [705.8.0, *Preparing Pallets*](#), and [455.4.0, *Preparing Destination Entry Parcel Select*](#), and addressed for delivery within the service area of a destination bulk mail center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

- a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [456.2.16, *Acceptance at Designated SCF-USPS Benefit*](#).
- b. A destination sectional center facility (DSCF) includes all facilities listed under [L005](#).
- c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. Use [L606](#) only for mailings prepared using the optional 5-digit scheme sort.

3.1.2 Basic Standards

For Parcel Select destination entry, pieces must meet the applicable standards in [455.4.0](#) and the following criteria:

- a. Pieces may be bedloaded on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in [456.2.1](#) through [456.2.16](#), depending on the facility at which the pieces are deposited.
- b. Pieces may not be plant-loaded.
- c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select destination entry price. When Parcel Select mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry price

mailings. This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Select pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.

- d. Pieces must be deposited at a destination BMC or destination ASF or other equivalent facility, destination SCF, or destination delivery unit, as applicable for the price claimed and as specified by the USPS.
- e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.

3.1.3 DBMC Prices

For DBMC prices, pieces must meet the applicable standards in 3.0 and the following:

- a. Pieces must be part of a Parcel Select destination entry mailing that is deposited at a BMC or ASF under L601 or L602.
- b. Machinable parcels must bear a barcode under 708.5.0 for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible only for Parcel Post Intra-BMC/ASF prices.
- c. Except as provided in Exhibit 3.1.3, BMC/ASF—DBMC Price Eligibility, pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- d. Pieces must be within a ZIP Code eligible for DBMC prices under Exhibit 3.1.3 and, if sacked or palletized, must be prepared according to 455.4.0, Preparing Destination Entry Parcel Select, and 705.8.0, Preparing Pallets. Mail meeting the additional criteria in 456.2.15 or 456.2.16 may be deposited at an SCF.

Exhibit 3.1.3 BMC/ASF—DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999



453

Commercial Parcels: Parcel Select Prices and Eligibility

453.3.1.4

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.1.4 DSCF and DDU Prices

For DSCF and DDU prices, pieces must meet the applicable standards in [3.0](#) and the following criteria:

- a. For DSCF prices, be part of a Parcel Select destination entry mailing of parcels sorted to 5-digit scheme or 5-digit destinations and deposited at a designated SCF under [L005](#). Nonmachinable parcels sorted to 3-digit ZIP Code prefixes and claimed at a DSCF price must be entered at the designated SCF under [L005](#). Mailers must not prepare mail on pallets or pallet boxes for the DSCF price if the 5-digit delivery facility is unable to handle pallets. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)) to determine which 5-digit delivery facilities can handle pallets or pallet boxes. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility where the majority of city carrier routes are located to determine if the delivery facility can handle pallets.
- b. For DDU prices, be part of a Parcel Select mailing deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU price and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Select destination entry price pieces

and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of [L606](#). To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

3.2 Parcel Select BMC and OBMC Presort (Inter-BMC) Price Eligibility

3.2.1 BMC Presort

Parcel Select BMC (bulk mail center) Presort per piece prices apply to Inter-BMC Parcel Select sorted to BMC destinations under [L601](#) for machinable pieces, and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#), and to pieces prepared as part of a combined mailing under [705.20.0](#). To qualify, machinable pieces must be placed in pallet boxes on pallets, and nonmachinable pieces must be placed directly on pallets under [705.8.0](#), or be prepared as part of a combined mailing under [705.20.0](#) and placed in a 5-digit, 3-digit, ADC, or BMC container. The mail must be entered at a postal facility that is not a BMC and must be part of a mailing containing 50 or more Parcel Select pieces.

3.2.2 OBMC Presort

Parcel Select OBMC (origin bulk mail center) Presort per piece prices apply to Inter-BMC Parcel Select sorted to BMC destinations under [L601](#) for machinable pieces, and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#), and to pieces prepared as part of a combined mailing under [705.20.0](#). To qualify, machinable pieces must be placed in pallet boxes on pallets; and nonmachinable pieces must be placed directly on pallets under [705.8.0](#), or be prepared as part of a combined mailing and placed in a 5-digit, 3-digit, ADC, or BMC container under [705.20.0](#). The mail must be entered at a BMC listed in [L601](#) and must be part of a mailing containing 50 or more Parcel Select pieces.

3.3 Parcel Select Barcoded Intra-BMC/ASF and Barcoded Inter-BMC/ASF Price Eligibility

3.3.1 Barcoded Intra-BMC/ASF

Parcel Select Barcoded Intra-BMC per piece prices apply to Parcel Select machinable parcels that are barcoded and that originate and destinate in the service area of the same BMC or ASF. Barcoded Intra-BMC prices also apply to Parcel Select machinable parcels that originate and destinate in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit 3.3.1, BMC/ASF Service Areas](#). Machinable parcels ([401.1.5](#)) must bear a UCC/EAN Code 128 barcode under [708.5.0](#) for the ZIP Code of the delivery address, and be part of a mailing of 50 or more pieces or when prepared as part of a combined mailing of 300 or more pieces under [705.20.0](#) in other than 5-digit containers.



453.3.3.1

Exhibit 3.3.1 BMC/ASF Service Areas

SERVICE AREA	ZIP CODE AREAS SERVED
BMC	
New Jersey	005, 068-079, 085-098, 100-119, 124-127
Springfield	010-067, 120-123, 128, 129
Philadelphia	080-084, 137-139, 169-199
Pittsburgh	150-168, 260-266, 439-447
Washington	200-212, 214-239, 244, 254, 267, 268
Greensboro	240-243, 245-249, 270-297, 376
Cincinnati	250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474
Atlanta	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399.
Jacksonville	299, 313-316, 320-342, 344, 346, 347, 349.
Memphis	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729
St. Louis	420, 423, 424, 475-479, 614-620, 622-631, 633-639
Detroit	434-436, 465-468, 480-497
Chicago	463, 464, 530-532, 534, 535, 537-539, 600-611, 613
Minneapolis/St. Paul	498, 499, 540-551, 553-564, 566
Des Moines	500-516, 520-528, 612, 680, 681, 683-689
Kansas City	640, 641, 644-658, 660-662, 664-679, 739
Denver	690-693, 800-816, 820, 822-831, 856, 857
Dallas	706, 710-712, 718, 733, 747, 750-799, 880, 885
Seattle	835, 838, 970-978, 980-986, 988-994
Los Angeles	889-891, 893, 900-908, 910-928, 930-935
San Francisco	894, 895, 897, 936-966

SERVICE AREA	ZIP CODE AREAS SERVED
ASF	
Buffalo	130-136, 140-149
Fargo	565, 567, 580-588
Sioux Falls	570-577
Billings	590-599, 821
Oklahoma City	730, 731, 734-738, 740, 741, 743-746, 748, 749
Salt Lake City	832-834, 836, 837, 840-847, 898, 979
Phoenix	850, 852, 853, 855, 859, 860, 863, 864
Albuquerque	865, 870-875, 877-879, 881-884
Other	
Puerto Rico	006-009
Hawaii	967-969
Alaska	995-999

3.3.2 Barcoded Inter-BMC /ASF

Parcel Select Barcoded Inter-BMC/ASF per piece prices apply to Parcel Select machinable parcels that are barcoded and originate in the service area of a BMC or ASF or in Alaska, Hawaii, or Puerto Rico and destinate outside that area, state, or territory. Machinable parcels ([401.1.5](#)) must bear a UCC/EAN Code 128 barcode under [708.5.0](#) for the ZIP Code of the delivery address and be part of a mailing of 50 or more pieces or when prepared as part of a combined mailing of 300 or more pieces under [705.20.0](#) in other than 5-digit containers.

3.4 Oversized Price

The oversized price applies to parcels that measure over 108 inches but not more than 130 inches in combined length and girth.

3.5 Balloon Price

The balloon price applies to parcels weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth which is charged the price for a 20-pound parcel for the zone to which it is addressed (balloon price).

3.6 Loyalty Rebates

Beginning June 1 through August 1, 2009 and each June 1 through August 1 period thereafter, shippers may apply to the manager, Business Mailer Support (see [608.8.0](#)), for Loyalty Rebates based on their level of Parcel Select activity during the most recent twelve-month (June 1 - May 31) period.

3.6.1 Qualifying

For shippers meeting all of the eligibility criteria, the percentage level of their Loyalty Rebate is based on their total Parcel Select postage during the most recent twelve-month (June 1 - May 31) period, as shown in [Exhibit 3.6.1](#). The Loyalty Rebate is applied to all DDU volume. The Loyalty Rebate amount is calculated as



the average postage per DDU piece over the twelve-month period for that shipper, times the volume of qualified DDU volume over the twelve-month period for that shipper, times the applicable percentage shown in [Exhibit 3.6.1](#).

To qualify for the Loyalty Rebates, shippers must meet the following:

- a. Total annual Parcel Select postage must be in excess of \$5 million during the most recent twelve-month (June 1 - May 31) period.
- b. Total Parcel Select volume must have increased during the most recent twelve-month (June 1 - May 31) period, compared with the previous twelve-month (June 1 - May 31) period.
- c. Use eVS as of May 31, 2009.
- d. Identify both the mail owner and mailing agent within the electronic manifest.

Exhibit 3.6.1 Loyalty Rebate

PARCEL SELECT LOYALTY REBATE						
Annual Total Parcel Select Postage	\$5M	\$25M	\$50M	\$100M	\$300M	\$500M
Rebate on DDU Volume	0.25%	0.50%	0.75%	1.00%	1.25%	1.50%

3.7 Growth Rebates

Beginning June 1, 2009, and each June 1 thereafter, shippers who qualify for a Loyalty Rebate and who increase their Parcel Select volumes in the most recent twelve-month (June 1 - May 31) period (compared with the previous twelve-month period) by more than 10 percent will qualify for a Growth Rebate. (Shippers who had zero Parcel Select volume in the previous twelve-month period will not be eligible for a Growth Rebate.)

3.7.1 Qualifying

For shippers meeting all of the eligibility criteria, the percentage level of the Growth Rebate is based on their growth percentage and their total Parcel Select revenue in the twelve-month period, as shown in [Exhibit 3.7.1](#). The Growth Rebate is applied only to qualified incremental DDU volume. The Growth Rebate amount will be calculated by multiplying the difference between the previous twelve-month DDU volume and the most recent twelve-month DDU volume by the average postage per DDU piece over the current twelve-month period, times the applicable percentage shown in [Exhibit 3.7.1](#).

Exhibit 3.7.1 Growth Rebate

PARCEL SELECT GROWTH REBATE						
Total Parcel Select Postage to Qualify	>\$5M	>\$25M	>\$50M	>100M	>\$300M	>\$500M
Total Parcel Select Annual Growth Price	Rebate on Qualified Incremental DDU Volume					
>10%	2%	4%	6%	8%	10%	10%
>20%	4%	6%	8%	10%	12%	12%
>30%	6%	8%	10%	12%	14%	14%

3.7.2 Exemption

At the discretion of the USPS, volumes from the following 3-digit ZIP Codes may be exempt from the Growth Rebates due to delivery conditions: 100-102, 104, 107, 108, 111-113. Growth Rebates may not apply to volume growth as a result of mergers or acquisitions. Exclusions will be administered on a case-by-case basis.

3.8 Delivery and Return Addresses

All Parcel Select mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

454 Postage Payment and Documentation

Overview

1.0 Basic Standards for Postage Payment

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.

- a. The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Select mail may be paid by permit imprint or meter postage. Each piece with meter postage must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of prices (e.g., all are zone 4, Inter-BMC, with a BMC presort discount and a barcode discount). Identical-weight permit imprint mail may also be mailed under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*.
- b. Except for plant-verified drop shipments (see [705.15.0](#)), Electronic Verification System (eVS) shipments (see [705.2.9](#)), and metered mail drop shipments (see [705.18.0](#)), the mailer must have a meter license or permit imprint authorization at the destination facility parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at the parent Post Office of a DDU. Except for manifested mail using eVS under [705.2.9](#), postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that Form 8125 accompanies plant-verified drop shipments along with mailing documentation.

1.2 BMC as Agent

The DBMC may verify and accept mail if authorized by PS Form 4410, *Authorization for BMC Acceptance*, to act as an agent for the parent Post Office where the mailer's account, or license is held (see [Exhibit 1.2](#)).



Exhibit 1.2 BMC/ASF Parent Post Office

FACILITY	PARENT POST OFFICE	ZONE CHART
Albuquerque ASF	Albuquerque NM 87101-9998	870
Atlanta BMC	Atlanta GA 30304-9998	300
Billings ASF	Billings MT 59101-9998	590
Buffalo ASF	Buffalo NY 14240-9998	140
Chicago BMC	Chicago IL 60607-9998	600
Cincinnati BMC	Cincinnati OH 45234-9998	410
Dallas BMC	Dallas TX 75260-9998	750
Denver BMC	Denver CO 80202-9998	800
Des Moines BMC	Des Moines IA 50318-9998	500
Detroit BMC	Detroit MI 48233-9998	480
Fargo ASF	Fargo ND 58102-9998	580
Greensboro BMC	Greensboro NC 27420-9998	270
Jacksonville BMC	Jacksonville FL 32203-9998	320
Kansas City BMC	Kansas City KS 66106-9998	640
Los Angeles BMC	Los Angeles CA 90052-9998	900
Memphis BMC	Memphis TN 38101-9998	375
Minneapolis BMC	Minneapolis MN 55401-9998	540
New Jersey Int'l & BMC	Newark NJ 07102-9998	070
Oklahoma City ASF	Oklahoma City OK 73125-9998	730
Philadelphia BMC	Philadelphia PA 19104-9998	080
Phoenix ASF	Phoenix AZ 85026-9998	850
Pittsburgh BMC	Pittsburgh PA 15290-9998	150
St. Louis BMC	Saint Louis MO 63155-9998	620
Salt Lake City ASF	Salt Lake City UT 84199-9998	840
San Francisco BMC	Oakland CA 94615-9998	945
Seattle BMC	Seattle WA 98109-9998	980
Sioux Falls ASF	Sioux Falls SD 57101-9998	570
Springfield BMC	Springfield MA 01101-9998	010
Washington BMC	Southern MD 20790-9998	206

1.3 Completing Postage Statements

All metered and permit imprint mailings of 50 pieces or more, except manifested mail using eVS under [705.2.9](#), must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement and document the correction.

1.4 Documentation

Mailings must be documented as follows:

- a. *Postage Statement.* A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing.
- b. *Other Documentation.* When presented for acceptance, documentation of postage by entry office and presort level (e.g., by DBMC, OBMC Presort and BMC Presort mail and by 5-digit ZIP Code for DSCF and DDU prices) is required under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. Except for DSCF, mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct price is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of prices. DSCF mail palletized under the alternate preparation option in [705.8.0](#) must submit the detailed documentation required in [705.8.20.2](#).

1.5 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by postage when presented for acceptance. Documentation describes the preparation, price level, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or payment method used.

1.6 Preparing Documentation

As provided by standards, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

1.7 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

1.8 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#).

1.9 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the price and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if: the mailings are presented at the same time for verification; the



454.1.10

pieces are in the same processing category; each mailing separately meets all applicable eligibility standards; and the number of pieces in each mailing is separately reported on the postage statement.

1.10 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing, and other extraneous information that appears on the USPS form, do not have to be included. Facsimiles must include all other information pertaining to the mailing such as the postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

455 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Destination Entry Parcel Select](#)
- [5.0 Preparing BMC Presort and OBMC Presort \(Inter-BMC\) Parcel Select](#)
- [6.0 Preparing Barcoded Intra-BMC and Barcoded Inter-BMC](#)

1.0 General Information for Mail Preparation

1.1 Basic Standards

All mailings at Parcel Select prices are subject to these general standards:

- a. Each mailing must meet the applicable standards in [401](#), [402](#), [453](#), [455](#), and [456](#).
- b. All pieces that are palletized must be prepared under [705.8.0](#).

1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, within the same processing category that may be sorted together and/or presented under a single minimum volume mailing.

1.4 Terms for Presort Level

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (pallets and sacks)*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L606.
- c. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- d. *Mixed [BMC, etc.]*: the pieces are for delivery in the service area of more than one BMC, etc.

1.5 Preparation Definitions and Instructions

For purposes of preparing mail:



- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when pieces is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme* sort for parcels yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#), and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at* [quantity] instruction (e.g., “required at 7 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified required at quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at* [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified optional at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the entry facility. Entry SCF includes both single-3-digit and multi-3-digit SCFs. Entry BMC includes subordinate ASFs unless otherwise specified.
- g. An *overflow sack* for Parcel Select DSCF mail is a 5-digit scheme or 5-digit sack prepared with fewer than seven pieces after all other sacks for that same 5-digit scheme or 5-digit ZIP Code area are prepared with seven or more pieces per sack as required by [4.2, Preparing Destination SCF \(DSCF\) Parcel Select](#). If all of the mail is sacked under [4.0](#), only one overflow sack is permitted for each 5-digit scheme or 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel Select mail may be prepared in one or more 5-digit scheme or 5-digit overflow sacks only after one or more 5-digit scheme or 5-digit pallets are prepared to meet the minimum pallet requirement specified in [705.8.0](#). Pieces in overflow sacks qualify for the Parcel Select DSCF prices.

- h. An overflow pallet in a Parcel Select DSCF mailing is a 5-digit scheme or 5-digit pallet containing pieces that remain after one or more 5-digit scheme or 5-digit pallets have been prepared to meet the minimum pallet requirement specified in [705.8.0](#). Only one overflow pallet per 5-digit scheme or 5-digit ZIP Code area is permitted for Parcel Select DSCF mail palletized under [705.8.0](#). Pieces on overflow pallets qualify for the DBMC rates
- i. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

1.6 Separation

Except for mail entered at DSCF or DDU prices (which are not zoned prices), Parcel Select pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under [1.7](#), or the mailing is presented under a special postage payment system under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), or [705.4.0, Alternate Mailing System](#). If DSCF sacks prepared under [4.2.3](#) are included in the same mailing as DSCF pallets prepared under [705.8.20.1e.](#), then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [4.2](#).

1.7 Commingled Zones

Zoned Parcel Select pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:

- a. [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#); or
- b. All of these conditions:
 - 1. A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).
 - 2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are



discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

1.8 Parcel Select Markings

Marking requirements for Parcel Select are as follows:

- a. *Destination Entry Mail.* Each piece mailed at a DBMC, DSCF, or DDU Parcel Select prices must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described under [402.2.2.1](#). If “Parcel Select” is shown in the postage area, then no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, then the additional marking “Drop Ship” (or “D/S”), or “Parcel Select,” or both, must be placed on each piece in either the postage area or the address area (as described under [402.1.3](#)) to indicate that the piece was entered at a destination entry rate.
- b. *Other Parcel Select Mail.* Pieces must bear the marking “Parcel Post” (or “PP”) in the postage area as described under [402.2.2.1](#).

2.0 Sacks

2.1 Maximum Weight

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its contents must not exceed 70 pounds.

3.0 Sack Labels

3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

3.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.

2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

3.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack.

3.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.



CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

3.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

3.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

3.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

3.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.

4.0 Preparing Destination Entry Parcel Select

4.1 Preparing Destination Delivery Unit (DDU) Parcel Select

4.1.1 Definition

A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. Use [L606](#) only for mailings prepared using the optional 5-digit scheme sort.

4.1.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in [453.3.1.1](#).
- c. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment Product available from the National Customer Support Center (see [608.8.1](#)) to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets.

4.1.3 Sacking and Labeling

There are no minimum sacking or pallet preparation standards. DDU pieces may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).

Sacked mail must be labeled as follows:

- a. 5-digit scheme: Line 1, [L606](#); Line 2, "PSVC PARCELS 5D SCH."
- b. 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see [3.3c](#) for overseas military mail); Line c. "PSVC PARCELS 5D."

4.1.4 Hold For Pickup Endorsement

In addition to the requirements in [4.1.1](#) through [4.1.3](#) mailers or their agents must prepare Parcel Select DDU parcels bearing the "Hold For Pickup" endorsement as follows:

- a. Submit a written request to the manager, Business Mailer Support (BMS) (see [608.8.1](#) for address).
- b. Mail the parcels using an authorized manifest mailing system.



455.4.1.4

- c. Enter parcels at the Parcel Select DDU prices under [453.1.2](#).
- d. Exchange electronic files with the USPS through an approved file transfer protocol to notify the addressees when parcels are available for pickup at the designated Post Office and to notify the mailer or agent that items are available to be picked up as “return to sender.”
- e. Place the official Hold For Pickup endorsement, Label LAB-HFP, on the address side of each parcel. The label must not cover the address label or the barcode information. See [Exhibit 4.1.4e](#).

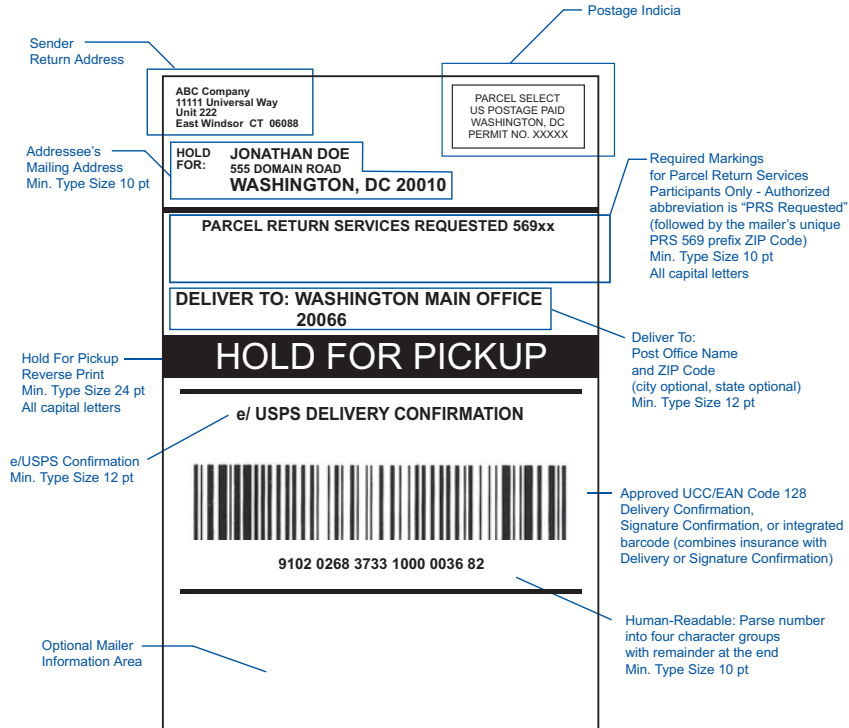
Exhibit 4.1.4e Official Hold For Pickup Endorsement, Label LAB-HFP



- f. Affix a properly formatted address label that has been approved by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).
- g. In addition to the markings defined in [402.2.3](#), address labels on a Hold For Pickup parcel must contain the following elements. See [Exhibit 4.1.4g](#).
 1. The top portion of the address label must contain the return address for the mailer or agent and the postage indicia.
 2. The name and address for the customer (the “addressee”) must appear in at least 10-point type. Immediately to the left of the customer’s name, the words “HOLD FOR:” must appear in all capital letters.
 3. For Parcel Return Service (PRS) participants only, the marking, “PARCEL RETURN SERVICE REQUESTED” or “PRS REQUESTED,” followed by the participant’s unique PRS 569 prefix ZIP Code. This marking must be in at least 10-point type, in all capital letters.
 4. The words, “DELIVER TO:” in at least 12-point type and in all capital letters must appear immediately to the left of the Post Office name, city (optional), state (optional), and ZIP Code where the addressee will pick up the parcel.
 5. In the center of the label the words “HOLD FOR PICKUP” must appear in reverse print (white print on a black background) in at least 24-point type and in all capital letters.

6. The lower half of the address label must contain an approved UCC/EAN Code 128 Delivery Confirmation or Signature Confirmation barcode or an integrated barcode (which combines a confirmation service with insurance) as defined in Publication 91, *Confirmation Services Technical Guide*.

Exhibit 4.1.4g Hold For Pickup Address Label



4.2 Preparing Destination SCF (DSCF) Parcel Select

4.2.1 Definition

A destination sectional center facility (DSCF) includes all facilities listed under L605.

4.2.2 Basic Standards

Pieces must meet the applicable standards in 4.0 and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. DSCF pieces must be for the same SCF area under L605.
- c. Sorted to optional 5-digit scheme destinations under L606, Column B, and 5-digit destinations, either in sacks or directly on pallets or in pallet boxes. Mailers must enter the pieces at the designated SCF, under L605, that serves the 5-digit ZIP Code destinations of the pieces. The DSCF price is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see 608.8.1) to determine if the facility serving the 5-digit destination can handle pallets.



455.4.2.3

- d. Any remaining nonmachinable parcels (as defined in [401.2.3.2](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level.

4.2.3 Sacking and Labeling

Sacking requirements for DSCF entry:

- a. Only 5-digit scheme and 5-digit sacks are permitted.
- b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).
- c. 5-digit scheme sack labeling: Line 1, use [L606](#), Column B; for Line 2, "PSVC PARCELS 5D SCH."
- d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code on mail (see [3.3](#) for overseas military mail); for Line 2, "PSVC PARCELS 5D."
- e. 3-digit nonmachinable sack labeling: Line 1, use [L002](#), Column A; for Line 2, "PSVC IRREG 3D."
- f. See [705.8.0](#) for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

4.3 Preparing Destination BMC (DBMC) Parcel Select

4.3.1 Definition

A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [456.2.16](#), *Acceptance at Designated SCF-USPS Benefit*.

4.3.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Pieces must be part of a Parcel Select mailing that is deposited at a BMC or ASF under [L601](#) or [L602](#).
- c. Machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible only for the Intra-BMC/ASF at Parcel Post prices.
- d. Except as provided in Exhibit [453.3.1.3](#), *DBMC Prices*, pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- e. Pieces must be within a ZIP Code eligible for DBMC prices under [Exhibit 453.3.1.3](#) and, if sacked or palletized, must be prepared according to [4.0](#), *Preparing Destination Entry Parcel Select*, and [705.8.0](#), *Preparing Pallets*. Mail meeting the additional criteria in [456.2.15](#) or [456.2.16](#) may be deposited at an SCF.

4.3.3 Sacking and Labeling

DBMC mailing (if not bedloaded), must be prepared as follows:

- a. DBMC machinable parcels must be sacked under [5.0](#) and [6.0](#) or prepared on pallets under [705.8.0](#).
- b. DBMC nonmachinable parcels that each weigh 35 pounds or less must be sacked under [5.0](#) or [6.0](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DBMC nonmachinable parcels may be palletized.

5.0 Preparing BMC Presort and OBMC Presort (Inter-BMC) Parcel Select

5.1 Definitions

The following definitions apply:

- a. BMC Presort (Inter-BMC) - are pieces sorted to BMC destinations using [L601](#) if machinable and or BMC/ASF destinations using [L605](#) if nonmachinable, entered at any facility (other than a BMC) that accepts bulk mail.
- b. OBMC Presort (Inter-BMC) - are pieces sorted to BMC destinations using [L601](#) if machinable or BMC/ASF destinations using [L605](#) if nonmachinable, entered at a BMC listed in [L601](#).

5.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Machinable pieces must be placed in pallet boxes on pallets, and nonmachinable pieces must be placed directly on pallets under [705.8.0](#).

6.0 Preparing Barcoded Intra-BMC and Barcoded Inter-BMC

6.1 Definition

Intra-BMC/ASF and Inter-BMC/ASF Parcel Select machinable parcels ([401.1.5](#)) that bear a barcode under [705.8.0](#) for the ZIP Code of the delivery address.

6.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Each piece must be machinable and bear a barcode.



6.3 Sacking and Labeling

Sacking is not required, however mailers may opt to prepare Parcel Select machinable parcels in sacks under [2.0](#) or on pallets under [705.8.0](#). Pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under [1.7, *Commingled Zones*](#).

6.3.1 Sack Preparation

Sack size, preparation sequence, and Line 1 labeling:

- a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use [L606](#), Column B.
- b. 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use city, state and 5-digit ZIP Code destination of pieces (see [3.3c](#). for military mail).
- c. ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC price (minimum of 10 pieces or 20 pounds); for Line 1, use [L602](#), Column B. Exhibit [453.3.1.3](#) determines DBMC price eligibility.
- d. BMC: required (minimum of 10 pieces or 20 pounds); for Line 1, use [L601](#), Column B. Exhibit [453.3.1.3](#) determines DBMC price eligibility.
- e. Mixed BMC: required (no minimum); for Line 1, use “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of the entry Post Office.

6.3.2 Sack Line 2

Line 2:

- a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit: “PSVC MACH 5D.”
- c. ASF: “PSVC MACH ASF.”
- d. BMC: “PSVC MACH BMC.”
- e. Mixed BMC: “PSVC MACH WKG.”

456 Enter and Deposit

Overview

[1.0 Verification](#)

[2.0 Deposit](#)

1.0 Verification

1.1 Verification and Entry

All presort, destination entry, and barcoded mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant- load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).

1.2 Office of Mailing

Parcel Select must be mailed at the Post Office from which the zone-based postage was computed, except under [1.3](#) and [1.4](#).

1.3 Redirected Mailings

A shipper who presents large shipments of zoned Parcel Select mail may be authorized or directed to deposit such shipments at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.
- c. Postage for pieces claimed at the Parcel Select Intra-BMC local zone prices must be recomputed at the applicable zone price for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Select Intra-BMC local zone price but could become eligible at the postal facility to which the mailing is redirected.

1.4 BMC Acceptance

A mailer may present Parcel Select at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent Post Office, or permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent Post Office.



456.1.5

- c. The BMC is authorized by Form 4410, *Authorization for BMC Acceptance*, to act as acceptance agent for the entry Post Office.

1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Select mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).

2.0 Deposit

2.1 Bedloaded Parcels

A mailer may present bedloaded DBMC parcels if the mailer's vehicle has a road-to-bed height of 50 (± 2) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DBMC mailings may be bedloaded for deposit at BMCs/ASFs and DDU mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine dock requirements for a DDU facility.

2.1.1 Containers

DBMC mailings (if not bedloaded), DDU mailings (if not bedloaded), and all DSCF mailings must be prepared as follows:

- a. Machinable parcels for which a DBMC, DSCF, or DDU price is claimed must be sacked under [455.4.0, *Preparing Destination Entry Parcel Select*](#), or prepared on pallets under [705.8.0](#).
- b. For DBMC price, nonmachinable parcels that each weigh 35 pounds or less must be sacked under [455.4.0, *Preparing Destination Entry Parcel Select*](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DBMC nonmachinable parcels may be palletized.
- c. For DSCF, if sacked under [455.4.0, *Preparing Destination Entry Parcel Select*](#), must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF, if sacked under [705.8.0](#) as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.
- d. For DSCF, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under [705.8.0](#).
- e. For DSCF and DDU, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU prices under [705.8.0](#).

- f. For DDU, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).

2.2 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the price claimed.

2.3 Freight

Drop shipments are freight until deposited, and accepted, as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

2.4 Mail Separation and Presentation

Mailers must have Parcel Select mailings verified under an authorized PVDS system (see [705.15.0](#)) or eVS (see [705.2.9](#)), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Parcel Select with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each DBMC, DSCF, or DDU Parcel Select piece as either “Parcel Post” or “Parcel Select,” according to [402.2.2](#). If eVS is used, include the marking “eVS” on each piece as described in [604.5.0](#).
- b. Separate DBMC mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under [705.2.0](#) through [705.4.0](#), or that are not mailed under [455.1.4](#).
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle as Parcel Select, load the Periodicals mail toward the tail of the vehicle.

2.5 BMC as Agent

The DBMC may verify and accept mail if authorized by Form 4410 to act as agent for the parent Post Office where the mailer's account or license is held.

2.6 Appointments

Appointments must be made for destination entry mail as follows:



456.2.7

- a. Except for local mailers, for mailings of perishable commodities ([601.9.0](#)) under [2.7, Exception to Scheduling Standard](#), appointments for deposit of destination entry mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.
- b. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.

2.7 Exception to Scheduling Standard

Exceptions are as follows:

- a. The scheduling standard in [2.6, Appointments](#), does not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment system authorization. Under this exception, the mailer may claim the DBMC prices for mailings or portions of such mailings deposited at the local Post Office if the local Post Office is the DBMC/ASF or designated SCF that meets the application standards.
- b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under [601.9.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.

2.8 Redirection by USPS

A mailer may be directed to transport destination entry mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

2.9 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry mail under [2.6](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.10 Deposit Conditions

Deposit of mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. The BMC may approve drop and pick procedures only for Parcel Select mailers. The BMC specifies the time limit for vehicle retrieval.

2.11 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be comparable product in terms of size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.12 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:



456.2.13

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. The driver must unload bedloaded shipments within 8 hours of arrival at BMCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail, whether bedloaded, sacked, or palletized (including boxes on pallets), within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
 3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
 4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area.

2.13 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry mailings.

2.14 Appeals

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

2.15 Documentation

A postage statement must accompany each destination entry mailing. Any other documentation must be submitted as required by the standards for the price claimed or the postage payment method used.

2.16 Acceptance at Designated SCF-USPS Benefit

A mailing that is otherwise eligible for DBMC prices may be deposited, and accepted, at an SCF designated by the USPS when it benefits the USPS and:

- a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under [2.1.1, Containers](#).
- b. All DBMC parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.
- c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- d. The marking required by [455.1.8, Parcel Select Markings](#), contains the correct information.
- e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the BMC or ASF where the DBMC parcels would otherwise be deposited.

2.17 Acceptance at Designated SCF

Mailers may deposit parcels otherwise eligible for the DBMC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- b. Bound Printed Matter machinable parcels under [466.4.3](#) and Standard Mail parcels and NFMs under [705.6.3](#) may be included.
- c. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DBMC entry.
- d. All DBMC parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- e. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- f. Parcels must contain the correct marking in [455.1.8, Parcel Select Markings](#).

460 Commercial Parcels Bound Printed Matter

463 Prices and Eligibility

464 Postage Payment and Documentation

465 Mail Preparation

466 Enter and Deposit

463 Prices and Eligibility

Overview

- [1.0 Prices and Fees for Bound Printed Matter](#)
- [2.0 Basic Eligibility Standards for Bound Printed Matter](#)
- [3.0 Content Standards for Bound Printed Matter Parcels](#)
- [4.0 Price Eligibility for Bound Printed Matter Parcels](#)
- [5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels](#)

1.0 Prices and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter as follows:

1.1.1 Prices

Bound Printed Matter (BPM) prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices.

1.1.2 Price Application

The nonpresorted BPM price is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

1.1.3 Barcode Discount—Machinable Parcels

The barcoded discount applies only to BPM machinable parcels (see [401.1.5.1, Criteria](#)) that bear a correct, readable barcode under [708.5.0, Standards for Postal Routing Barcodes](#), for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more BPM parcels.

1.1.4 Bound Printed Matter—Nonpresorted

For barcoded discount, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum).



463.1.1.5

Exhibit 1.1.4 Bound Printed Matter - Nonpresorted Prices

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$2.15	\$2.19	\$2.25	\$2.34	\$2.45	\$2.51	\$2.70
1.5	2.15	2.19	2.25	2.34	2.45	2.51	2.70
2.0	2.24	2.30	2.38	2.50	2.64	2.72	2.98
2.5	2.34	2.41	2.51	2.66	2.84	2.94	3.26
3.0	2.43	2.52	2.64	2.82	3.03	3.15	3.54
3.5	2.53	2.63	2.77	2.98	3.23	3.37	3.82
4.0	2.62	2.74	2.90	3.14	3.42	3.58	4.10
4.5	2.72	2.85	3.03	3.30	3.62	3.80	4.38
5.0	2.81	2.96	3.16	3.46	3.81	4.01	4.66
6.0	3.00	3.18	3.42	3.78	4.20	4.44	5.22
7.0	3.19	3.40	3.68	4.10	4.59	4.87	5.78
8.0	3.38	3.62	3.94	4.42	4.98	5.30	6.34
9.0	3.57	3.84	4.20	4.74	5.37	5.73	6.90
10.0	3.76	4.06	4.46	5.06	5.76	6.16	7.46
11.0	3.95	4.28	4.72	5.38	6.15	6.59	8.02
12.0	4.14	4.50	4.98	5.70	6.54	7.02	8.58
13.0	4.33	4.72	5.24	6.02	6.93	7.45	9.14
14.0	4.52	4.94	5.50	6.34	7.32	7.88	9.70
15.0	4.71	5.16	5.76	6.66	7.71	8.31	10.26

1. For barcode discount, deduct \$0.03 per piece (machinable parcels only, 50-piece minimum).

1.1.5 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

1.2 Commercial Bound Printed Matter

Apply the prices, fees and discounts for commercial Bound Printed Matter as follows:

1.2.1 Prices

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2.2 Price Application

The Presorted Bound Printed Matter price has a per piece charge and a per pound charge. Postage is based on the price that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The minimum postage price for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound.

1.2.3 Bound Printed Matter Presorted and Carrier Route Prices

Each piece is subject to both a piece price and a pound price. For the barcode discount on Presorted machinable parcels, deduct \$0.03 per piece.

1.2.4 Bound Printed Matter Destination Entry Prices

Each piece is subject to both a piece price and a pound price. For the barcode discount on machinable parcels, deduct \$0.03 per piece. The barcode discount is not available for parcels mailed at Presorted SCF or DDU prices.

Exhibit 1.2.4 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Prices

Each piece is subject to both a piece price and a pound price. ¹		Carrier Route			Presorted ²		
		Price per piece	+	Price per pound	Price per piece	+	Price per pound
Zone	Local, 1&2	\$1.306	+	\$0.137	\$1.413	+	\$0.137
	3	1.306	+	0.170	1.413	+	0.170
	4	1.306	+	0.210	1.413	+	0.210
	5	1.306	+	0.269	1.413	+	0.269
	6	1.306	+	0.338	1.413	+	0.338
	7	1.306	+	0.381	1.413	+	0.381
	8	1.306	+	0.508	1.413	+	0.508
	Destination Entry						
DBMC	1&2	\$1.032	+	\$0.099	\$1.139	+	\$0.099
	3	1.032	+	0.127	1.139	+	0.127
	4	1.032	+	0.175	1.139	+	0.175
	5	1.032	+	0.234	1.139	+	0.234
DSCF		\$0.658	+	\$0.089	\$0.765	+	\$0.089
DDU		0.487	+	0.039	0.594	+	0.039

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
2. Machinable presorted parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum), except for parcels mailed at presorted DDU or DSCF prices.

1.2.5 Destination Entry Mailing Fee

A destination entry mailing fee for BPM must be paid once each 12-month period at each Post Office of mailing by or for any person or organization that mails at the destination entry prices, except as provided otherwise for plant-verified drop shipments. All destination entry prices are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.2.6 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:



463.2.1

- a. Per pound price:
 1. *For pieces weighing 1 pound or less*, compute the per pound price by multiplying the total number of addressed pieces by the 1-pound price for the price category and zone. Do not round this result.
 2. *For pieces weighing more than 1 pound*, compute the per pound price by multiplying the unrounded total weight of the addressed pieces by the pound price for the category and zone. Do not round this result.
- b. Per piece price. Multiply the total number of addressed pieces by the applicable piece price.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

2.0 Basic Eligibility Standards for Bound Printed Matter

2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM prices constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each piece must bear the sender's return address.

3.0 Content Standards for Bound Printed Matter Parcels

3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific prices.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.

- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [2.2](#) or permitted or required under [707.7.9](#)).

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM prices. Postage at BPM prices is based on the combined weight of the host piece and the sample copies enclosed.

3.3 Attachments and Enclosures

3.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

3.3.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

3.3.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in [703.1.6.11](#), *Products Mailable at Nonprofit Standard Mail*



463.3.4

Prices. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11](#).

3.4 **Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.0 Price Eligibility for Bound Printed Matter Parcels

4.1 **Price Eligibility**

BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Price categories are as follows:

- a. **Nonpresorted Price.** The nonpresorted price applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route prices.
- b. **Presorted Price.** The Presorted price applies to BPM prepared in a mailing of at least 300 BPM pieces, prepared and presorted as specified in [465.5.0](#), [Preparing Presorted Parcels](#), [705.8.0](#), [Preparing Pallets](#), or [705.20.0](#), [Optional Combined Parcel Mailings](#).
- c. **Carrier Route Price.** The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [465.6.0](#), [Preparing Carrier Route Parcels](#), or [705.8.0](#), [Preparing Pallets](#).

- d. Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see [401.1.5](#)) that bear a correct, readable barcode under [708.5.0, Standards for Postal Routing Barcodes](#), for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more BPM parcels or part of a presort price mailing of at least 300 BPM parcels prepared under [465.5.0, Preparing Presorted Parcels](#), and [465.6.0, Preparing Carrier Route Parcels](#), and [705.8.0, Preparing Pallets](#). The barcoded discount is not available for parcels mailed at Presorted DDU or DSCF prices, or for Presorted DBMC price mailings entered at an ASF other than the Phoenix, AZ, ASF. Carrier route price mail is not eligible for the barcoded discount.

4.2 Nonidentical Weight Pieces

[9-11-08] Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), or [705.4.0, Alternate Mailing System](#).

4.3 ZIP Code Accuracy

4.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, address means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices under [4.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addressees used on pieces claiming the Bound Printed Matter Presort and carrier route prices, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

4.3.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:



463.4.3.3

1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
2. Any mailing list service in [507.7.0](#).
3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site, www.usps.com.

4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

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

5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.3](#).
 2. The carrier route accuracy standard in [5.2](#).
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [465.5.0](#), *Preparing Presorted Parcels*, or [705.8.0](#), *Preparing Pallets*.

5.2 Carrier Route Accuracy

5.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route prices under [5.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [5.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.

- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Bound Printed Matter carrier route prices must meet the ZIP Code accuracy standard.

5.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

5.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

464 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

[9-11-08] The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in [604.5.0](#). Identical and nonidentical-weight permit imprint mailings may be mailed under [705, *Advanced Preparation and Special Postage Payment Systems*](#). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#).

1.1.2 Postage Paid with Permit Imprint

[9-11-08] The following standards apply for postage paid with permit imprint:

- a. Advance Deposit Account. A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.
- b. Minimum Quantity. Nonpresorted, non-discounted mailings are not subject to a minimum volume requirement.
- c. Postage Statement. A complete postage statement must accompany each mailing paid with permit imprint.

1.2 Commercial Bound Printed Matter

1.2.1 Postage Payment Options

[9-11-08] The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter must be paid by permit imprint only (see [604.5.0](#)). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4, with a BMC entry discount and a barcoded discount), unless mailed under [705.2.0](#) through [705.4.0](#).



2.0 Mailing Documentation

2.1 **Completing Postage Statements**

[9-11-08] All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

2.2 **Basic Documentation Standards**

[9-11-08] Documentation is required from a mailer when a mailing is presented to the USPS, and supporting documentation of postage is also required. Documentation describes the preparation, price levels, content of the mailing, and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement that accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. When specified, documentation must be submitted for the price claimed.

2.3 **Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

2.4 **Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

2.5 **Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#).

2.6 **Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.7 **Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form

number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

465 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Parcels](#)
- [6.0 Preparing Carrier Route Parcels](#)
- [7.0 Standards for Barcode Discounts](#)

1.0 General Information for Mail Preparation

1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted price Bound Printed Matter.

1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Bound Printer Matter parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L006](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- e. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- f. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- g. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- h. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.5 Preparation Definitions and Instructions

[8-14-08] For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for Bound Printed Matter parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. An *origin 3-digit (or origin 3-digit scheme) tray/sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the

specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

- g. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.
- j. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to unsecured groups of pieces.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:



- a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.4, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.

- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Mailers must prepare unsacked, nonpalletized bundles of Presorted irregular parcels for DDU entry according to [2.8](#) and [5.2](#) for parcels weighing less than 10 pounds and [5.3](#) for parcels weighing 10 pounds or more. Mailers must prepare unsacked, nonpalletized bundles of carrier route irregular parcels for DDU entry according to [2.7](#) and [6.2](#) for parcels weighing less than 10 pounds and [6.3](#) for parcels weighing 10 pounds or more.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of irregular parcels at destination delivery units (DDUs) if all of the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in [6.2.1](#).
- c. Mailers must prepare bundles to comply with other applicable standards in [2.0](#).
- d. Mailers must enter bundles at DDUs according to standards in [466.6.0](#).

2.8 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and for Bound Printed Matter in sacks, specific weight limits in [5.0](#), [Preparing Presorted Parcels](#), and [6.0](#), [Preparing Carrier Route Parcels](#).



465.2.9

2.9 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.10 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [705.8.0, *Preparing Pallets*](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “BPM IRR P CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

3.0 Sacks

3.1 Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.

- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see [4.6](#) for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).

- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

5.0 Preparing Presorted Parcels

5.1 Basic Standards

5.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [402.2.0](#), [Placement and Content of Markings](#), [463](#), [Prices and Eligibility](#), [465](#), [Mail Preparation](#), and [466](#), [Enter and Deposit](#),
- b. All pieces in a mailing must be within the same processing category as described in [401.1.1](#). A BPM irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5.1](#). Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under [601.7.0](#).
- c. All pieces must be sorted to the finest extent possible under [5.2](#), [Preparing Irregular Parcels Weighing Less Than 10 Pounds](#), and [5.3](#), [Preparing Irregular Parcels Weighing 10 Pounds or More](#), or palletized under [705.8.0](#).
- d. Subject to [402.2.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.1.2 Separation

[9-11-08] Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0](#), [Manifest Mailing System](#), [705.3.0](#), [Optional Procedure Mailing System](#), [705.4.0](#), [Alternate Mailing System](#), or [5.1.3](#), [Commingling Zones](#).

5.1.3 Commingling Zones

[9-11-08] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:



- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

5.2.1 Required Bundling

Bundling is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle size is met. Otherwise, a bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU prices may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under [705.2.9](#).

5.2.2 Bundling and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).

- b. 3-digit (required); green Label 3 or OEL.
- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL.

5.2.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds. Sacking also is subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L006](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.4](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 - 1. Line 1: [L005](#), Column B.
 - 2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "PSVC IRREG ADC."



- e. Mixed ADC (required); labeling:
 - 1. Line 1: [L009](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
 - 2. Line 2: "PSVC IRREG WKG."

5.3 Preparing Irregular Parcels Weighing 10 Pounds or More

5.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under [5.3.2, Required Sacking](#).

5.3.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds.

5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.4](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 - 1. Line 1: [L005](#), Column B.
 - 2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:
 - 1. Line 1: [L009](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
 - 2. Line 2: "PSVC IRREG WKG."

5.4 Preparing Machinable Parcels Not Claiming DBMC Prices

5.4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.4](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC MACH 5D SCH." For 5-digit sacks, "PSVC MACH 5D."
- b. BMC (required); labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: "PSVC MACH BMC."
- c. Mixed BMC (required); labeling:
 1. Line 1: "MXD" followed by the [L601](#), Column B, information for the BMC serving the 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: "PSVC MACH WKG."

5.5 Preparing Machinable Parcels Claiming DBMC Prices

5.5.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10



465.5.5.2

addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See [466.4.0](#) for DBMC price eligibility. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.5.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L006](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.4](#) for overseas military mail).
 2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC price); labeling:
 1. Line 1: [L602](#), Column B. DBMC price eligibility determined by [466.4.0](#), *Destination Bulk Mail Center (DBMC) Entry*, and [Exhibit 466.4.4](#), *BMC/ASF—DBMC Price Eligibility*.
 2. Line 2: "PSVC MACH ASF."
- c. BMC (required); labeling:
 1. Line 1: [L601](#), Column B. DBMC price eligibility determined by [466.4.0](#), *Destination Bulk Mail Center (DBMC) Entry*, and [Exhibit 466.4.4](#), *BMC/ASF—DBMC Price Eligibility*.
 2. Line 2: "PSVC MACH BMC."
- d. Mixed BMC (required); labeling:
 1. Line 1: "MXD" followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: "PSVC MACH WKG."

6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

6.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 through 6.4 in *Preparing Carrier Route Parcels* and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in 463, mail preparation standards in 2.0, through 4.0, and deposit and entry standards in 466.
- b. All pieces in a mailing must be within the same processing category as described in 401.1.0. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0.
- c. All pieces must be sorted to the finest extent possible under 6.0, *Preparing Carrier Route Parcels*, or palletized under 705.8.0, *Preparing Pallets*.
- d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

6.1.2 Separation

[9-11-08] Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure Mailing System*, 705.4.0, *Alternate Mailing System*, or 6.1.3, *Commingling Zones*.

6.1.3 Commingling Zones

[9-11-08] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets



containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

6.1.4 Residual Pieces

Residual pieces not sorted under 6.2 and 6.3 may be prepared as a Presorted Bound Printed Matter mailing under 5.0, *Preparing Presorted Parcels*, provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification.

6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

6.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (708.6.0) or an optional endorsement line (708.7.0). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

6.2.2 Required Sacking

Mailers may prepare irregular parcels as unsacked bundles under 2.7 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

6.2.3 Sack Preparation

Sack preparation sequence and Line 1 labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
- b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.3).

6.2.4 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC IRREG CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC IRREG CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC IRREG CR-RTS."

6.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

- a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC IRREG CR," followed by the route type and number.

6.4 Preparing Machinable Parcels

6.4.1 Required Carrier Route Sacking

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.



465.6.4.2

- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

6.4.2 Sack Label

Required preparation:

- a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC MACH CR," followed by the route type and number.

7.0 Standards for Barcode Discounts

7.1 Standards for Barcoded Mail

The barcode discount applies only to BPM machinable parcels (see [401.1.5.1](#)) that bear a correct, readable barcode under [708.5.0](#) for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted price mailing of 50 or more BPM parcels or part of a presorted price mailing of at least 300 BPM parcels prepared under [5.0](#) or [6.0](#), and [705.8.0](#), *Preparing Pallets*. The barcode discount is not available for parcels mailed at the carrier route prices; or under [466.4.2](#), *Acceptance at Designated SCF—Mailer Benefit*; or at the DSCF or DDU prices; or for DBMC price mailings entered at an ASF. An exception is that properly prepared machinable pieces of DBMC price mail entered at the Phoenix, AZ, ASF may claim the barcode discount because that facility uses barcode scanning equipment.

466 Enter and Deposit

Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Mailings

[9-11-08] Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under [604.5.0](#).

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

[9-11-08] All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant-load agreement.

2.2 Verification and Entry—Nonpresorted Mailings

[9-11-08] Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see [604.5.0](#)).

2.3 Office of Mailing

Bound Printed Matter must be mailed at the Post Office from which the zone price postage was computed, except under [2.4](#) and [2.5](#).

2.4 Redirected Mailings

A mailer who presents large mailings of Bound Printed Matter may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:



466.2.5

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

2.5 BMC Acceptance

[9-11-08] A mailer may present zoned Bound Printed Matter at a BMC for acceptance if:

- a. Permit imprint postage is paid through an advance deposit account at the BMC parent Post Office or another Post Office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent Post Office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

2.6 Drop Shipment Information

Essential information for entering drop shipment Package Services mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)).

3.0 Destination Entry

3.1 General

Destination entry prices apply to Presorted and Carrier Route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry price is determined by the sort level, processing category of the mail, and the type of container the mail is in (sack or pallet). Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices.

3.2 Minimum Volume

A destination entry price BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under [705.8.0](#).

- d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry prices.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.
- f. When Bound Printed Matter presorted mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.9](#). Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted price pieces for all entry points within the 24-hour mailing period.

3.3 Postage Payment

[9-11-08] Postage payment for Bound Printed Matter destination price mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under [705.2.9](#). Except for plant-verified drop shipments (see [705.15.0](#)) and eVS shipments (see [705.2.9](#)); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC, ASF, DSCF, or DDU. Correct mailing fees must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry prices may use eVS under [705.2.9](#). Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

3.4 Mailing Fee

A destination entry mailing fee ([463.1.2.5](#)) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. For mail manifested using eVS under [705.2.9](#), only one annual destination entry mailing fee, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.



466.3.5

3.5 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

3.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry prices.

3.7 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM irregular parcels that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.

3.8 Verification

3.8.1 Place

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification:

- a. At the origin mailer's plant or the origin Post Office serving the mailer's plant under an authorized plant-verified drop shipment system under [705.15.0](#) or, when required by class of mail, price category, or other reasons determined by the Postal Service, Electronic Verification System (eVS) under [705.2.9](#).
- b. At the destination Post Office or business mail entry unit.
- c. At the destination entry Postal Service facility for eVS mailings under [705.2.9](#).

3.8.2 Mail Separation and Presentation

Mailers must have Bound Printed Matter destination entry price mailings verified under a PVDS system (see [705.15.0](#)) or use eVS (see [705.2.9](#)), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry price piece according to [402.2.2](#). If eVS is used, include the marking "eVS" on each piece as required by [604.5.0](#).
- b. Separate DBMC price mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under [705.2.0](#) through [705.4.0](#), or that are not mailed under [465.1.5](#).
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.

- f. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

3.8.3 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying Post Office.

3.8.4 At BMC

For a mailing to be verified at a BMC, the Post Office where the mailer's account or license is held must be within the service area of that BMC. The Post Office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.

3.8.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.8.6 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

3.8.7 Volume Standards

Except as permitted for a local mailer under [3.9.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

3.9 Deposit

3.9.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

3.9.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

3.9.3 Appointments

Appointments must be made for destination entry price mail as follows:



466.3.9.4

- a. Except for a local mailer under [3.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [3.9.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

3.9.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

3.9.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

3.9.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

3.9.8 Recurring Appointments

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

3.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.



466.3.9.10

- b. At BMCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

3.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

3.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

3.9.12 Exception for Local Mailer

The restrictions in [3.8.7, Volume Standards](#), and [3.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [4.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [6.0, Destination Delivery Unit \(DDU\) Entry](#).

4.0 Destination Bulk Mail Center (DBMC) Entry

4.1 Eligibility

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [4.0](#) are eligible for the DBMC price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at a BMC or ASF.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 4.4](#).

- d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see [Exhibit 4.4](#)).
- e. Are entered at designated SCFs under [4.2](#).

4.2 Acceptance at Designated SCF – Mailer Benefit

Mailers may deposit machinable parcels otherwise eligible for the DBMC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. The parcels are prepared as, or part of, a mailing of at least 300 presorted pieces.
- b. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- c. Parcel Select machinable parcels under [456.2.6](#) and Standard Mail parcels and NFM's under [705.6.3](#) may be included.
- d. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DBMC entry price.
- e. All DBMC price parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- g. Parcels must contain the correct marking in [402.2.2, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings](#).

4.3 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC prices. Machinable parcels sacked under [465.5.0, Preparing Presorted Parcels](#), or palletized under [705.8.0](#) may be sorted to destination BMCs under [L601](#) or to destination BMCs and ASFs under [L601](#) and [L602](#). Except as provided in [Exhibit 4.4](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DBMC prices are claimed, under applicable volume standards, using [L602](#). Mailers also may opt to sort machinable parcels only to destination BMCs under [L601](#). When machinable parcels are sorted under [L601](#), only mail for 3-digit ZIP Codes served by a BMC as listed in [Exhibit 4.4](#) is eligible for DBMC prices (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 4.4](#) is *not* eligible for DBMC prices, nor are 3-digit ZIP Codes that do not appear on [Exhibit 4.4](#)). Machinable parcels prepared in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [465.5.0, Preparing Presorted Parcels](#), or [705.8.0, Preparing Pallets](#), are eligible for the DBMC prices if both of the following conditions are met:

- a. The mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled.



466.4.4

- b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in [Exhibit 4.4](#).

4.4 Presorted Irregular Parcels

Presorted irregular parcels in sacks or on pallets at all sort levels may claim DBMC prices. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DBMC price if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the BMC at which the sack is deposited under [Exhibit 4.4](#). Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DBMC price and for parcels not claimed at the DBMC price. Use the “label to” ZIP Code for the ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under [4.1](#).

Exhibit 4.4 BMC/ASF – DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000



466.4.5

4.5 **Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DBMC prices. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

4.6 **Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DBMC prices. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), are eligible for the DSCF price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at an SCF listed in [L005](#) or [L606](#).

5.2 **Presorted Machinable Parcels**

Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

5.3 **Presorted Irregular Parcels**

Presorted irregular parcels in sacks at the 5-digit scheme, 5-digit, 3-digit, and SCF sort levels, or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

5.4 **Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

5.5 **Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

6.0 Destination Delivery Unit (DDU) Entry

6.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [6.0, Destination Delivery Unit \(DDU\) Entry](#), are eligible for the DDU price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.

- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
- c. For parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

6.2 Presorted Machinable Parcels

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

6.3 Presorted Irregular Parcels

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

6.4 Carrier Route Machinable Parcels

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

6.5 Carrier Route Irregular Parcels

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

470 Commercial Parcels Media Mail

473 Prices and Eligibility

474 Postage Payment and Documentation

475 Mail Preparation

476 Enter and Deposit

473 Prices and Eligibility

Overview

- [1.0 Media Mail Prices and Fees](#)
- [2.0 Content Standards for Media Mail Parcels](#)
- [3.0 Price Eligibility for Media Mail Parcels](#)

1.0 Media Mail Prices and Fees

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Media Mail Price Application

The Media Mail price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Price application is identical for the single-piece and presort prices.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage price per piece is that for a piece weighing 1 pound.

1.3 Media Mail Presorted Prices

See [Exhibit 1.3, Media Mail Presorted Prices](#).



Exhibit 1.3 Media Mail Presorted Prices

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.42	\$1.90	36	\$13.67	\$14.15
2	1.77	2.25	37	14.02	14.50
3	2.12	2.60	38	14.37	14.85
4	2.47	2.95	39	14.72	15.20
5	2.82	3.30	40	15.07	15.55
6	3.17	3.65	41	15.42	15.90
7	3.52	4.00	42	15.77	16.25
8	3.87	4.35	43	16.12	16.60
9	4.22	4.70	44	16.47	16.95
10	4.57	5.05	45	16.82	17.30
11	4.92	5.40	46	17.17	17.65
12	5.27	5.75	47	17.52	18.00
13	5.62	6.10	48	17.87	18.35
14	5.97	6.45	49	18.22	18.70
15	6.32	6.80	50	18.57	19.05
16	6.67	7.15	51	18.92	19.40
17	7.02	7.50	52	19.27	19.75
18	7.37	7.85	53	19.62	20.10
19	7.72	8.20	54	19.97	20.45
20	8.07	8.55	55	20.32	20.80
21	8.42	8.90	56	20.67	21.15
22	8.77	9.25	57	21.02	21.50
23	9.12	9.60	58	21.37	21.85
24	9.47	9.95	59	21.72	22.20
25	9.82	10.30	60	22.07	22.55
26	10.17	10.65	61	22.42	22.90
27	10.52	11.00	62	22.77	23.25
28	10.87	11.35	63	23.12	23.60
29	11.22	11.70	64	23.47	23.95
30	11.57	12.05	65	23.82	24.30
31	11.92	12.40	66	24.17	24.65
32	12.27	12.75	67	24.52	25.00
33	12.62	13.10	68	24.87	25.35
34	12.97	13.45	69	25.22	25.70
35	13.32	13.80	70	25.57	26.05

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Media Mail prices. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee for Presorted Media Mail prices, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Media Mail, per 12-month period: \$180.00.

1.5 Computing Postage for Media Mail**1.5.1 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.5.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

2.0 Content Standards for Media Mail Parcels**2.1 General**

Mailable matter meeting one of the specific eligibility standards in [2.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

2.2 Content Standards

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.



473.2.3

- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

2.3 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.4 Attachments and Enclosures

2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.

- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.4.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.4.3 Loose Enclosures

Any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail prices.

2.4.4 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.4.4b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.4.4a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [2.4.4a](#) or [2.4.4b](#).

2.5 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.



473.3.1

- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Price Eligibility for Media Mail Parcels

3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds.

3.2 Price Eligibility Standards

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices or be part of a combined mailing under [705.20.0](#). Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort price and those pieces that meet the basic presort requirements are eligible for the basic prices, subject to the preparation standards in [475.5.0](#), [Preparing Media Mail Parcels](#), [705.8.0](#), [Preparing Pallets](#), or [705.20.0](#), [Optional Combined Parcel Mailings](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

3.4 Price Categories for Media Mail

Media Mail prices are based on the weight of the piece without regard to zone. The price categories and discounts are as follows:

- a. To qualify for the 5-digit price, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under [475.5.0, Preparing Media Mail Parcels](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#), or [705.20.0, Optional Combined Parcel Mailings](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit price if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.
- b. All pieces prepared and sorted under [475.5.0, Preparing Media Mail Parcels](#), [705.8.0, Preparing Pallets](#), or [705.20.0, Optional Combined Parcel Mailings](#) that are not eligible for the 5-digit price may qualify for the basic or single-piece price. Nonmachinable parcels may qualify for the basic price if prepared to preserve sortation by BMC as prescribed by the postmaster of the mailing office.
- c. Barcode Discount. The barcode discount applies to Media Mail machinable parcels (see [401.1.5.1](#)) that are included in a mailing of at least 50 pieces of Media Mail or a combined mailing under [705.20.0](#). The pieces must be entered either at single-piece prices or basic prices and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [402.4.0](#). The barcode discount is not available for pieces mailed at 5-digit prices.

474 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the separation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.



2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

2.5 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

2.6 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.7 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

475 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Media Mail Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Media Mail parcels:** the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **ASF/BMC:** all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).



- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for Media Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the price claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).

- h. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.0, *Preparing Media Mail Parcels*](#), and [705.8.0, *Preparing Pallets*](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.7 Exception to Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).

- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.



- 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3

must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

5.0 Preparing Media Mail Parcels

5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in [5.0](#) and to these general requirements:

- a. Each mailing must meet the applicable price and eligibility standards in [473](#) and [1.0](#) through [4.0](#) in *Mail Preparation*.
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A Media Mail irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5](#). Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under [601.7.0](#) also are irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).



- d. Each piece claimed at Media Mail prices must be marked “Media Mail.” Each piece claimed at Presorted Media Mail prices also must be marked “Presorted” or “PRSRT” under [402.2.0](#).

5.2 Preparing Machinable Parcels

5.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer’s option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
- b. BMC: required.
 - 1. Line 1: use [L601](#), Column B.
 - 2. Line 2: “PSVC MACH BMC.”
- c. Mixed BMC: required (no minimum).
 - 1. Line 1: “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code of entry Post Office.
 - 2. Line 2: “PSVC MACH WKG.”

5.2.3 Standards for Barcode Discount

The barcode discount applies to Media Mail machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must be entered either at single-piece prices or basic prices and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit prices.

5.3 Preparing Irregular Parcels

5.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each bundle and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for the Electronic Verification System (eVS) mailings prepared under [705.2.9](#).

5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).



475.5.3.4

Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each sack and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit: required.
 1. Line 1: use [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- c. ADC: required.
 1. Line 1: use [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- d. Mixed ADC: required (no minimum).
 1. Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
 2. Line 2: "PSVC IRREG WKG."

476 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 **Verification and Entry**

Except for Electronic Verification System (eVS) shipments (see [705.2.9](#)) or metered mail drop shipments (see [705.18.0](#)), all presorted and barcoded discount mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing.

Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).

480 Commercial Parcels Library Mail

483 Prices and Eligibility

484 Postage Payment and Documentation

485 Mail Preparation

486 Enter and Deposit

483 Prices and Eligibility

Overview

- [1.0 Library Mail Prices and Fees](#)
- [2.0 Content Standards for Library Mail Parcels](#)
- [3.0 Price Eligibility for Library Mail Parcels](#)

1.0 Library Mail Prices and Fees

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 Library Mail Price Application

The Library Mail price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage price per addressed piece is that for an addressed piece weighing 1 pound.

1.3 Library Mail Presorted Prices

See [Exhibit 1.3, Library Mail Presorted Prices](#).



Exhibit 1.3 Library Mail Presorted Prices

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.35	\$1.81	36	\$12.90	\$13.36
2	1.68	2.14	37	13.23	13.69
3	2.01	2.47	38	13.56	14.02
4	2.34	2.80	39	13.89	14.35
5	2.67	3.13	40	14.22	14.68
6	3.00	3.46	41	14.55	15.01
7	3.33	3.79	42	14.88	15.34
8	3.66	4.12	43	15.21	15.67
9	3.99	4.45	44	15.54	16.00
10	4.32	4.78	45	15.87	16.33
11	4.65	5.11	46	16.20	16.66
12	4.98	5.44	47	16.53	16.99
13	5.31	5.77	48	16.86	17.32
14	5.64	6.10	49	17.19	17.65
15	5.97	6.43	50	17.52	17.98
16	6.30	6.76	51	17.85	18.31
17	6.63	7.09	52	18.18	18.64
18	6.96	7.42	53	18.51	18.97
19	7.29	7.75	54	18.84	19.30
20	7.62	8.08	55	19.17	19.63
21	7.95	8.41	56	19.50	19.96
22	8.28	8.74	57	19.83	20.29
23	8.61	9.07	58	20.16	20.62
24	8.94	9.40	59	20.49	20.95
25	9.27	9.73	60	20.82	21.28
26	9.60	10.06	61	21.15	21.61
27	9.93	10.39	62	21.48	21.94
28	10.26	10.72	63	21.81	22.27
29	10.59	11.05	64	22.14	22.60
30	10.92	11.38	65	22.47	22.93
31	11.25	11.71	66	22.80	23.26
32	11.58	12.04	67	23.13	23.59
33	11.91	12.37	68	23.46	23.92
34	12.24	12.70	69	23.79	24.25
35	12.57	13.03	70	24.12	24.58

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Library Mail prices. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee for Presorted Library Mail prices, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Library Mail, per 12-month period: \$180.00.

1.5 Computing Postage for Library Mail**1.5.1 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.5.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

2.0 Content Standards for Library Mail Parcels**2.1 General**

Mailable matter meeting one of the specific eligibility standards in [2.3](#) or [2.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

2.2 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in [703.1.0](#).

2.3 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable),



483.2.4

agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

2.4 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [2.4a.](#) through [2.4d](#) and guides or scripts prepared solely for use with such materials.

2.5 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

2.6 Attachments and Enclosures

2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.6.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

2.6.3 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.6.3b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.6.3a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the



conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form.

2.6.4 Other Enclosures

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#).

2.7 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Price Eligibility for Library Mail Parcels

3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds.

3.2 Price Eligibility Standards

A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices or be part of a combined mailing under 705.20.0. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort price, and those pieces that meet the basic presort requirements are eligible for the basic price, subject to the preparation standards in [485.5.0](#), [Preparing Library Mail Parcels](#), [705.8.0](#), [Preparing Pallets](#), or [705.20.0](#), [Optional Combined Parcel Mailings](#). Pieces in a mailing do not need to be identical

in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.4 Price Categories for Library Mail

Library Mail prices are based on the weight of the piece without regard to zone. The price categories and discounts are as follows:

- a. To qualify for the 5-digit price, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under [485.5.0](#), [Preparing Library Mail Parcels](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#), or [705.20.0](#), [Optional Combined Parcel Mailings](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit price if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.
- b. All pieces prepared and sorted under [485.5.0](#), [Preparing Library Mail Parcels](#), [705.8.0](#), [Preparing Pallets](#), or [705.20.0](#), [Optional Combined Parcel Mailings](#) that are not eligible for the 5-digit price may qualify for the basic or single-piece price. Nonmachinable parcels may qualify for the basic price if prepared to preserve sortation by BMC as prescribed by the postmaster.
- c. Barcode Discount. The barcode discount applies to Media Mail machinable parcels (see [401.1.5.1](#)) that are included in a mailing of at least 50 pieces of Library Mail or a combined mailing under [705.20.0](#). The pieces must be entered either at single-piece prices or basic prices and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [402.4.0](#). The barcode discount is not available for pieces mailed at 5-digit prices.

484 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.



484.2.4

2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

2.5 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

2.6 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

2.7 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

485 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Library Mail Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Library Mail parcels:** the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **ASF/BMC:** all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).



- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for Library Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the price claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).

- h. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counter-stacking”\)](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.0, *Preparing Library Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route price mail, must always contain at least two pieces.

2.7 Exception to Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).

- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

The presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.



- 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3

must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

5.0 Preparing Library Mail Parcels

5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.0, *Preparing Library Mail Parcels*](#), and to these general standards:

- a. Each mailing must meet the price and eligibility standards in [483](#) and [1.0](#) through [4.0 in *Mail Preparation*](#).
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A Library Mail irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5](#). Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under [601.7.0](#) are also considered irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).



- d. Each piece claimed at Library Mail prices must be marked “Library Mail.” Each piece claimed at Presorted Library Mail prices also must be marked “Presorted” or “PRSRT.” (See [402.](#))

5.2 Preparing Machinable Parcels

5.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer’s option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
- b. BMC: required.
 - 1. Line 1: use [L601](#), Column B.
 - 2. Line 2: “PSVC MACH BMC.”
- c. Mixed BMC: required (no minimum).
 - 1. Line 1: “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code of entry Post Office.
 - 2. Line 2: “PSVC MACH WKG.”

5.3 Preparing Irregular Parcels

5.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies) or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

Sacking is also subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies).



485.5.3.4

Alternatively, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit: required.
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- c. ADC: required.
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: "PSVC IRREG ADC."
- d. Mixed ADC: required (no minimum).
 - 1. Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in [L004](#). If placed on as ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
 - 2. Line 2: "PSVC IRREG WKG."

5.4 Standards for Barcode Discount

The barcode discount applies to Library Mail machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must be entered either at single-piece prices or basic prices and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit prices.

486 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 **Verification and Entry**

Except for Electronic Verification System (eVS) shipments (see [705.2.9](#)) or metered mail drop shipments (see [705.18.0](#)), all presorted and barcoded discount mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing.

Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.18.0](#).

500

Additional Services

503 Extra Services

- Extra Services for Express Mail
- Registered Mail
- Certified Mail
- Insured Mail
- Certificate of Mailing
- Return Receipt
- Restricted Delivery
- Return Receipt for Merchandise
- Delivery Confirmation
- Signature Confirmation
- Collect on Delivery (COD)
- Special Handling
- Confirm Service
- Money Orders

507 Mailer Services

- Treatment of Mail
- Forwarding
- Address Correction Services
- Recall of Mail
- Pickup on Demand Service
- Mailing List Services
- Address Sequencing Services
- Business Reply Mail (BRM)
- Permit Reply Mail
- Merchandise Return Service
- Bulk Parcel Return Service
- Parcel Return Service

508 Recipient Services

- Recipient Options
- Conditions of Delivery
- Customer Mail Receptacles
- Post Office Box Service
- Caller Service
- General Delivery
- Firm Holdout
- Pandering Advertisements
- Sexually Oriented Advertisements

509 Other Services

- Address Information System Products
- Nonpostal Services

500 Additional Services

TOPICS

503 Extra Services
507 Mailer Services
508 Recipient Services
509 Other Services

503 Extra Services

1.0 Extra Services for Express Mail

- 1.1 Available Services
- 1.2 Express Mail Drop Shipment

2.0 Registered Mail

- 2.1 Registered Mail Fees
- 2.2 Basic Information About Registered Mail
- 2.3 Fees and Liability
- 2.4 Mailing
- 2.5 Delivery
- 2.6 Inquiry on Uninsured Article

3.0 Certified Mail

- 3.1 Certified Mail Fees
- 3.2 Basic Information
- 3.3 Mailing

4.0 Insured Mail

- 4.1 Insured Mail Fees
- 4.2 Basic Information
- 4.3 Mailing
- 4.4 Bulk Insurance for Standard Mail
- 4.5 Delivery

5.0 Certificate of Mailing

- 5.1 Certificate of Mailing Fees
- 5.2 Basic Information
- 5.3 Presentation

6.0 Return Receipt

- 6.1 Return Receipt Fees
- 6.2 Basic Information
- 6.3 Obtaining Service
- 6.4 Delivery
- 6.5 Requests for Delivery Information

7.0 Restricted Delivery

- 7.1 Restricted Delivery Fee
- 7.2 Basic Information
- 7.3 Obtaining Service
- 7.4 Delivery

8.0 Return Receipt for Merchandise

- 8.1 Return Receipt for Merchandise Fees
- 8.2 Basic Information
- 8.3 Mailing
- 8.4 Delivery

9.0 Delivery Confirmation

- 9.1 Delivery Confirmation Fee
- 9.2 Basic Information
- 9.3 Labels
- 9.4 Barcodes
- 9.5 Electronic File Transmission
- 9.6 Acceptance

10.0 Signature Confirmation

- 10.1 Signature Confirmation Fees
- 10.2 Basic Information
- 10.3 Labels
- 10.4 Barcodes
- 10.5 Electronic File Transmission
- 10.6 Acceptance

11.0 Collect on Delivery (COD)

- 11.1 Collect on Delivery Fees
- 11.2 Basic Information
- 11.3 Forms
- 11.4 Mailing
- 11.5 Delivery

12.0 Special Handling

- 12.1 Fees for Special Handling
- 12.2 Basic Information

13.0 Confirm Service

- 13.1 Confirm Fees
- 13.2 Basic Information
- 13.3 Barcodes
- 13.4 Preshipment Notification
- 13.5 Delivery

14.0 Money Orders

- 14.1 Fees for Money Orders
- 14.2 Issuing Money Orders
- 14.3 Cashing Money Orders
- 14.4 Federal Reserve System

507 Mailer Services

1.0 Treatment of Mail

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

500
Additional
Services

2.0 Forwarding

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

3.0 Premium Forwarding Service

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Preparation
- 3.4 Enter and Deposit

4.0 Address Correction Services

- 4.1 Address Correction Service
- 4.2 Address Change Service (ACS)
- 4.3 FASTforward
- 4.4 Sender Instruction

5.0 Recall of Mail

- 5.1 Who May Recall Mail
- 5.2 Mailer Request for Withdrawal and Disposal of Mail

6.0 Pickup on Demand Service

- 6.1 Pickup on Demand Service Fee
- 6.2 Basic Standards
- 6.3 Postage and Fees
- 6.4 On-Call Service
- 6.5 Scheduled Service
- 6.6 Express Mail Reshipment Service

7.0 Mailing List Services

- 7.1 Mailing List Service Fees
- 7.2 General Information
- 7.3 Fee Assessment
- 7.4 Name and Address List Correction
- 7.5 Occupant Lists
- 7.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 7.7 Election Boards and Voter Registration Commissions

8.0 Address Sequencing Services

- 8.1 Address Sequencing Service Fees
- 8.2 Service Levels
- 8.3 Card Preparation and Submission
- 8.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 8.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 8.6 Service Charges
- 8.7 Submitting Properly Sequenced Mailings

9.0 Business Reply Mail (BRM)

- 9.1 Business Reply Mail (BRM) Prices and Fees
- 9.2 Qualified Business Reply Mail (QBRM) Prices
- 9.3 Qualified Business Reply Mail (QBRM) Basic Standards
- 9.4 General Information
- 9.5 Permits
- 9.6 Postage, Per Piece Fees, and Account Maintenance Fees
- 9.7 Mailpiece Characteristics
- 9.8 Format Elements
- 9.9 Additional Standards for Letter-Size Barcoded BRM
- 9.10 Additional Standards for Qualified Business Reply Mail (QBRM)
- 9.11 BRM Distributed and Received by Agents of a Permit Holder
- 9.12 Bulk Weight Averaged Nonletter-size BRM

10.0 Permit Reply Mail

- 10.1 General Information
- 10.2 Authorization and Revocation
- 10.3 Format Elements
- 10.4 Permit Imprint Account
- 10.5 Company Permit Reply Mail Imprint

11.0 Merchandise Return Service

- 11.1 Prices and Fees
- 11.2 Basic Standards
- 11.3 Additional Standards for Permit Holder
- 11.4 Additional Standards for Permit Holder's Customer
- 11.5 Preparation
- 11.6 Enter and Deposit
- 11.7 Priority Mail Reshipment

12.0 Bulk Parcel Return Service

- 12.1 Bulk Parcel Return Service (BPRS) Fees
- 12.2 Charges and Fees
- 12.3 General Information
- 12.4 Permits
- 12.5 Label Requirements
- 12.6 Format

13.0 Parcel Return Service

- 13.1 Basic Information
- 13.2 Postage and Fees
- 13.3 Prices
- 13.4 Label Formats

**500
Additional
Services**

**508
Recipient Services**

1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release for Uninsured Parcels
- 1.3 Parcel Select DDU Hold For Pickup Endorsement
- 1.4 Jointly Addressed
- 1.5 Delivery to Addressee's Agent
- 1.6 Delivery to Individual at Organization
- 1.7 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.8 Conflicting Delivery Orders
- 1.9 Commercial Mail Receiving Agencies

2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

3.0 Customer Mail Receptacles

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

4.0 Post Office Box Service

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

5.0 Caller Service

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

6.0 General Delivery

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

7.0 Firm Holdout

- 7.1 Purpose
- 7.2 Obtaining and Using Service
- 7.3 Service Cancellation

8.0 Pandering Advertisements

- 8.1 Prohibitory Order
- 8.2 Taking Action Against Violations

9.0 Sexually Oriented Advertisements

- 9.1 Basic Information for Sexually Oriented Advertisements
- 9.2 Applying for Listing
- 9.3 Requesting Removal From List
- 9.4 Availability of USPS Lists
- 9.5 Envelope Marking
- 9.6 Violations
- 9.7 Reporting Unsolicited Advertisements

**509
Other Services**

1.0 Address Information System Products

- 1.1 Delivery Statistics File
- 1.2 AIS Database Products
- 1.3 AIS Database Products
- 1.4 Carrier Route Schemes
- 1.5 Delivery Statistics
- 1.6 Computerized Delivery Sequence (CDS)
- 1.7 Delivery Sequence File² (DSF²)
- 1.8 Enhanced Line-of-Travel (eLOT) Product

2.0 Nonpostal Services

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

500 Additional Services

503 Extra Services

507 Mailer Services

508 Recipient Services

509 Other Services

503 Extra Services

Overview

- 1.0 Extra Services for Express Mail
- 2.0 Registered Mail
- 3.0 Certified Mail
- 4.0 Insured Mail
- 5.0 Certificate of Mailing
- 6.0 Return Receipt
- 7.0 Restricted Delivery
- 8.0 Return Receipt for Merchandise
- 9.0 Delivery Confirmation
- 10.0 Signature Confirmation
- 11.0 Collect on Delivery (COD)
- 12.0 Special Handling
- 13.0 Confirm Service
- 14.0 Money Orders

1.0 Extra Services for Express Mail

1.1 Available Services

1.1.1 Mailing Receipt

A receipt showing the time and date of mailing must be provided to the mailer on acceptance of Express Mail by the USPS. This receipt is a copy of the multipart Express Mail label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Express Mail under Express Mail Manifesting procedures in [705.2.0](#) must use a one-ply label and retain the verification manifest as the mailing receipt.

1.1.2 Proof of Delivery

Proof of delivery information for Express Mail is available as follows:

- a. Individual requests by article number can be retrieved at www.usps.com or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Express Mail Manifesting service and can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*.

1.1.3 Return Receipt

Return receipt service under [6.0](#) may be purchased for Express Mail. The return receipt serves as evidence of delivery. The fee paid for this service does not insure the mailpiece against loss or damage. If a return receipt is requested, the mailer must show a complete return address on the mailpiece. The return address on the Express Mail label meets this requirement.

503.1.1.4

1.1.4 Restricted Delivery

Restricted delivery service under [7.0](#) is not available for Express Mail.

1.1.5 COD

Collect on delivery (COD) service under [11.0](#) may be purchased with Express Mail next day and second day service only.

1.1.6 Insurance and Indemnity

Express Mail is insured against loss, damage, or rifling, subject to these standards:

- a. Insurance coverage for Express Mail drop shipment ends on receipt at the destination postal facility.
- b. All Express Mail signed for by the addressee, the addressee's agent, or the delivery employee constitutes a valid delivery, and no indemnity for loss is paid. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.
- c. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to a maximum liability of \$100. (Additional insurance under [1.1.7](#) may be purchased up to a maximum coverage of \$5,000.00.) Nonnegotiable documents are insured against loss, damage, or rifling, up to \$100 per piece, subject to the maximum limit per occurrence as defined in [609, Filing Indemnity Claims for Loss or Damage](#).
- d. Additional terms, coverage, and procedures of indemnity claims are in [609](#).

1.1.7 Additional Insurance

Additional insurance, up to a maximum coverage of \$5,000.00, may be purchased for merchandise valued at more than \$100 sent by Express Mail. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. 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. If a waiver of signature is requested, additional insurance coverage is void.

1.1.8 Fees for Express Mail Insurance

Fee, in addition to postage and other fees:

Express Mail Insurance (Amount for Merchandise Insurance Coverage Desired)	Fee ¹
\$0.01 to \$100.00	\$0.00
100.01 to 200.00	0.75
200.01 to 500.00	2.10
500.01 to 5,000.00	\$2.10 plus \$1.35 for each \$500 or fraction thereof over \$500

1. Express Mail merchandise maximum coverage: \$5,000.
Document reconstruction maximum liability: \$100.

1.2 Express Mail Drop Shipment

For an Express Mail drop shipment, the content of each Express Mail pouch is considered one mailpiece for indemnity coverage, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for First-Class Mail parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handling, electronic option Delivery Confirmation, or electronic option Signature Confirmation.
- c. Standard Mail parcels and NFMs (except Customized MarketMail) may be sent with electronic option Delivery Confirmation service.
- d. Package Services and Parcel Select mail may be sent with special handling or, for parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.

503.2.1

2.0 Registered Mail

2.1 Registered Mail Fees

Fees and charges are in addition to postage:

Declared Value	Fee (in addition to postage)	Declared Value	Fee (in addition to postage) ¹	
\$0.00	\$10.00	\$25,000.01 to \$15,000,000	\$42.10	
0.01 to 100	10.80		+ handling charge of	
100.01 to 500	12.10		\$1.20 per each \$1,000 or fraction	
500.01 to 1,000	13.30		thereof over first \$25,000	
1,000.01 to 2,000	14.50		Over \$15,000,000	\$18,012.10
2,000.01 to 3,000	15.70			+ amount determined by USPS
3,000.01 to 4,000	16.90			based on weight, space, and value
4,000.01 to 5,000	18.10			
5,000.01 to 6,000	19.30		Additional Services	Fee (in addition to postage)
6,000.01 to 7,000	20.50		COD Collection Charge	\$4.65
7,000.01 to 8,000	21.70	(maximum amount collectible is \$1,000)		
8,000.01 to 9,000	22.90	Restricted Delivery	4.30	
9,000.01 to 10,000	24.10			
10,000.01 to 11,000	25.30			
11,000.01 to 12,000	26.50	Return Receipts,	2.20	
12,000.01 to 13,000	27.70	requested at time of mailing showing to		
13,000.01 to 14,000	28.90	whom, signature, date of delivery, and		
14,000.01 to 15,000	30.10	addressee's address (if different)		
15,000.01 to 16,000	31.30			
16,000.01 to 17,000	32.50	Return Receipts,	1.00	
17,000.01 to 18,000	33.70	requested at time of mailing (receive		
18,000.01 to 19,000	34.90	electronically)		
19,000.01 to 20,000	36.10			
20,000.01 to 21,000	37.30	Return Receipts,	4.35	
21,000.01 to 22,000	38.50	requested after mailing showing only to		
22,000.01 to 23,000	39.70	whom and date delivered		
23,000.01 to 24,000	40.90			
24,000.01 to 25,000	42.10			

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

2.2 Basic Information About Registered Mail

2.2.1 Description

Registered Mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at www.usps.com by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. USPS

maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details.

2.2.2 Eligible Matter

Only matter prepaid with postage at the First-Class Mail prices (including Priority Mail) may be registered. The face (address side) of the registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Items returned under merchandise return service ([507.11.0](#)) may be registered without prepayment of postage and fees.

2.2.3 Place of Mailing

Registration may be obtained by presenting mail to the following:

- a. A retail employee at a Post Office, station, or branch (including any contractor-operated unit). A postmaster may require that an article of unusually high value be presented only at the main office or at designated stations and branches.
- b. A rural carrier on a rural route. The article and sufficient cash for postage and required fees for mailing the article may be left in a rural mailbox. The carrier must hand any change to the sender or place it in an envelope and leave the envelope in the box on the carrier's next trip. Responsibility is not assumed for the article or cash until a receipt is issued. No responsibility is assumed for the change left in the box by the carrier.
- c. A rural carrier at a nonpersonnel rural unit. The sender must meet the rural carrier to have mail registered.

2.2.4 Ineligible Matter

Registration may not be obtained for mail that is handled as follows:

- a. Sent as business reply mail or in a business reply envelope.
- b. Placed in a street letterbox or Post Office maildrop.
- c. Addressed to a Post Office to which it cannot be transported safely.
- d. Prepared improperly or packed inadequately to withstand normal handling (see [2.4.7, Fragile Item](#)).
- e. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.
- f. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper.

2.2.5 Additional Services

Purchasing Registered Mail service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with Registered Mail if the applicable standards for the services are met and the additional service fees are paid:

- a. Collect on delivery (COD) service.
- b. Delivery Confirmation.

c. Signature Confirmation.

2.3 Fees and Liability

2.3.1 Full Value

Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing (see chart below). The mailer must tell the USPS clerk (or enter on the firm sheet if a firm mailer) the full value of mail matter presented for registration. Private insurance carried on Registered Mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

MAIL MATTER	VALUE TO BE DECLARED
Negotiable Instrument (instruments payable to bearer, including stock certificates endorsed in blank)	Market value (value based on value at time of mailing)
Nonnegotiable Instrument [registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents (certificates of stock considered nonnegotiable so far as declaration of value is concerned unless endorsed in blank)]	No value or replacement cost if postal insurance coverage desired ¹
Money	Full value
Jewelry, Gems, Precious Metal	Market value or cost
Merchandise	Market value or cost
Nonvaluable (matter without intrinsic value such as letters, files, records)	No value or replacement cost if postal insurance coverage desired ¹

1. A mailer who does not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

2.3.2 Fee and Postage

The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. If a permit imprint is used, the exact amount of postage and fees paid must be shown within the permit imprint. For pieces that are part of a manifest mailing, only the registry fee must be shown within the permit imprint. The fee and postage on official mail of authorized federal agencies may also be paid with penalty stamps, penalty meter stamps, or penalty permit imprints. The fees and postage on items registered with merchandise return service are paid through a postage due account under [507.11.0](#).

2.3.3 Postal Insurance

Postal insurance is provided for articles with a value of at least \$0.01 up to a maximum insured value of \$25,000. Insurance is included in the fee. Postal insurance is not available for articles with no value (\$0.00).

2.3.4 Refund

A fee for Registered Mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under [2.4.10](#). A fee for return receipt service or restricted delivery service is not refunded unless the USPS fails to provide the service. The sender must present the Registered Mail receipt showing payment of these services.

2.3.5 Official Mail

Official mail of authorized government agencies, if prepared under applicable standards in [703.7.0](#) for transmission of mail without prepayment of postage, may be sent by Registered Mail without prepayment of a registration fee.

2.3.6 Merchandise Return

Matter registered with merchandise return service under [507.11.0](#) may be sent by Registered Mail without prepayment of postage and fees.

2.3.7 Indemnity

Except for matter registered with merchandise return service, no indemnity is paid for any matter registered without prepayment of postage and fees. If a government agency wants indemnity coverage, both the applicable postage and registry fee must be paid in full with stamps or meter stamps.

2.4 Mailing**2.4.1 USPS**

USPS employees are not permitted to help customers prepare or seal mail to be registered.

2.4.2 Addressing

The mail must bear the complete names and addresses of both sender and addressee.

2.4.3 Opened Envelope

Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered.

2.4.4 Label 200

Registered Mail must bear a barcoded red Label 200 (see [Exhibit 2.4.4](#)). The label must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A large-volume mailer can obtain Label 200 in rolls of 600.

Exhibit 2.4.4 Label 200**2.4.5 Privately Printed Label 200**

If authorized, a mailer may use a privately printed Label 200 for domestic mail only. Privately printed labels must be nearly identical in design and color to the USPS form, with a barcode and human-readable numbers that meet USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

2.4.6 Sealing

The mailer must securely seal envelopes. Paper or cellulose strips or wax or paper seals must not be placed over the intersections of flaps of letter-size envelopes where the postmark impressions are made. Packages must be sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) that are completely sealed and that also have paper strips or paper tape across the intersections of the flaps may be considered packages for sealing requirements. To be used on Registered Mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression.

2.4.7 Fragile Item

The mailer must tell the USPS employee whether the item is fragile and, if so, describe the interior packing. All articles presented for registration must be packed as specified in 601.2.0. The USPS may refuse packages not properly packed to withstand normal handling in the mail. Indemnity may be denied if articles are not properly packaged.

2.4.8 Window Envelope

A window envelope must have a transparent panel covering the opening to be eligible for registry. If the panel is glued to the envelope, the envelope may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all Registered Mail.

2.4.9 Firm Sheet

If three or more registered articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Registered Mail. The mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

2.4.10 Withdrawal or Recall

The sender may withdraw or recall Registered Mail without charge before its delivery by writing on the receipt "Withdrawn before dispatch," and signing and surrendering the receipt; or filing a written request for its return after dispatch at the Post Office where the article was mailed, giving names and addresses of sender and addressee, the registry number, and date of mailing. The sender must pay for all telephone calls. If remailed, the article must be under new cover and bear new postage and fees.

2.5 Delivery**2.5.1 Basic Standards**

Delivery of Registered Mail is subject to [508.1.0, Recipient Options](#). The postmaster may require the addressee to call for Registered Mail at the Post Office if delivery by carrier would not be safe.

2.5.2 Bad Condition

If the addressee accepts a registered article in bad condition (repaired with sealing stamps or reenclosed in a new envelope or wrapper), the addressee must open it without disturbing the seal, in the delivering employee's presence. If anything is missing, the envelope or wrapper must be given to the employee after it is endorsed to show what was missing.

2.6 Inquiry on Uninsured Article**2.6.1 Who May File**

If postal insurance was purchased, the claim procedures in [609](#) apply. The procedures in this section apply only to uninsured Registered Mail. Only the mailer may file an inquiry on uninsured Registered Mail. For matter registered without postal insurance with merchandise return service, only the permit holder may file an inquiry.

2.6.2 When to File

The mailer may not file any inquiry until 15 days after the mailing date of the article. An inquiry may be filed at any Post Office, classified station, or classified branch, except for an inquiry about matter registered with merchandise return service, which must be filed by the permit holder at the Post Office where the permit is held. Form 1000 must be used in processing an inquiry for uninsured Registered Mail. An inquiry may be filed in the following manner:

503.2.6.3

- a. Any mailer filing an inquiry for the alleged loss of Registered Mail must provide proof that a loss occurred before a Post Office may accept the inquiry.
- b. Proof may be provided by these methods:
 1. The mailer may obtain Form 1000 from any Post Office. The mailer must complete the form and send it to the addressee. USPS employees may not mail the inquiry for the mailer, but they may help a mailer complete the form if requested. The addressee must complete item 13 and items 17 through 19 on Form 1000 and return it to the mailer. If the addressee signs the claim form and indicates the article was not received 15 days or more after the mailing date, the mailer may then take the claim form, with the original mailing receipt, to a Post Office and file an inquiry.
 2. If the mailer has the addressee's written and signed documentation (such as a letter dated at least 15 days after the mailing date) stating the addressee did not receive the article, the mailer may take this documentation to a Post Office, with the original mailing receipt, and file an inquiry.
 3. If the mailer cannot obtain the addressee's cooperation in signing Form 1000 for a registered article or, if preferable, the mailer may send a check or money order for the "return receipt requested after mailing" fee in [6.1.1](#) to the Post Office of address and request a copy of the delivery record, if 15 days or more have passed since the mailing date. Any such request for a delivery record must contain the date the article was mailed, the registered number, and the complete names and addresses of the mailer and addressee. The response to this search of delivery records ends the inquiry process.
- c. A merchandise return permit holder must ask the addressee to complete items 1 through 12 and 14 through 16 of Form 1000 and return it, along with the original mailing receipt, to the permit holder. The permit holder must complete item 13 and items 17 through 19 and submit the completed form, along with the original mailing receipt, to the Post Office where the permit is held. An inquiry may be filed no sooner than 15 days after the mailing date.

2.6.3 Duplicate Inquiry

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry.

3.0 Certified Mail**3.1 Certified Mail Fees****3.1.1 Certified Fees**

Fee, in addition to postage and other fees, per piece: \$2.70.

3.1.2 Fee and Postage

The Certified Mail fee must be paid in addition to the correct postage. The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. The fee and postage on official mail of federal government agencies and departments are collected under the applicable reimbursement procedures.

3.2 Basic Information

3.2.1 Description

Certified Mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at www.usps.com by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. Certified Mail is dispatched and handled in transit as ordinary mail. Delivery of Certified Mail is subject to [508.1.0](#) and [508.2.0](#). No insurance coverage is provided. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details.

3.2.2 Eligible Matter

Only mailable matter on which postage is paid at a First-Class Mail price (including Priority Mail) may be accepted as Certified Mail.

3.2.3 Additional Services

Purchasing Certified Mail service allows customers to then purchase restricted delivery service or a return receipt.

3.2.4 Delivery Record

Mailers may request a delivery record after mailing under [6.0](#), *Return Receipt*.

3.3 Mailing

3.3.1 Where to Mail

A mailer may mail Certified Mail at a Post Office, branch, or station or give it to a rural carrier. Certified Mail may also be deposited in a Post Office maildrop, a street letterbox, a nonpersonnel unit, or any other receptacle for First-Class Mail, subject to [3.3.5](#).

3.3.2 Available Destinations

Certified Mail may be addressed for delivery only in the United States and its territories and possessions, through APOs and FPOs, or through the United Nations Post Office, New York.

3.3.3 Form 3800

Certified Mail must bear a barcoded green Form 3800 (see [Exhibit 3.3.3](#)). The label part of the form must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

Exhibit 3.3.3 Form 3800

U.S. Postal Service SM CERTIFIED MAIL SM RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com .	
OFFICIAL USE	
Postage \$	Postmark Here
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	
Sent To:	
Street, Apt. No., or PO Box No.	
City, State, ZIP+4	
PS Form 3800, June 2002 See Reverse for instructions	

3.3.4 Privately Printed Form 3800

If authorized, a mailer may use a privately printed Form 3800. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

3.3.5 Procedure

A mailer of Certified Mail must:

- a. Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.
- b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the Certified Mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the Certified Mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.
- c. Affix to the envelope enough postage to pay for the Certified Mail fee and First-Class Mail price and, if requested, the return receipt fee.
- d. If a postmarked sender's receipt is requested, attach the Certified Mail sticker to the address side of the article and present the article and the completed receipt to the USPS employee, who then round-dates the receipt to show when the article was accepted. If asked to do so, the USPS employee also

shows on the receipt the time the article was accepted. Otherwise, attach the “Certified Mail” sticker to the address side of the article, detach the receipt, and mail the article. Mark the receipt to show the date.

- e. If restricted delivery of Certified Mail to the addressee or someone named by the addressee in writing is requested, endorse the mail “Restricted Delivery.” This service is available only for articles addressed to individuals by name.

3.3.6 Firm Sheet—Three or More Pieces

If three or more certified articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets, in lieu of the receipt portion of Form 3800. Privately printed or computer-generated sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Certified Mail. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books become the mailer’s receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

4.0 Insured Mail

4.1 Insured Mail Fees

4.1.1 Insurance Fees

Fee, in addition to postage and other fees, for merchandise insurance liability, per piece:

Amount for Merchandise Insurance Coverage Desired	Fee ¹
\$0.01 to \$50	\$1.70
50.01 to 100	2.15
100.01 to 200	2.60
200.01 to 300	4.60
300.01 to 400	5.55
400.01 to 500	6.50
500.01 to 600	7.45
600.01 to 5,000 (maximum liability is \$5000)	\$7.45 plus \$0.95 per \$100 or fraction thereof over \$600 in declared value

1. Bulk insurance discount \$0.80 per piece. (See 503.4.4 for eligibility.)

4.1.2 Fee and Postage

The applicable insurance fee must be prepaid in addition to the postage, except on official mail sent under applicable provisions. The fee and postage may be paid with postage stamps, meter stamps, or permit imprints. The mailer guarantees to pay return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail.

4.2 Basic Information**4.2.1 Description**

Insured mail provides the following features:

- a. Insured mail purchased at a retail Post Office provides up to \$5,000.00 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee.
- b. Insured mail purchased online provides up to \$500 indemnity coverage for lost, rifled, or damaged articles, subject to the standards for the service and payment of the applicable fee.
- c. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 4.4. This service is not available for insurance purchased online.
- d. Insured mail service provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing. For mail insured for \$200.00 or less, the USPS maintains delivery information (not including a signature) for a specified period of time. For mail insured for more than \$200.00, the USPS maintains a delivery record (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing additional services; see 6.0 for details.

4.2.2 Eligible Matter

The following types of mail may be insured:

- a. First-Class Mail (including Priority Mail), if it contains matter that may be mailed as Standard Mail or Package Services.
- b. Standard Mail pieces prepared as machinable or irregular parcels (bulk insurance only).
- c. Package Services and Parcel Select pieces.
- d. Official government mail endorsed "Postage and Fees Paid."

4.2.3 Ineligible Matter

The following types of mail may not be insured:

- a. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is mailed, payment is not made for loss, rifling, or damage.
- b. Nonmailable matter.
- c. Articles so fragile that they cannot be carried safely in the mail regardless of packaging.

- d. Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.
- e. Mail not bearing the complete names and addresses of the sender and addressee.
- f. Standard Mail letters, flats, and NFM's.
- g. Matter mailed at First-Class Mail prices (including Priority Mail) that consists of items described in [123.3.0, Content Standards for Priority Mail](#); [133.3.0, Content Standards](#); [233.2.0, Content Standards for First-Class Mail Letters](#); [333.2.0, Content Standards for First-Class Mail Flats](#); and [433.2.0, Content Standards for First-Class Mail Parcels](#), and required to be mailed at First-Class Mail prices.

4.2.4 Additional Services

Insuring an item for more than \$200.00 allows customers to purchase restricted delivery service or return receipt service. The following services may be purchased at a retail Post Office and combined with insurance if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift service (PAL).
- c. Return receipt for merchandise (for items insured for \$200.00 or less).
- d. Signature Confirmation.
- e. Special handling.

4.2.5 Delivery Record

Mailers may request a delivery record after mailing under [6.3.2](#).

4.3 Mailing

4.3.1 Where to Mail

Insured mail may be mailed as follows:

- a. A mailer must mail insured mail at a Post Office, branch, or station or give the mail to a rural carrier. Such mail may be placed in, but not on, a rural box. Such mail must not be placed in a Post Office maildrop or in or on a street letterbox. A mailer may leave the mail in a rural box with a note showing the requested amount of insurance, if stamps are affixed for postage and fees, or money for postage and fees is left in the box. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. A mailer at a nonpersonnel rural unit must meet the rural carrier at the unit for insurance service.
- b. A mailer who purchases insurance online may mail at a Post Office, branch, station, give the mail to the carrier assigned to that delivery address, or place the mail in a Post Office maildrop or a collection box. A mailer may leave the mail in a rural box, schedule a Pickup on Demand, or schedule a carrier pickup using www.usps.com. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article.

4.3.2 USPS Inquiries

USPS employees are required to ask whether the mailpiece presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous.

4.3.3 Markings and Forms

The treatment of pieces is determined by the insurance amount:

- a. Retail pieces insured for \$200.00 or less: The mailer must affix a barcoded Form 3813 (see [Exhibit 4.3.3a](#)) to each piece above the delivery address and to the right of the return address. No signature is obtained.

Exhibit 4.3.3a Insured Mail Form 3813

U.S. Postal Service® DOMESTIC ONLY INSURED MAIL RECEIPT \$200 and under

OFFICIAL USE

Postage	\$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage:
Insurance Fee		
Special Handling Fee		Postmark Here
Total Postage & Fees	\$	

Sent to:
 Street, Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3813, May 2007 See Reverse for Instructions

- b. Retail pieces insured for more than \$200.00: The mailer must affix a barcoded Form 3813-P (see [Exhibit 4.3.3b](#)) to each piece above the delivery address and to the right of the return address.

Exhibit 4.3.3b Insured Mail Form 3813-P

U.S. Postal Service® DOMESTIC ONLY INSURED MAIL RECEIPT Over \$200

OFFICIAL USE

Postage	\$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage:
Insurance Fee		
Restricted Delivery Fee (endorsement required)		Postmark Here
Special Handling Fee		
Return Receipt Fee (endorsement required)		
Total Postage & Fees	\$	

Sent to:
 Street, Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3813-P, May 2007 See Reverse for Instructions

- c. Mail for which insurance is purchased online must include the text “Insured” in the indicia area of the online label; the markings in [4.3.3a](#) and [4.3.3b](#) are not required.
- d. All insured pieces, regardless of insurance amount, must be postmarked unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online).

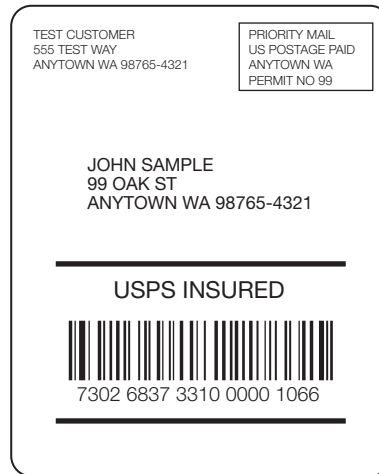
4.3.4 Privately Printed Form 3813-P

If authorized, a mailer may use a privately printed Form 3813-P for domestic mail only. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer’s location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

4.3.5 Integrated Barcodes

The following options are available for mailers who print their own labels:






- a. An integrated barcode may be used by Confirmation Services electronic option mailers who wish to combine insurance with Delivery Confirmation or Signature Confirmation into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Additional information on the integrated barcode solution can be found in Publication 91, *Confirmation Services Technical Guide*.
- b. Mailers have another option for printing labels with insurance (see [Exhibit 4.3.5b](#)). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.

Exhibit 4.3.5b Mailer-Printed Label With Integrated Barcode






- c. Mailers must use an integrated barcode (see [Exhibit 4.3.5c](#)) when insurance is purchased online for Priority Mail and for parcels mailed at First-Class Mail, Media Mail, Parcel Post, or Parcel Select prices. The online purchase of insurance is not available for parcels prepared using eVS under [705.2.9](#). This barcode combines insurance with electronic option Delivery Confirmation or Signature Confirmation into a single barcode on the shipping label. Additional information on the integrated barcode can be found in Publication 91, *Confirmation Services Technical Guide*.
1. Mailers may purchase insurance online for indemnity coverage of \$200.00 or less with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS DELIVERY CONFIRMATION.”
 2. Mailers may purchase insurance online for indemnity coverage of more than \$200.00, up to \$500, with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS INSURED.”
 3. Mailers may purchase insurance online for up to \$500 indemnity coverage and include the electronic option Signature Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS INSURED.”

Exhibit 4.3.5c Integrated Barcodes With Routing ZIP Code

Click-N-Ship Integrated Label With
Delivery Confirmation (\$200 or less)

 Click-N-Ship®	
	<small>www.usps.com</small> 0703 8555 7491 2582 9129 0051 5001 0012 0260 \$5.15 US POSTAGE INSURED
	08/27/04 1 lb 0 oz Mailed from 98765 071V00501225 
USPS PRIORITY MAIL®	
JOHN A SAMPLE 99 OAK ST ANYTOWN WA 98765	
SHIP TO: JANE SAMPLE RM 425 475 L'ENFANT PLZ SW WASHINGTON DC 20260-0004 	
ZIP - e/ USPS DELIVERY CONFIRMATION™ 	
420 20260 9107 0385 5574 9125 8291 29	
Electronic Rate Approved #0385557 49	

Click-N-Ship Integrated Label With
Delivery Confirmation
(more than \$200, less than \$500)

 Click-N-Ship®	
	<small>www.usps.com</small> 0503 8555 7490 3145 7319 0060 5001 0012 0260 \$8.05 US POSTAGE INSURED
	08/27/04 1 lb 0 oz Mailed from 98765 071V00501225 
USPS PRIORITY MAIL®	
JOHN A SAMPLE 99 OAK ST ANYTOWN WA 98765	
SHIP TO: JANE SAMPLE RM 425 475 L'ENFANT PLZ SW WASHINGTON DC 20260-0004 	
ZIP - e/ USPS INSURED 	
420 20260 9105 0385 5574 9031 4573 19	
Electronic Rate Approved #0385557 49	

4.3.6 Prohibited Markings

Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements and are not confused with postal endorsements.

4.3.7 Receipt

Receipts are provided as follows:

- a. For each retail insured mail article, the mailer receives a USPS sales receipt and the appropriate postmarked (round-dated) insured mail form as follows:
 1. Form 3813 when the insurance coverage is \$200.00 or less.
 2. Form 3813-P when the insurance coverage is more than \$200.00.
- b. For each online mail article, the mailer has access to an electronic record of purchase and the option for a printed record of purchase as follows:
 1. A computer printout from the web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation services number of the insured piece, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.
 2. A printed online label record.

503.4.3.8

4.3.8 USPS Records

The USPS keeps no mailing records for insured pieces. The mailer must write the addressee's name and address on the receipt and keep it. The mailer must show the receipt when making a claim for loss or filing an inquiry.

4.3.9 Firm Sheet—Three or More Pieces

If three or more insured articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm mailing bills, in lieu of the receipt portion of Forms 3813 or 3813-P. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to insured mail. The mailer must present the books with the articles to be mailed at a Post Office. The sheets become the mailer's receipts. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

4.4 Bulk Insurance for Standard Mail**4.4.1 Eligibility**

To mail at the bulk insured service prices, mailers must obtain an authorization under [4.4.2](#) and must meet the following criteria:

- a. Enter mailings of insured articles under an approved manifest mailing system agreement.
- b. Mail a minimum of 10,000 insured articles annually. To meet the minimum volume requirement, mailers may total all insured articles mailed at multiple locations.
- c. Provide a printed Form 3877 or facsimile and a copy of Form 3877 on a disk or other electronic medium.
- d. Effective at a future date, provide a soft (electronic) copy of Form 3877 in a new, approved format.
- e. Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system ([705.2.0](#)).

4.4.2 Authorization

Mailers must apply for authorization to mail at the bulk insured service prices through their local postmaster or designee by completing the customer portion of the bulk insured service verification form. The postmaster or designee will verify on this form that the mailer meets the requirements in [4.4.1](#). If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in [4.4.1](#), the postmaster or designee will certify on the bulk insured service verification form that the mailer qualifies and forward the form to the manager of Claims Processing at the St. Louis Accounting Service Center (ASC). After reviewing the information, the ASC will notify the postmaster of their concurrence of the application and provide a range of claim numbers to be used by the mailer for filing claims. The postmaster or designee will then provide the customer with the approval of the application and with information needed to file claims, including the assigned claim numbers. At a future date, electronic filing of indemnity claims will

become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

4.5 Delivery

An item insured for \$200.00 or less receives a delivery scan. An item insured for more than \$200.00 receives a delivery scan and the recipient's signature. Delivery of insured mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

5.0 Certificate of Mailing

5.1 Certificate of Mailing Fees

Individual Pieces	Fee
Individual article (Form 3817)	\$1.10
Duplicate copies of Form 3817 or mailing bill, per page	1.10
Firm mailing books (Form 3877), per article listed (minimum 3)	0.40
Bulk Quantities	Fee
For first 1,000 pieces (or fraction thereof)	\$6.00
Each additional 1,000 pieces (or fraction thereof)	0.70
Duplicate copy of Form 3606	1.10

5.1.1 Fee and Postage

In addition to the correct postage, the applicable certificate of mailing fee must be paid for each article on Form 3817 or for additional copies of either Form 3817 or Form 3877. The correct fee, based on the quantity mailed, must be paid in addition to postage for mailings of identical pieces of First-Class Mail (including Priority Mail) and Package Services. Mailers paying with ordinary stamps, precanceled stamps, or meter stamps reported on Form 3606 must affix stamps or meter stamps to pay the bulk certificate of mailing fees. Mailers using Form 3877 with a permit imprint mailing can pay certificate of mailing fees with permit imprint.

5.2 Basic Information

5.2.1 Description

Certificate of mailing service provides evidence that mail has been presented to the USPS for mailing. Certificate of mailing service does not provide a record of delivery.

5.2.2 Eligible Matter—Single Piece

Form 3817 is used for a certificate for a single piece of First-Class Mail (including Priority Mail) or Package Services. Facsimile forms also may be used.

5.2.3 Three or More Pieces

When requesting a certificate of mailing for three or more pieces presented at one time, a mailer may use Form 3877 (firm sheet) or a facsimile, subject to payment of the applicable fee for each item listed. Facsimile Forms 3877 must contain the same information as the postal-provided form. The sheets of the books become the sender's receipts. All entries made in firm sheets must be made by typewriter, ink, or

503.5.2.4

ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated by drawing a diagonal line through them.

5.2.4 Eligible Matter—Bulk Quantities

Form 3606 is used for a bulk mailing as a certificate to specify the number of pieces mailed. This certificate is provided only for a mailing of identical pieces of First-Class Mail, Standard Mail, and Package Services. This certificate states only the total number of articles mailed and must not be used as an itemized list. A certificate of mailing cannot be issued for a bulk mailing paid with a permit imprint.

5.2.5 Mailer Preparation

A certificate of mailing must be completed by the mailer, using a typewriter, ink, or ballpoint pen. Individual and firm sheet certificates must show the names and addresses of the sender and addressee and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate.

5.2.6 Additional Services

The following services may be combined with certificate of mailing on single pieces if the applicable standards for the services are met and the additional service fees are paid:

- a. Parcel airlift service (PAL).
- b. Special handling.

5.3 Presentation**5.3.1 Rural Carriers**

A mailer on a rural route or at a nonpersonnel rural unit may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the Post Office, attaches the stamps, cancels them by postmark, and delivers the certificate to the mailer on the next trip.

5.3.2 Quantity Mailings

When the number of articles ordinarily presented justifies such action, the mailer must comply with these standards:

- a. When the mailer wants individual certificates on Form 3817, the forms must be affixed by the stub to the pieces, or the forms must be numbered consecutively and fastened together.
- b. When the mailer describes and lists the pieces on firm sheets or approved forms, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry and lightly number each piece to show the sheet and line number on which described.

5.3.3 After Mailing

To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date.

6.0 Return Receipt

6.1 Return Receipt Fees

6.1.1 Fees

Fee, in addition to postage and other fees, per piece:

Return Receipt (In conjunction with another service)	Fee
Requested at time of mailing (receive by mail)	\$2.20
Requested at time of mailing (receive electronically)	1.00
Requested after mailing (Form 3811-A) (receive by fax, mail, or e-mail)	4.35

6.1.2 Fee and Postage

The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is *excluded* from the weight of the mailpiece to which it is attached.

6.1.3 Refund

Return receipt fees are refunded only if the USPS fails to furnish a return receipt.

6.2 Basic Information

6.2.1 Description

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. A mailer purchasing return receipt service at the time of mailing may choose to receive the return receipt by mail or electronically. The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, or Freely Associated States listed in [608.2.0](#). A mailer purchasing return receipt service after mailing may choose to receive the proof of delivery record by fax, mail, or electronically. Electronic return receipts requested at the time of mailing also are available in bulk to mailers using privately printed Certified Mail, Registered Mail, insured mail (for more than \$200.00), or COD labels. Bulk delivery information can be obtained in CD-ROM or signature extract file formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*.

6.2.2 Eligible Matter

Return receipt service is available for:

- a. Express Mail (receive by mail (Form 3811) option only).
- b. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- c. Standard Mail prepared as parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.

503.6.2.3

- d. Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

6.2.3 Endorsement

Mail for which return receipt service is requested by mail (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested or is provided in bulk via a signature extract file or a CD-ROM.

6.2.4 Additional Services

If return receipt service has already been purchased with one of the services listed in [6.2.2](#) then one or more of the following extra services may be combined with those services at the time of mailing if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation (First-Class Mail parcels, Priority Mail, Package Services, and Parcel Select parcels).
- b. Parcel airlift service (PAL) (Priority Mail and Package Services).
- c. Restricted delivery.
- d. Signature Confirmation (Priority Mail, Package Services, and Parcel Select parcels).
- e. Special handling.

6.2.5 Privately Printed Form 3811

If authorized, a mailer may use a privately printed Form 3811. The privately printed form must be nearly identical in design and color to postal-provided forms. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review and approval by the mailpiece design analyst.

6.3 Obtaining Service**6.3.1 At Time of Mailing**

The mailer may request the service at the time of mailing by using Form 3811 and marking the mail "Return Receipt Requested." A firm mailer must complete the mailer's entries on the form, including the article identification number; attach the form; and place the correct one on the article. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent. The mailpiece must bear the return address of either the mailer or mailer's agent.

6.3.2 After Mailing

The mailer may request a delivery record after mailing for Express Mail, Certified Mail, Registered Mail, COD mail, and mail insured for more than \$200.00. When a delivery record is available, the USPS provides the mailer information from that record, including to whom the mail was delivered and the date of delivery. The mailer requests a delivery record by completing Form 3811-A, paying the appropriate fee in [6.1.1](#), and submitting the request to the appropriate office as follows:

- a. For items mailed to an APO/FPO, U.S. territory or possession, or freely associated state (with the exception of Puerto Rico and the U.S. Virgin Islands), the form should be sent to the office of delivery.
- b. For all other items, send the form to any Post Office.

6.3.3 Time Limit

A request for a return receipt after mailing for Express Mail must be submitted within 90 days after the date of mailing. All other requests must be submitted within 2 years from the date of mailing.

6.4 Delivery

Delivery of mail for which a return receipt is requested is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

6.5 Requests for Delivery Information

6.5.1 Receipt Not Received

After a reasonable period, not longer than 2 years after the date of mailing, a mailer who did not receive return receipt service for which the mailer had paid may request information from the delivery record, using Form 3811-A. Any request for such information for Express Mail must be filed within 90 days after the date of mailing.

6.5.2 Form 3811-A

The mailer must complete Form 3811-A at any Post Office. The applicable fee is waived if the mailer can produce a receipt showing that the applicable return receipt fee was paid.

6.5.3 Fee Not Charged

The fee for a return receipt after mailing is not charged for a duplicate receipt for Certified Mail if the original Form 3800 was date-stamped by a Post Office at the time of mailing.

7.0 Restricted Delivery

7.1 Restricted Delivery Fee

7.1.1 Fee

Fee, in addition to postage and other fees, per piece: \$4.30.

7.1.2 Fee and Postage

The applicable fee for restricted delivery service must be paid in addition to postage and other fees. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint.

7.1.3 Refund

Restricted delivery fees are refunded only when the USPS fails to give restricted delivery service.

7.2 Basic Information

7.2.1 Description

Restricted delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. The addressee must be an individual (or natural person) specified by name.

7.2.2 Eligible Matter

Restricted Delivery service is available for:

- a. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- b. Standard Mail prepared as machinable or irregular parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- c. Package Services or Parcel Select pieces when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

7.2.3 Endorsement

Mail for which restricted delivery service is requested must be endorsed "Restricted Delivery." The endorsement must be placed above the address and to the right of the return address.

7.2.4 Return Receipt

The mailer may obtain a return receipt by paying the applicable fees.

7.2.5 Additional Services

In addition to the prerequisites listed in [7.2.2](#), the following services may be combined with restricted delivery if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift service (PAL).
- c. Signature Confirmation.
- d. Special handling.

7.3 Obtaining Service

7.3.1 At Time of Mailing

The mailer may request restricted delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery." A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required.

7.3.2 After Mailing

The mailer may request restricted delivery after mailing by notifying the mailing Post Office in writing. The mailer must identify the article, including item number and addressee, and pay the service fee and communication costs required to effect

restricted delivery. USPS failure to provide the service because delivery was made before the delivery office received the request is not grounds for a refund of the fee or communication costs.

7.4 Delivery

7.4.1 Conditions

Mail marked “Restricted Delivery” is delivered only to the addressee or to the person authorized in writing as the addressee’s agent to receive the mail, subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#), and these exceptions:

- a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.
- b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee’s mail.
- c. Mail for the commander, staff sections, or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if the addressee authorizes under [7.4.3](#).
- d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.
- e. Mail for minors or persons under guardianship may be delivered to their parents or guardians.

7.4.2 Identification

The USPS may require proof of identification from the addressee (or agent).

7.4.3 Agent Authorization

An addressee who regularly receives restricted delivery mail may authorize an agent on Form 3801 or by letter to the postmaster. The addressee must make the notation “this authorization is extended to include restricted delivery mail” on Form 3801 (in the area for signatures of authorized agents) or in the letter to the postmaster. Form 3849 may be left for the authorization if the Post Office has no standing delivery order or letter on file. The addressee may enter the name of the agent on the back of Form 3849 in the space provided and sign the form. The agent must sign for receipt of the article on the back of the form.

7.4.4 Joint Addressees

When mail is addressed to two or more persons jointly (as shown by the word “and” or symbol “&” connecting their names), all addressees or their agents are notified to be present to accept delivery together. The delivery receipt obtained and the return

503.7.4.5

receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail.

7.4.5 Addressed “In Care Of”

Either person may sign for mail addressed to one person in care of another.

8.0 Return Receipt for Merchandise

8.1 Return Receipt for Merchandise Fees

8.1.1 Fees

Fee, in addition to postage and other fees, per piece: \$3.60.

8.1.2 Fee and Postage

The applicable fee for return receipt for merchandise service must be paid in addition to the correct postage and the fees for any other service selected. The fees and postage may be paid with stamps, meter stamps, or permit imprint. The fees and postage on official mail of federal government agencies and departments are collected under applicable reimbursement procedures.

8.2 Basic Information

8.2.1 Description

Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt (PS 3804) and a return receipt (PS 3811). After delivery, the return receipt is mailed back to the sender. A delivery record is maintained by the USPS, but no record is kept at the office of mailing. A return receipt for merchandise also supplies the recipient's actual delivery address if it is different from the address used by the sender. Mail using this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage. A return receipt for merchandise may not be requested after mailing, and restricted delivery service is not available.

8.2.2 Eligible Matter

Return receipt for merchandise is available for merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, Package Services, and Parcel Select pieces.

8.2.3 Return Receipt for Merchandise for Standard Mail

If return receipt for merchandise is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in [244.2.0](#) for letters, [344.2.0](#) for flats, and [444.2.0](#) for parcels. If return receipt for merchandise is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system ([705.2.0](#)). Use of precanceled stamps is not permitted with return receipt for merchandise.

8.2.4 Additional Services

The following services may be combined with return receipt for merchandise if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Insurance (for up to \$200.00).
- c. Parcel airlift service (PAL).
- d. Special handling.

8.3 Mailing

8.3.1 Where to Mail

A mailer must mail articles at a Post Office, branch, or station or give them to a rural carrier. Articles must not be placed in Post Office maildrops or in or on street collection boxes. They may be placed in, but not on, rural mailboxes.

8.3.2 How to Mail

[9-11-08] A mailer can obtain Form 3804 and Form 3811 (return receipt) at the Post Office or from any rural carrier. Observe these procedures:

- a. Enter on the receipt part of the return receipt for merchandise, the name and complete address of the person or firm to whom the mail is addressed.
- b. Affix the numbered part of the gummed label from Form 3804 to the mailpiece.
- c. Place the correct endorsement on the address side. Enter the return receipt for merchandise number on Form 3811. Address the form to yourself and attach it to the front of the mailpiece. If the Form 3811 would cover the address, attach it to the back of the mailpiece. The name of the person to whom the return receipt is to be returned must be the same as that of the sender. If the return receipt is to show the address where the article was delivered, check the block at the top of Form 3811.
- d. Attach to the article, enough postage to pay for the postage price desired, the return receipt for merchandise fee, and the special handling fee.
- e. Attach the return receipt for merchandise label to the address side of the article and give the completed receipt to a USPS employee. If asked to do so, the USPS employee must show on the receipt the time the article is accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the customer.
- f. By signing the waiver on Form 3804, customers are instructing the USPS to deliver the item without obtaining the addressee's or addressee's agent's signature. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. To request waiver of signature, detach both parts of the gummed sections of label 3804 and attach to the mailpiece.

8.3.3 Available Destinations

Return receipt for merchandise mail may be addressed for delivery only in the United States and its territories and possessions, through Army/Air Force (APO) and Navy (FPO) Post Offices, or through the United Nations Post Office, New York.

8.3.4 Form 3804

Return receipt for merchandise mail must bear a barcoded brown Form 3804 (see Exhibit 8.3.4). The label part of the form and the endorsement “Return Receipt Requested” must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

Exhibit 8.3.4 Form 3804

The image shows the U.S. Postal Service Form 3804, Return Receipt for Merchandise. The form is divided into several sections:

- Top Left:** A vertical barcode with the number 8099 3400 0000 5773 9080 printed vertically on either side.
- Top Center:** The text "RETURN RECEIPT FOR MERCHANDISE" printed vertically.
- Top Right:** The title "U.S. Postal Service RETURN RECEIPT FOR MERCHANDISE (Domestic Mail Only; No Insurance Coverage Provided)" and a large "OFFICIAL USE" stamp.
- Middle Left:** A signature waiver section with the text: "I wish delivery to be made without obtaining signature of the addressee or the addressee's agent. I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery." Below this is a "CUSTOMER SIGNATURE" line.
- Middle Right:** A postage table with columns for "Postage", "Return Receipt for Merchandise Fee (Endorsement Required)", "Special Handling Fee", and "Total Postage & Fees". There is also a "Waiver of Signature" section with checkboxes for YES and NO.
- Bottom:** A "Sent To" address field with lines for "Street, Apt. No., or PO Box No." and "City, State, ZIP+4".
- Bottom Right:** A "Postmark Here" area.
- Bottom Left:** The number 8099 3400 0000 5773 9080 printed vertically.
- Bottom Center:** The text "PS Form 3804, June 2002".
- Bottom Right:** The text "See Reverse for Instructions".

8.3.5 Privately Printed Form 3804

If authorized, a mailer may use a privately printed Form 3804. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

8.3.6 Firm Sheet—Three or More Pieces

If three or more return receipt for merchandise articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets, in lieu of the receipt portion of Form 3804. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to return receipt for merchandise mail. The mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

8.3.7 Receipt Not Received

A mailer who does not receive return receipt for merchandise service for which the mailer has paid may request information from the delivery record, at no additional charge, by using Form 3811-A. Any request must be filed within 2 years after the date of mailing. Mailers cannot request a delivery record unless the item originally was sent with return receipt for merchandise.

8.4 Delivery

Delivery of return receipt for merchandise mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

9.0 Delivery Confirmation**9.1 Delivery Confirmation Fee****9.1.1 Fee**

Fee, in addition to postage and other fees, per piece:

Delivery Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$0.75
	Electronic	0.18
Priority Mail	Retail	0.65
	Electronic	0.00
Package Services (parcels only)	Retail	0.75
	Electronic	0.18
Standard Mail (NFMs and parcels)	Electronic	0.18
Parcel Select Destination Entry	Electronic	0.00
Parcel Select (all other)	Electronic	0.18

9.1.2 Fees and Postage

The applicable Delivery Confirmation fee in [9.1.1](#) must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment.

9.2 Basic Information**9.2.1 Description**

Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available only at the time of mailing. No record is kept at the office of mailing. Delivery Confirmation service does not include insurance, but insurance may be purchased as an additional service (see [9.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Delivery Confirmation.

503.9.2.2

9.2.2 Eligible Matter

Delivery Confirmation is available for First-Class Mail parcels; all Priority Mail pieces; Standard Mail prepared as Not Flat-Machinable pieces or as machinable or irregular parcels (electronic option only); and Package Services or Parcel Select parcels under [401.1.0](#). For the purposes of using Delivery Confirmation with a Package Services or Parcel Select parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [9.2.2c](#), the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

9.2.3 Electronic Option Delivery Confirmation for Standard Mail

If electronic option Delivery Confirmation is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in [444.2.0](#) for parcels and Not Flat-Machinable pieces. If electronic option Delivery Confirmation is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system ([705.2.0](#)). Use of precanceled stamps is not permitted with Delivery Confirmation.

9.2.4 Ineligible Matter

Delivery Confirmation is not available for the following:

- a. Express Mail and Periodicals pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Standard Mail letters and flats and all Enhanced Carrier Route Standard Mail pieces.
- d. Package Services letter-size and flat-size pieces.
- e. Mail paid with precanceled stamps.
- f. Mail addressed to restricted APO/FPO destinations.

- g. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in 608.2.0, with the exception of Puerto Rico, U.S. Virgin Islands, and the following ZIP Codes:

American Samoa	96799
Guam	96910, 96912-13, 96915-17, 96919, 96921, 96923, 96928-29, 96931-32
Rota Island	96951
Saipan Island	96950
Wake Atoll	96898

9.2.5 Service Options

The two Delivery Confirmation service options are:

- a. Retail option: Available at Post Offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided.

9.2.6 Additional Services

Delivery Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered Mail.
- d. Restricted delivery, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- e. Return receipt, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- f. Return receipt for merchandise.
- g. Special handling.

9.2.7 Where to Mail

A mailer may mail articles with retail option Delivery Confirmation at a Post Office, branch, or station, or give articles to a rural carrier.

9.2.8 Firm Sheets—Three or More Pieces

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Delivery Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books are the mailer's receipts. All entries

made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

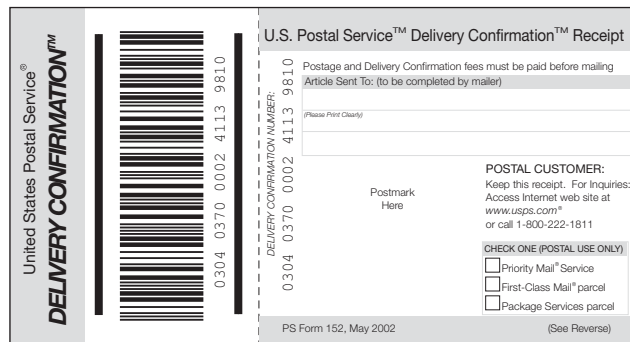
9.3 Labels

9.3.1 Types of Labels

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 152, obtained from the Post Office at no charge. This form may be used only with the retail option (see [Exhibit 9.3.1a, Form 152](#)).

Exhibit 9.3.1a Form 152



- b. Label 314, available at no charge to electronic option mailers (see [Exhibit 9.3.1b, Label 314](#)).

Exhibit 9.3.1b Label 314



- c. Privately printed barcoded labels that meet the requirements in 9.3 and 9.4 (see Exhibit 9.3.1c). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service."

Exhibit 9.3.1c Privately Printed Label

P	
USPS PRIORITY MAIL®	
John Sample 99 Oak St. Anytown WA 98765 ADDRESS SERVICE REQUESTED	
SHIP WILLIAM SMITH TO: BIG STUFF ENTERPRISES 2020 FIRST AVE ANYTOWN WA 98765-4321	
e/ USPS DELIVERY CONFIRMATION	
 9101 0268 3733 1000 0010 16	
ELECTRONIC RATE APPROVED #026837331	

9.3.2 Label Placement

The barcoded label section of Label 314 or Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Delivery Confirmation label that is separate from the address label must be placed in close proximity to the address label. In all cases, the entire Delivery Confirmation label must be placed on the address side and not overlap any adjacent item.

9.4 Barcodes

9.4.1 Symbology

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (9.2.5a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91.

503.9.4.2

- b. Mailers printing their own barcodes and using the electronic service option (9.2.5b) must use the UCC/EAN Code 128 barcode symbology. Each barcode must contain a unique PIC as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91. Refer to 507.11.0 for Delivery Confirmation with Merchandise Return Service.

9.4.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
 - 1. Application Identifier (AI): two characters; identifies the article as a Delivery Confirmation piece.
 - 2. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
 - 3. Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
 - 4. Package Sequence Number (PSN): eight characters; fixed sequential number.
 - 5. Modulus 10 Check digit: one character.
- b. For USS Code Interleaved 2 of 5, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91. This symbology does not use an Application Identifier (AI).

9.4.3 Printing

Labels printed by mailers must meet the following specifications:

- a. Each barcoded label must bear a unique Delivery Confirmation PIC barcode as specified in 9.4.2. The text “USPS DELIVERY CONFIRMATION” (if using retail service option, as specified in 9.2.5) or “e/USPS DELIVERY CONFIRMATION” (if using electronic service option, as specified in 9.2.5, and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. The indicator “e/” or the optional “ELECTRONIC PRICE APPROVED #[DUNS® NUMBER]” text is not used for Delivery Confirmation Electronic Verification System (eVS) mailpieces (see 705.2.9). Additionally, mailers approved for the electronic service option, at their discretion, may print the text “ELECTRONIC PRICE APPROVED #[DUNS® NUMBER]” in minimum 8-point bold sans serif type directly below the bottom horizontal identification bar (see Exhibit 9.4.3). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum 1/8-inch clearance must be between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch

but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Delivery Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see [Exhibit 9.3.1c](#)). Only information relating to Delivery Confirmation and other extra services must be placed between these lines.

- b. Each barcode must meet the requirements in [9.4.1](#) for the type of service requested.
- c. Mailers must obtain USPS certification for each printer used to print barcoded Delivery Confirmation labels. For certification, a mailer must forward for evaluation and approval 10 barcoded labels/forms generated by each printer to the National Customer Service Center (NCSC), Attention Barcode Certification (see [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [9.3](#) and [9.4](#). Further certification instructions are included in Publication 91.
- d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

Exhibit 9.4.3 Electronic Service Option Identification



9.4.4 Integrated Barcodes

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Delivery Confirmation and insurance services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in [9.4.1](#) and [9.4.2](#). Minor modifications allow users to request multiple extra services on Priority Mail and Package Services. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with Delivery Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

503.9.5

9.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, the USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail Delivery Confirmation fee.
- c. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information consult Publication 91.

9.6 Acceptance

Customers must meet the following requirements when presenting electronic option Delivery Confirmation mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for Delivery Confirmation service must be presented to a Post Office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.
- b. Mailers who use the electronic option or print their own labels must submit a copy of the original Form 3152 with their first mailing using Confirmation Services (see exception in 9.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with the standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece price mail with postage affixed using the electronic option price are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at www.usps.com or labels generated from a third-party vendor or system that supports the electronic option prices. All labels must meet USPS format and design requirements, including the "e" (electronic price) endorsement in the barcode text line.

10.0 Signature Confirmation

10.1 Signature Confirmation Fees

10.1.1 Fee

Available for First-Class Mail parcels, Priority Mail, Package Services, and Parcel Select parcels. Fee, in addition to postage and other fees, per piece:

Signature Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$2.20
	Electronic	1.80
Priority Mail	Retail	2.20
	Electronic	1.80
Package Services (parcels only)	Retail	2.20
	Electronic	1.80
Parcel Select	Electronic	1.80

10.1.2 Fees and Postage

The applicable Signature Confirmation fee in [10.1.1](#) must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment.

10.2 Basic Information

10.2.1 Description

Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing. Signature Confirmation service is available only at the time of mailing. Signature Confirmation service does not include insurance, but insurance may be purchased as an additional service (see [10.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Signature Confirmation.

10.2.2 Eligible Matter

Signature Confirmation is available for First-Class Mail parcels, Package Services and Parcel Select parcels defined in [401.1.0](#), and for all Priority Mail pieces. For the purposes of using Signature Confirmation with a Package Services or Parcel Select parcels, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [10.2.2c](#) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are

503.10.2.3

enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

10.2.3 Ineligible Matter

Signature Confirmation is not available for the following:

- a. Express Mail, Periodicals, and Standard Mail pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Package Services letter-size and flat-size pieces.
- d. Mail paid with precanceled stamps.
- e. Mail addressed to APO/FPO destinations.
- f. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in [608](#), with the exception of Puerto Rico and the U.S. Virgin Islands.

10.2.4 Service Options

The two Signature Confirmation service options are:

- a. Retail option: Available at Post Offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided.

10.2.5 Proof of Delivery

Proof of delivery information for Signature Confirmation is available as follows:

- a. Individual requests by article number can be retrieved at www.usps.com or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Signature Confirmation service electronic option or privately printed labels. Bulk proof of delivery letters can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*.

10.2.6 Additional Services

Signature Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered Mail.
- d. Restricted delivery, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- e. Return Receipt (PS Form 3811), if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- f. Special handling.

10.2.7 Where to Mail

A mailer may mail articles with retail option Signature Confirmation at a Post Office, branch, or station, or give articles to a rural carrier.

10.2.8 Firm Sheets—Three or More Pieces

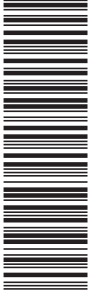
If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Signature Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

10.3 Labels**10.3.1 Types of Labels**

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 153, obtained from the Post Office at no charge. This form may be used only with the retail option (see [Exhibit 10.3.1a](#)).

Exhibit 10.3.1a Form 153

United States Postal Service® SIGNATURE CONFIRMATION™	 2303 2160 0000 0884 1158	U.S. Postal Service™ Signature Confirmation™ Receipt Postage and Signature Confirmation fees must be paid before mailing. Article Sent To: (to be completed by mailer) _____ _____ _____ (Please Print Clearly)
	SIGNATURE CONFIRMATION NUMBER: 2303 2160 0000 0884 1158	Postmark Here
PS Form 153, January 2005		(See Reverse)

- b. Label 315, available at no charge to electronic option mailers (see [Exhibit 10.3.1b](#)).

503.10.3.1

Exhibit 10.3.1b Label 315



- c. Privately printed barcoded labels that meet the requirements in [10.3, Labels](#), and [10.4](#) (see [Exhibit 10.3.1c](#)). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service."

Exhibit 10.3.1c Privately Printed Label



10.3.2 Label Placement

The barcoded label section of Label 315 or Form 153 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label. In all cases, the entire Signature Confirmation label must be placed on the address side of the mailpiece and not overlap any adjacent item.

10.4 Barcodes**10.4.1 Symbology**

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (10.2.4a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.
- b. Mailers printing their own barcodes and using the electronic service option (10.2.4b) must use the UCC/EAN Code 128 barcode symbology. Each barcode must contain a unique PIC as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.

10.4.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling from 16 to 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
 1. Application Identifier (AI): two characters; identifies the barcode as a postal barcode.
 2. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
 3. Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
 4. Package Sequence Number (PSN): variable from two to eight numbers.
 5. Modulus 10 Check digit: one character. See Publication 91 for use of the concatenated barcode for routing purposes.
- b. For USS Code Interleaved 2 of 5, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above with a fixed sequential number of 8 digits. Additional information and specifications can be found in Publication 91. This symbology does not use an Application Identifier (AI).

10.4.3 Printing

Labels printed by mailers must meet the following specifications:

503.10.4.3

- a. Each barcoded label must bear a return address and a unique Signature Confirmation PIC barcode as specified in [10.4.2](#). The text “USPS SIGNATURE CONFIRMATION” (if using retail service option, as specified in [10.2.4](#)) or “e/USPS SIGNATURE CONFIRMATION” (if using electronic service option, as specified in [10.2.4](#), and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. The indicator “e/” or the optional “ELECTRONIC PRICE APPROVED #[DUNS® NUMBER]” text is not used for Signature Confirmation Electronic Verification System (eVS) mailpieces (see [705.2.9](#)). Additionally, mailers approved for the electronic service option, at their discretion, may print the text “ELECTRONIC PRICE APPROVED #[DUNS® NUMBER]” in minimum 8-point bold sans-serif type directly below the bottom horizontal identification bar (see [Exhibit 10.4.3c](#)). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum 1/8-inch clearance must be maintained between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Signature Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see [Exhibit 10.3.1c](#)). Only information relating to Signature Confirmation and other extra services must be placed between these lines.
- b. Each barcode must meet the requirements in [10.4.1](#) for the type of service requested.
- c. Mailers must obtain USPS certification for each printer used to print barcoded Signature Confirmation labels. For certification, a mailer must forward for evaluation and approval 10 barcoded labels/forms generated by each printer to the National Customer Support Center (NCSC), Attention Barcode Certification (see [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [10.3, Labels](#), and [10.4](#). Further certification instructions are included in Publication 91.

Exhibit 10.4.3c Electronic Service Option Identification

- d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.
- e. Mailers who have previously received certification for label printing under the Delivery Confirmation program are not required to obtain any additional certification to use Signature Confirmation.

10.4.4 Integrated Barcodes

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Signature Confirmation and insurance services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 10.4.1 and 10.4.2. Minor modifications allow users to request multiple extra services on Priority Mail and Package Services. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with Signature Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

10.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail option Signature Confirmation fee.
- c. Mailers who previously received certification for electronic file transmission under the Delivery Confirmation program are not required to obtain an additional certification for Signature Confirmation use.

503.10.6

- d. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information see Publication 91.

10.6 Acceptance

Customers must meet the following requirements when presenting electronic option Signature Confirmation mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for Signature Confirmation service must be presented to a Post Office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility, business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.
- b. Mailers who use the electronic option or print their own labels must submit a copy of their original Form 3152 with their first mailing using Confirmation Services (see exception in [10.6c](#)). The business mail or DMU office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece price mail with postage affixed using the electronic option price are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at www.usps.com or labels generated from a third-party vendor or system that supports the electronic option prices. All labels must meet USPS format and design requirements, including the "e" (electronic price) endorsement in the barcode text line.

11.0 Collect on Delivery (COD)

11.1 Collect on Delivery Fees

11.1.1 Fee

Fee, in addition to postage and other fees, per piece:

Amount to be collected or insurance coverage desired, whichever is higher ¹	Fee
\$0.01 to \$50	\$5.25
50.01 to 100	6.45
100.01 to 200	7.65
200.01 to 300	8.85
300.01 to 400	10.05
400.01 to 500	11.25
500.01 to 600	12.45
600.01 to 700	13.65
700.01 to 800	14.85
800.01 to 900	16.05
900.01 to 1,000	17.25
Additional COD Services	Fee
Restricted delivery ²	\$4.30
Notice of nondelivery	3.70
Alteration of COD charges	3.70
Designation of new addressee	3.70
Registered COD ³	4.65

1. For Express Mail COD shipments valued at \$100 or less, the COD fee is based on the amount to be collected. Express Mail insurance automatically provides up to \$100 merchandise insurance.

2. Not available with Express Mail COD.

3. Maximum amount collectible is \$1,000.

11.1.2 Fee and Postage

The applicable COD fee must be paid in addition to the correct postage and the fees for other services requested. The amount to be collected or the amount of insurance coverage desired, whichever is higher, determines the COD fee. The fees for COD service include insurance against loss, rifling, or damage to the article or failure to receive a postal money order or the recipient's check. Postal liability for failure to receive the recipient's check or a postal money order is limited to loss in transit.

11.2 Basic Information

11.2.1 Description

Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the recipient. The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece. If the recipient pays the amount due by check payable to the mailer, the USPS forwards the check to the mailer. If the recipient pays the amount due in cash, the USPS collects the money order fee(s) from the recipient and sends a postal

503.11.2.2

money order(s) to the mailer. The amount collected from the recipient may not exceed \$1,000.00. COD service provides the mailer with a mailing receipt. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See 6.0 for details.

11.2.2 Eligible Matter

COD service may be used for Express Mail, First-Class Mail, Priority Mail, and any Package Services or Parcel Select subclass if:

- a. The mail has the complete names and addresses of the mailer and addressee.
- b. The mailer guarantees to pay any return postage, unless otherwise specified on the mail.
- c. The goods shipped are ordered by the addressee.

11.2.3 Additional Services

Purchasing COD service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with COD if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation (not available with Express Mail COD).
- b. Registered Mail.
- c. Signature Confirmation (not available with Express Mail COD).
- d. Special handling.

11.2.4 Registered COD Mail

Sealed domestic mail of any class bearing First-Class Mail postage may be sent as registered COD mail. Such mail is handled the same as other Registered Mail. The maximum amount collectible from the recipient on an individual parcel is \$1,000.00. Indemnity may be purchased up to the registry limit of \$25,000 by paying the applicable registry fee for the value declared. The total fees charged for registered COD service include the proper registry fee for the value declared plus the registered COD fee. The mailer must declare the full value of the article being mailed, regardless of the amount to be collected from the recipient. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims.

11.2.5 Express Mail COD

Any article sent COD also may be sent by Express Mail next day and second day service. Such mail is handled in the same manner as other Express Mail. The maximum amount collectible from the addressee on an individual article is \$1,000.00, and indemnity for failure to collect or issue payment is limited to \$1,000.00. Express Mail postage and the proper COD fees must be paid. Both the Express Mail label and COD form must be affixed to each article. The Express Mail article number is used for delivery receipt and indemnity claims.

11.2.6 Ineligible Matter

COD service may not be used for:

- a. Articles sent to or from an APO or FPO address, including official mail and shipments to Armed Forces agencies.
- b. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.
- c. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.
- d. Moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges. Such films may be sent as insured mail or, if sealed, as Registered Mail.
- e. Collection agency purposes.
- f. Articles sent to or from the Republic of the Marshall Islands and the Federated States of Micronesia.

11.2.7 Altering COD Charges or Address

The mailer of a COD package may alter the COD charges or direct delivery to a new addressee by filing a request with the postmaster at the office of address and paying the applicable fee. The request must show the Post Office and date of mailing, the COD number, the name and address of addressee shown on form, the name and address of new addressee if applicable, and the new COD charges or delivery to be made without collecting COD charges.

11.2.8 Notice to Mailer


A mailer wanting a notice of undelivered COD mail must request Form 3849-D by checking the proper box on the COD form. The request may also be placed on the address label. It must appear conspicuously, directly under the return name and address of the mailer and separate from other instructions, as follows: "Form 3849-D Requested." A mailer's request may include directions to send the notice to the mailer or designated representative. When the mailer's representative is designated, the representative's name and local or nearby address must be shown in a bordered space with instructions, reading: "Do not deliver to mailer's designated representative without collecting COD charges," or "Deliver without collecting COD charges to mailer's designated representative."

11.3 Forms

11.3.1 Form 3816

Mailers must complete barcoded Form 3816 (see [Exhibit 11.3.1](#)) and attach it either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If more than three articles are sent at a time, the mailer may use Form 3816-AS.

Exhibit 11.3.1 Form 3816

DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery					
Collect the amount shown below if customer pays by CHECK made payable to the mailer.			Collect the amount shown below if customer pays in CASH (includes MO fee).		
Check Amount	\$		Cash Amount	\$	
			 * M 4 0 8 9 8 4 4 4 9 *		
<input type="checkbox"/> Registered Mail		<input type="checkbox"/> Express Mail		<input type="checkbox"/> Form 3849-D Requested	
Date of Mailing	<input type="checkbox"/> Remit COD Charges to Sender via Express Mail		EMCA No.		
FROM:			TO:		
Delivered By		Date Delivered		Received By: <i>(Print Name and Sign)</i>	
Check Number		MO Number		Date Payment Sent to Mailer	
				Date Form 3849-D Sent	
PS Form 3816, December 2004				Copy 1 - Delivery Unit	
1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected.			3. If payment is by check, enter check number above		

11.3.2 Privately Printed Form 3816-AS

If authorized, a mailer may use a privately printed Form 3816-AS. The privately printed form must be nearly identical in design and color to postal-provided forms, with COD article numbers that can be read by automated postal equipment. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer is provided a block of COD numbers to be used.

11.3.3 Nursery Stock

A firm that mails nursery stock (the sender) may print special COD forms if the forms have instructions for disposing of shipments not delivered immediately, include a remittance coupon to be returned with the money order or recipient's check, and meet these conditions:

- a. If the firm does not want the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:
 - 1. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and, if no reply is received in 30 days, destroy parcel. See remittance coupon for further instructions."

2. "Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 30 days, check disposition and send coupon to sender in penalty envelope."
 Delivered to addressee without collecting charges.
 Destroyed after 30 days.
- b. If the firm wants the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:
 1. "If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and if no reply is received in 30 days, sell to highest bidder and remit proceeds, less commission. If sale cannot be made, destroy parcel. See remittance coupon for further instructions."
 2. "Return this coupon with money order or addressee's check. If parcel is delivered without collection of charges, is destroyed after 30 days, or is sold, check disposition and send coupon to sender in penalty envelope."
 Delivered to addressee without collecting charges.
 Destroyed after 30 days.
 Sold for \$____ remittance, less commission, herewith.

11.4 Mailing

11.4.1 Identifying Number

COD articles are identified by a number that appears on each section of the COD form. When Express Mail COD service is used, the mailer must place the completed Express Mail label and the COD form on the front of the article. The Express Mail article number is used for delivery receipt and indemnity claims. When registered COD mail service is used, the mailer must place the completed registered label and the COD form on the front of the article. The registration number is used for delivery receipt and indemnity claims.

11.4.2 Numbering for Large Volumes

A mailer who regularly mails a large volume of COD mail must ensure that a unique COD number is used for each article mailed.

11.4.3 Completing COD Forms

The mailer must securely affix a COD form to each COD article. The form must show article number, names and addresses of mailer and recipient, amount due mailer, and amount of money order fee necessary to make remittance. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer may use USPS forms or privately printed forms approved by the USPS. The information required on the COD form must be handwritten with ink, typewritten, or computer printed. The mailer may not stipulate "Cash Only" on the COD form.

11.4.4 Addressing Forms

The name and address of the person to whom the remittance is to be sent must appear in the proper spaces on the COD form and in the return address area on the COD article itself, with the postal endorsements for return if undeliverable. The return address on the COD form must be the same as the return address on the COD

503.11.4.5

article, except that a mailer using a privately printed COD form may print a different address on the remittance coupon where payments are to be sent. The mailer's address where undeliverable articles are to be returned must appear on the other parts of the form. Only domestic addresses may be used.

11.4.5 Receipt

A mailer of one or two parcels per mailing receives a section of Form 3816 as a receipt. If three or more COD articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets. (Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster; the mailer may omit columns from Form 3877 that are not applicable to COD mail.) The mailer submits the forms in duplicate and receives one copy of the postmarked form as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

11.4.6 Where to Mail

COD mail must be mailed at a Post Office, station, or branch or through a rural carrier or a nonpersonnel rural unit. It may not be placed in a Post Office maildrop or in or on a street letterbox. It may be placed in, but not on, a rural mailbox.

11.4.7 Rural Carriers

COD articles may be given to rural carriers for mailing. The articles must be prepared properly and stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown. The USPS assumes no responsibility for any article or money left in a rural mailbox until the carrier issues a receipt. Customers at nonpersonnel rural units must meet the rural carrier at the unit for COD service.

11.4.8 Delays

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service giving all necessary particulars.

11.5 Delivery

Delivery of COD mail is subject to [508.1.0, *Recipient Options*](#), and [508.2.0, *Conditions of Delivery*](#). Except for Express Mail COD, a postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if previous experience indicates that the addressee will be unavailable to receive the article at the time of delivery. If payment is by check, the recipient's check, made payable to the mailer, may be accepted by the USPS employee upon the recipient's presentation of adequate identification. If payment is made by cash, in addition to the COD amount, a money order fee is collected from the recipient.

12.0 Special Handling

12.1 Fees for Special Handling

12.1.1 Fees

Fee, in addition to postage and other fees, per piece:

Weight	Fee
Not more than 10 pounds	\$7.10
More than 10 pounds	9.90

12.1.2 Fee and Postage

The applicable special handling fee must be paid in addition to postage for each addressed piece for which special handling service is desired. Except for official mail, the special handling fee must be paid at the time of mailing. For official mail, the special handling fee is collected under established reimbursement procedures.

12.2 Basic Information

12.2.1 Description

Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. Special handling service is mandatory for material that requires extra care in handling, transportation, and delivery.

12.2.2 Availability

Special handling service is available only for First-Class Mail, Priority Mail, Package Services, and Parcel Select pieces.

12.2.3 Additional Services

The following extra services may be combined with special handling if the applicable standards for the services are met and the additional service fees are paid:

- a. COD.
- b. Delivery Confirmation.
- c. Insurance.
- d. PAL (for Package Services only).
- e. Return receipt for merchandise.
- f. Signature Confirmation.

12.2.4 Bees and Poultry

Unless sent at the First-Class Mail or Priority Mail prices, special handling is required for parcels containing honeybees or baby poultry. Under [601.9.3.7](#), only queen honeybees may be shipped by aircraft. Check with your local Post Office for mailability prior to mailing honeybees other than queen honeybees at First-Class Mail or Priority Mail prices.

12.2.5 Marking

The marking "Special Handling" must appear prominently above the address and to the right of the return address on each piece for which special handling service is requested.

503.12.2.6

12.2.6 Nonmachinable Parcel Post

The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling.

13.0 Confirm Service**13.1 Confirm Fees****13.1.1 Fee**

Fee, in addition to postage and other fees:

Subscription Level	Subscription Fee and Term	Additional ID Code Fee and Term	Additional Scans Fee and Number
Silver	\$2,000 3 months	\$900 each 3 months	\$500 block of 2 million scans
Gold	\$6,500 12 months	\$900 each 3 months \$2,500 annual	\$800 block of 6 million scans
Platinum	\$23,500 12 months	\$900 each 3 months \$2,500 annual	NA

13.1.2 Fees and Postage

The Confirm subscription fees as defined in [13.2.7](#) and shown in [13.1.1](#) must be paid in advance. These subscription fees are in addition to other postage and fees.

13.1.3 Deposit

The class of mail and price claimed and the postage payment method used determine the point of deposit or entry.

13.2 Basic Information**13.2.1 Description**

Confirm is a service that provides an authorized subscriber with data electronically collected from the optical scanning of specially barcoded mailpieces as they pass through certain automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to process the pieces, the date and time when the pieces are processed, and the numeric equivalent of two barcodes that help to identify the specific pieces. Any piece intended to generate scanned data must meet the appropriate physical characteristics and standards in [13.0](#), although not every properly prepared piece is guaranteed such data or complete data. Confirm does not provide proof of delivery.

13.2.2 Available Service and Handling

Confirm is available only to authorized subscribers as described in [13.2.3](#). Service applications are described in [13.2.6](#) and subscription levels in [13.2.7](#). Confirm may be used for one or more pieces in a mailing. Mail prepared for Confirm is dispatched and handled in transit as ordinary mail unless combined with a service available for the class of mail and price claimed that requires different handling.

13.2.3 Authorization

[6-5-08] Participation in Confirm service requires USPS authorization after mailers pay applicable fees and meet technical requirements. As part of the application process, a mailer must submit mailpieces with the appropriate PLANET Code barcodes, POSTNET barcodes, or Intelligent Mail barcodes for evaluation and approval to the National Customer Support Center (see 608.8.0 for address). The application process also includes, if applicable, evaluating and approving of the electronic format and uploading of the preshipment notification file and the associated shipment identification barcode printed on required documentation accompanying mailings. Mailers may use Confirm service only after receiving authorization. Information generated from the service is provided only to mailers meeting the standards for participation.

13.2.4 Availability

Confirm is available to authorized subscribers for tracking automation-compatible letter-size or flat-size mail in the following classes:

- a. First-Class Mail (including Priority Mail).
- b. Periodicals.
- c. Standard Mail.
- d. Package Services.

13.2.5 Additional Services

Confirm does not preclude or require the use of any extra service available for the class of mail and price claimed.

13.2.6 Service Applications

Two service applications are available:

- a. Origin Confirm for incoming mail. This use notifies the subscribing mailer of various movements of individual reply pieces, such as business reply mail being returned by customers, before delivery to the Confirm subscriber.
- b. Destination Confirm for outgoing mail. This use notifies the subscribing mailer of various movements of individual pieces, such as letter-size or flat-size pieces in a specific mailing, from the entry of the mailing to final automated processing steps of the pieces before delivery to the destination address.

13.2.7 Subscription Levels

Confirm is available in three distinct subscription levels as defined below. A mailer may subscribe to one or more of these levels at the same time, at different times, or at overlapping times:

- a. *Silver Subscription*. The Silver subscription level has a term of 3 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 15 million scans. A mailer subscribing to this level may also:
 1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.

503.13.3

2. License additional scans in blocks of 2 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
- b. *Gold Subscription.* The Gold subscription level has a term of 12 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 50 million scans. A mailer subscribing to this level may also:
 1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.
 2. License additional scans in blocks of 6 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
 3. Raise the subscription level to a Platinum subscription level at any time before the expiration of the Gold subscription by paying the difference of the respective subscription fees. This change in service level does not extend the term of the underlying initial subscription.
- c. *Platinum Subscription.* The Platinum subscription level has a term of 12 consecutive months, includes three five-digit identification numbers assigned by the USPS, and provides an unlimited number of scans. A mailer subscribing to this level may also license additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.

13.3 Barcodes

13.3.1 General Barcode Requirement

[6-5-08] At the time of mailing, each piece in a mailing that is intended to generate Confirm service information must bear a customer-applied PLANET Code barcode under 13.3.4 or an Intelligent Mail barcode under 13.3.2. Instead of a PLANET Code barcode, mailers may apply an Intelligent Mail barcode, under 708.4.0, on letters or flats. Mailers must apply barcodes that meet the applicable specifications in 708.4.0 and the following standards:

- a. Origin Confirm pieces must meet the following standards:
 1. For Business Reply Mail, the piece must bear a PLANET Code barcode and either a POSTNET barcode or Intelligent Mail barcode that corresponds to the subscriber's Business Reply Mail ZIP+4 codes assigned by the USPS under 507.9.0. Business Reply Mail may bear an Intelligent Mail barcode in lieu of a PLANET Code barcode and a POSTNET barcode.
 2. For other flat-size reply mail, the piece must bear both a PLANET Code barcode and a POSTNET barcode that correctly corresponds to the delivery address. Mailers may use an Intelligent Mail barcode under 13.3.2 and 708.4.0 instead of using a PLANET Code barcode and POSTNET barcode.

- b. Destination Confirm pieces must bear either an Intelligent Mail barcode or a PLANET Code barcode. If required by the price claimed at the time of mailing, Intelligent Mail barcodes must correctly correspond to the delivery address. Mailers not using an Intelligent Mail barcode for Destination Confirm must use PLANET Code and POSTNET barcodes under these conditions:
 1. If required by the price claimed at the time of mailing, Destination Confirm pieces with a PLANET Code barcode also must bear an appropriate POSTNET barcode that correctly corresponds to the delivery address.
 2. If a POSTNET barcode is not required by the price claimed, the mailer has the option to apply the POSTNET barcode to such pieces for optimal Confirm service information if the barcode correctly corresponds to the delivery address.

13.3.2 Intelligent Mail Barcodes

Customers participating in OneCode Confirm may apply Intelligent Mail barcodes on letter-size pieces or on flat-size pieces meeting automation-compatibility standards in [201.3.0](#) (letters) or [301.3.0](#) (flats). Do not apply a PLANET Code barcode to any mailpiece with an Intelligent Mail barcode. Only one Intelligent Mail barcode may appear on each piece, according to these standards:

- a. Intelligent Mail barcodes meeting all applicable standards may be used in lieu of POSTNET barcodes. When using an Intelligent Mail barcode on letter-size pieces for price eligibility and OneCode Confirm, place the barcode in any position permitted in [202.5.0](#).
- b. When using an Intelligent Mail barcode on letter-size pieces only for OneCode Confirm, place the barcode according to [202.5.0](#) or directly above the address block with the top of each bar less than 4 inches from the bottom of the mailpiece.
- c. When using an Intelligent Mail barcode on flat-size pieces, place the barcode according to [302.4.0](#).
- d. Mailers must generate Intelligent Mail barcodes by the same method used to receive USPS barcode certification during the application process in [13.2.3](#).
- e. Intelligent Mail barcodes must meet the barcode and format standards in [708.4.0](#) and in Specification USPS-B-3200 at ribbs.usps.gov/OneCodeSOLUTION.

13.3.3 POSTNET Barcode

The type of POSTNET barcode (e.g., ZIP+4 barcode or delivery point barcode) and the placement of the barcode on a Confirm piece must meet the standards for the price claimed. If two POSTNET barcodes are applied to the same piece, they must meet these standards:

- a. Only one POSTNET barcode may be used in the address block as provided in [13.3.7](#).
- b. The second POSTNET barcode must be placed outside the address block in a position meeting the applicable standards in [708.4.0](#) for letter-size mail or flat-size mail.

13.3.4 PLANET Code Barcode Use

Only one PLANET Code barcode may appear on a Confirm piece. For letter-size mail, the PLANET Code barcode may be placed in any position permitted in [708.4.0](#) for a POSTNET barcode except the lower right corner barcode clear zone. For flat-size mail, the PLANET Code barcode may appear in any position of the piece permitted for a POSTNET barcode in [708.4.0](#). Any PLANET Code barcode printed on mail for Confirm information must:

- a. Be genericized by the method used to receive USPS barcode certification during the application process in [13.2.3](#).
- b. Meet the barcode specifications in [13.3.5](#).
- c. Meet the format specifications in [13.3.6](#).

13.3.5 PLANET Code Barcode Specifications

The PLANET Code barcode symbology, which is the inverse of the POSTNET barcode symbology, uses a unique combination of three tall and two short bars to define each digit from 0 to 9. PLANET Code barcodes must meet the same dimensional specifications (including pitch, tilt, and baseline positioning) and print specifications (including reflectance) as required in [708.4.0](#) for POSTNET barcodes and in Publication 197, *Customer Guide to Confirm Service*. Publication 197 is available from the National Customer Support Center (see [608.8.0](#) for address).

13.3.6 PLANET Code Barcode Format

PLANET Code barcodes must meet the following format standards required in Publication 197 for service type:

- a. Origin Confirm mailpieces (incoming reply mail) require these data fields in the following order from left to right:
 1. Mailpiece type identification: two digits; identifies type of reply mail (courtesy reply mail, business reply mail (BRM), or Qualified BRM) and physical characteristic of piece (letter, card, or flat); defined by USPS.
 2. Customer identification: nine or eleven digits; identifies mailpiece; defined by subscriber.
 3. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10.
- b. Destination Confirm mailpieces (outgoing mail) require these data fields in the following order from left to right:
 1. Mailpiece type identification: two digits; identifies class of mail and physical characteristic of piece (letter, card, or flat); defined by USPS.
 2. Identification code: five digits; identifies mailer; assigned by USPS.
 3. Mailing: four (or six) digits; identifies specific mailing; defined by subscriber.
 4. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10.

13.3.7 Address Block Barcoding

If both a PLANET Code barcode and a POSTNET barcode are used as part of the delivery address block, the following standards must be met:

- a. One barcode must be placed in the upper part of the address block in one of two positions:
 1. Between the top address line (the first line of the delivery address block usually containing the recipient's name or attention line) and any keyline, optional endorsement line, or carrier route information line directly above the top address line.
 2. Directly above any keyline, optional endorsement line, or carrier route information line that is directly above the top address line.
- b. The other barcode must always be placed directly below the bottom address line (the city, state, and ZIP Code line).
- c. Both barcodes must maintain a minimum clearance of 1/25 inch directly above and below the barcodes.
- d. The entire address block must be placed on the piece under the applicable standards in [708.4.0](#). The barcodes and address block, along with any keyline, optional endorsement line, or carrier route information line, must maintain the other applicable minimum clearances under [708.4.0](#), including clearances for inserts in window envelopes.

13.3.8 Reply Mail Barcodes

Reply pieces prepared for the Origin Confirm service application under [13.2.6](#) must meet any applicable format and barcode standards as follows:

- a. For Business Reply Mail (BRM), [507.9.0](#).
- b. For Qualified Business Reply Mail (QBRM), [507.9.0](#).
- c. For courtesy reply mail (CRM), [202](#) for letters, [302](#) for flats.

13.4 Preshipment Notification

13.4.1 Purpose

[\[6-5-08\]](#) Mailers may submit a preshipment notification for mailings in which Destination Confirm information is desired. Preshipment notifications must be in a specific file format and presented before or at the time of the mailing. These electronic notices enable the USPS to generate entry scans for Confirm mail shipments. A test file transmission must be uploaded and approved before Confirm mailings may be made, as provided in [13.2.3](#).

13.4.2 Data Format

[\[6-5-08\]](#) The preshipment notification data file is a single data file in a comma-delimited flat file format. Each record is made up of a single row of data elements (fields) as defined in Publication 197. Preshipment notification data include specific mailer-generated information about each Destination Confirm mailing, such as shipment and mailer identification.

503.13.4.3

13.4.3 Shipment ID Barcode

[6-5-08] In addition to an electronic preshipment notification transmission for each mailing, a Shipment ID barcode (used as shipment identification) may be printed on the documentation accompanying the mailing. This documentation is either Form 8125 for mail prepared as a plant-verified drop shipment or Form 3152-A for mail entered and verified at a business mail entry unit. The USPS scans the Shipment ID barcode using a hand-held scanner. Shipment ID barcode symbology is USS Code 128 Subset B and must meet the technical specifications in Publication 197.

13.5 Delivery

Any mailpiece prepared for Confirm is delivered as ordinary mail unless combined with any available service subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

14.0 Money Orders**14.1 Fees for Money Orders**

Fee, each:

Service	Fee
Domestic money order	
\$0.01 to \$500	\$1.05
\$500.01 to \$1,000	1.50
Postal military money order (issued by military facilities)	0.30
Inquiry fee (includes the issuance of a copy of a paid money order)	5.20
Maximum amount per money order—\$1,000	

14.2 Issuing Money Orders**14.2.1 Availability**

Domestic money orders may be purchased from:

- a. All Post Offices, branches, and stations in the United States and its territories and possessions.
- b. Money order facilities for members of the U.S. Armed Forces.
- c. Rural route carriers and authorized highway contract route carriers. A customer fills out Form 6387 (available from the carrier) and gives it and the payment to the carrier. Unless the customer provides a preaddressed envelope and pays postage and any required fees for mailing, the carrier delivers the money order on the next trip.

14.2.2 Purchase Restrictions

A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

- a. The maximum amount of any single money order is \$1,000.

- b. Any customer whose daily total of purchased money orders is \$3,000 or more, regardless of the number of visits made by the customer to one or more postal facilities, must complete Form 8105-A, Funds Transaction Report (FTR), and show identification bearing the purchaser's photograph, name, and address.

14.2.3 Purchase Method

Money orders must be paid for in one of these ways:

- a. In U.S. currency and coins (in any amount).
- b. With established traveler's checks payable in U.S. dollars if the purchase is for at least 50% of the value of the traveler's checks.
- c. With ATM/debit cards at locations approved by USPS Corporate Treasury where the customer's personal identification number must be entered on a keypad connected to a credit/debit terminal.

14.2.4 Purchaser

The purchaser must complete the money order and customer's receipt by filling in the names and addresses of the payee and purchaser. Money orders must be made payable to a single identifiable party, which can be the purchaser. The USPS does not guarantee a 100% refund on a stolen money order if the customer's receipt is not presented with the claim for refund.

14.2.5 Replacement

The USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt.

14.3 Cashing Money Orders

14.3.1 Validity and Value

Domestic money orders are paid regardless of the time passed since their issue. Money orders are not interest-bearing instruments; they are paid only in the exact amount imprinted up to the authorized maximum amount. USPS records serve as the basis for adjudicating claims for payment of money orders.

14.3.2 Redemption

All U.S. money orders, including military, may be cashed at any U.S. Post Office or bank. Subject to funds availability, money orders may be cashed by rural carriers. Any customer whose daily total of cashed money orders exceeds \$10,000.00, irrespective of the number of Post Offices visited to cash the money orders, must also complete Form 8105-A, Funds Transaction Report (FTR), and show identification bearing the customer's photograph, name, and address.

14.3.3 Identification

When presenting a money order for payment, the customer seeking payment must sign in the presence of a USPS employee. If the customer is not known to the employee, suitable identification can be required. The USPS may refuse payment on any money order when the identity of the customer seeking payment is not proved to the satisfaction of the employee.

14.3.4 Acceptable Signature

The paying Post Office may accept any signature of the payee, purchaser, or endorsee that is not different from the name shown on the money order, subject to these conditions:

- a. A customer who cannot write may sign by using a mark, if a witness (who may not be a USPS employee) is present at the time of cashing.
- b. All money orders payable to a business firm, an organization, society, institution, or government agency must be signed in the name of the organization by an authorized representative (who must also sign with his or her own name and organizational title). Evidence of the representative's authority may be required.
- c. If the money order is drawn in favor of an official by name and presented by a successor, the successor must sign accordingly (e.g., "William Jones, treasurer, successor to George Thompson").
- d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment, whether such title is used on the face of the money order.
- e. A stamped signature is an acceptable endorsement on a money order drawn in favor of a firm, corporation, association, society, or individual, when the money order is presented to a bank for payment. A Post Office accepts a stamped signature only if an agreement is on file specifying the individual responsible for the correctness of such payments.

14.3.5 More Than One Payee

A money order completed by the purchaser to show more than one firm or person as payee is paid to either payee if the conjunction "or" is used to connect the payees. If no conjunction is used, or if the conjunction "and" is used to connect the payees, then all the listed payees must endorse the money order.

14.3.6 Payment to Another Party

Money orders may be paid to another party under these conditions:

- a. Only the payee of a money order may endorse it to any other person or firm. A person with power of attorney may cash money orders for a payee who gave the person that authority. A copy of the power of attorney must be filed at the office of payment. A payee may file a separate written order with the Post Office authorizing payment to another person. The person must be designated by name as the one to receive payment.
- b. When a payee (e.g., an individual or firm) makes an assignment and intends that money orders be paid to the assigned person, the payee must file a copy of a power of attorney or a written order with the USPS. The person who is designated to receive payment must sign the money order and write below the signature the capacity in which he or she acts.
- c. A money order may be paid to an executor or court-appointed administrator of the estate of the deceased person who was entitled to payment, provided that a copy of the appointment as executor or administrator is filed with the local postmaster. Such payments are made pursuant to the law of the state in which the deceased was a resident.

- d. Money orders are paid to the legal representative of a firm, association, or company that has ceased to exist. Appropriate documents proving legal representation must be provided to the USPS.
- e. Money orders are not issued or paid to a ward when declared incompetent by a court. They are paid only to the committee, guardian, or other duly authorized person responsible for the ward. Appropriate proof of authority must be provided to the USPS.
- f. A money order payable to a minor may be paid to the father or mother as natural guardian, unless prohibited by court order. Proof of parenthood may be required.

14.3.7 Second Endorsement

A money order with more than one endorsement is invalid, except under [14.3.5](#).

14.3.8 COD Parcel

No payment is made when a money order is issued in return for a COD parcel, and is presented by the addressee (purchaser), and the money order is not endorsed by the payee (shipper) or the payee has not authorized payment to the purchaser by written approval.

14.3.9 Payment Inquiry

A purchaser, payee, or endorsee may, at any time, inquire about payment of a domestic money order by completing, signing, and filing Form 6401 and paying the appropriate fee; a separate form and fee are required for each money order. The fee is not required if Form 6401 is filed by a bank, other financial institution, government agency that processes money orders directly with the Federal Reserve Bank, or postal official engaged in official USPS business.

14.4 Federal Reserve System

14.4.1 General

All money orders are forwarded through the Federal Reserve Banking System, to which commercial banks have access. For this standard:

- a. *Money order* means a U.S. Postal Money Order.
- b. *Federal Reserve Bank* means a Federal Reserve Bank or branch thereof that presents a money order for payment by the postmaster general.
- c. *Presenting bank* means a bank that presents a money order to and receives credit for the money order from a Federal Reserve Bank.
- d. *Reclamation* means the action taken by the postmaster general to obtain refund of the amounts of paid money orders.
- e. *Examination* includes examination of money orders for indicia of theft, forged endorsements, forged signatures or initials of issuing employees, raised amounts, and other material defects by electronic methods and visual inspection for defects that cannot be discovered electronically.

503.14.4.2

- f. *Stolen money order* means a U.S. Postal Money Order stolen from a Post Office, classified or contract station or branch, or USPS employee before it is officially issued by the Post Office, classified or contract station or branch, or by a USPS employee discharging his or her official duties.

14.4.2 Payment

The postmaster general has the usual right of a drawee to examine money orders presented for payment by banks through the Federal Reserve System and to refuse payment of money orders, and has a reasonable time after presentation to make each examination. Provisional credit is given to the Federal Reserve Bank when it furnishes the money orders for payment by the postmaster general. Money orders are deemed paid only after examination is completed, subject to the postmaster general's right to make reclamation under [14.4.4](#).

14.4.3 Endorsement

The presenting bank and the endorser of a money order presented for payment are deemed to guarantee to the postmaster general that all prior endorsements are genuine, whether an express guarantee to that effect is placed on the money order. When an endorsement is made by a person other than the payee personally, the presenting bank and the endorser are deemed to guarantee to the postmaster general, in addition to other warranties, that the person who so endorsed had capacity and authority to endorse the money order for the payee.

14.4.4 Reclamation

The postmaster general has the right to demand refund from the presenting bank of the amount of a paid money order if, after payment, the money order is found to be stolen, or to have a forged or unauthorized endorsement, or to contain any material defect or alteration not discovered on examination. Such right includes, but is not limited to, the right to make reclamation of the amount by which a genuine money order with a proper and authorized endorsement has been raised. Such right must be exercised within a reasonable time after the postmaster general discovers that the money order is stolen, bears a forged or unauthorized endorsement, or is otherwise defective. If refund is not made by the presenting bank within 60 days after demand, the postmaster general takes such actions as may be necessary to protect the interests of the United States.

507 Mailer Services

Overview

- 1.0 Treatment of Mail
- 2.0 Forwarding
- 3.0 Premium Forwarding Service
- 4.0 Address Correction Services
- 5.0 Recall of Mail
- 6.0 Pickup on Demand Service
- 7.0 Mailing List Services
- 8.0 Address Sequencing Services
- 9.0 Business Reply Mail (BRM)
- 10.0 Permit Reply Mail
- 11.0 Merchandise Return Service
- 12.0 Bulk Parcel Return Service
- 13.0 Parcel Return Service

1.0 Treatment of Mail

1.1 Nondelivery of Mail

Mail can be undeliverable for these reasons:

- a. No postage.
- b. Incomplete, illegible, or incorrect address.
- c. Addressee not at address (unknown, moved, or deceased).
- d. Mail unclaimed.
- e. Mail refused by the addressee at time of delivery.
- f. Mail refused by the addressee after delivery when permitted.
- g. Minimum criteria for mailability not met.

1.2 USPS Address Adjustments

1.2.1 Types of Adjustments

Mail can be undeliverable because of USPS adjustments such as the following:

- a. Renumbering of houses.
- b. Renaming of streets.
- c. Conversion from rural-style addresses (rural route and box number or highway contract route and box number) to city-style addresses (house number and street name).
- d. Realignment of rural or highway contract routes.
- e. Conversion from rural or highway contract service to city delivery service.
- f. Consolidation of routes.

507.1.2.2

- g. Consolidation of Post Offices or adjustment of delivery districts.

1.2.2 Charges

For 3 years after the date when the new address information appears in Address Information System (AIS) products, a mailer who regularly sends bulk mailings into an area affected by USPS adjustments is not charged for requested corrections to galley lists when such corrections relate to those adjustments.

1.2.3 Disposal

Mail that is undeliverable because of USPS adjustments is redirected and delivered to the destination without an additional postage charge as follows:

- a. For an adjustment under [1.2.1a](#) through [1.2.1c](#), for 1 year from the date when the new address appears in the AIS bimonthly products released in February, April, June, August, October, and December.
- b. For an adjustment under [1.2.1d](#) through [1.2.1g](#), for 1 year from the end of the month in which the adjustment occurs.
- c. For mail bearing the simplified address “Rural Route Box Customer,” “Highway Contract Route Box Customer,” or “Post Office Box Customer,” either for 90 days or until the next June 30, whichever is later.

1.2.4 Records

Records of address changes caused by USPS adjustments are kept by the local Post Office for 3 years.

1.3 Directory Service

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

- a. Mail with extra services (certified, COD, registered, special handling).
- b. Foreign, except circulars. (Foreign mail received in quantities with letter-class postage but the general characteristics of circular mail is not given directory service.)
- c. Mail from overseas Armed Forces.
- d. Parcels mailed at any Package Services price or endorsed by the mailer.
- e. Perishable matter.
- f. Official USPS mail.
- g. Express Mail Next Day Service (Post Office to Addressee only).

1.4 Basic Treatment**1.4.1 General**

Mail that is undeliverable as addressed is forwarded, returned to the sender, or treated as dead mail, as authorized for the particular class of mail.

Undeliverable-as-addressed mail is endorsed by the USPS with the reason for nondelivery as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). All nonmailable pieces are returned to the sender.

Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed

ENDORSEMENT	REASON FOR NONDELIVERY
Attempted—Not Known	Delivery attempted, addressee not known at place of address.
Box Closed—No Order*	Post office box closed for nonpayment of rent.
Deceased	Used only when known that addressee is deceased and mail is not properly deliverable to another person. This endorsement must be made personally by delivery employee and under no circumstance may it be rubber-stamped. Mail addressed in care of another is marked to show which person is deceased.
Delivery Suspended to Commercial Mail Receiving Agency	Failure to comply with 508.1.9.1 through 508.1.9.3 .
Illegible*	Address not readable.
In Dispute*	Mail returned to sender by order of chief field counsel (or under 508.1.0 and 508.2.0) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail.
Insufficient Address*	Mail without number, street, box number, route number, or geographical section of city or city and state omitted and correct address not known.
Moved, Left No Address	Addressee moved and filed no change-of-address order.
No Mail Receptacle*	Addressee failed to provide a receptacle for receipt of mail.
No Such Number*	Addressed to nonexistent number and correct number not known.
No Such Office in State*	Addressed to nonexistent Post Office.
No Such Street*	Addressed to nonexistent street and correct street not known.
Not Deliverable as Addressed—Unable to Forward	Mail undeliverable at address given; no change-of-address order on file; forwarding order expired.
Outside Delivery Limits*	Addressed to location outside delivery limits of Post Office of address. Hold mail for out-of-bounds customers in general delivery for specified period unless addressee filed order.
Refused*	Addressee refused to accept mail or pay postage charges on it.
Returned for Better Address*	Mail of local origin incompletely addressed for distribution or delivery.
Returned for Postage	Mail without postage or indication that postage fell off.
Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law*	Mail returned to sender under false representation order and lottery order.
Returned to Sender Due to Addressee's Violation of Postal False Representation Law*	Mail returned to sender under false representation order.
Returned to Sender Due to Addressee's Violation of Postal Lottery Law*	Mail returned to sender under lottery order
Temporarily Away*	Addressee temporarily away and period for holding mail expired.
Unclaimed*	Addressee abandoned or failed to call for mail.
Undeliverable as Addressed, Missing PMB or # Sign	Failure to comply with 508.1.9.2e.
Vacant*	House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.")

* Alternative addressing formats may not be used on the following: Express Mail pieces; mail with any special service; mail sent with any ancillary service endorsement; mail sent to any overseas military Post Office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*).

507.1.4.2

1.4.2 Official Mail

Official mail is treated the same as mail for the general public. All fees and services must be paid or collected on delivery of mail or address correction notices.

1.4.3 Mailer Endorsement

A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under [102](#), [202](#), [302](#), or [402](#). The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail.

1.4.4 Order

The information in the charts in this unit is associated with a customer's change-of-address order. Information on temporary changes of address is not provided.

1.4.5 Extra Services

Mail with extra services is treated according to the charts for each class of mail in [1.5](#), except that:

- a. Undeliverable-as-addressed Certified Mail is treated as First-Class Mail.
- b. All insured First-Class Mail is forwarded and returned at no additional cost. All insured Standard Mail and Package Services is forwarded or returned.
- c. Parcels with special handling that are undeliverable as originally addressed and forwarded to the addressee continue to receive special handling service without an additional special handling fee.
- d. Undeliverable-as-addressed return receipt for merchandise mail receives the treatment appropriate for the class of mail of the host piece.
- e. All Registered Mail items are treated as registered while they are being forwarded or returned.

1.4.6 Metered Pieces

Mail paid by postage meter that does not have a delivery address and a return address is returned to the Post Office of mailing. The reason for nondelivery is attached but the address correction fee is not charged. The piece is returned to the meter licensee upon payment of the applicable return postage.

1.5 Treatment for Ancillary Services by Class of Mail**1.5.1 First-Class Mail and Priority Mail**

Undeliverable-as-addressed (UAA) First-Class Mail (including stamped cards and postcards) and Priority Mail are treated as described in [Exhibit 1.5.1](#), with these additional conditions:

- a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear "Return Service Requested" or "Change Service Requested" (Option 1 only) may be forwarded to international addresses.
- b. Alternative addressing formats under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable First-Class Mail with any alternative

addressing format is returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#).

- c. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.1](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. First-Class Mail or Priority Mail bearing Standard Mail markings and endorsements permitted by [202](#) for letters, [302](#) for flats, and [402](#) for parcels and [244.5.1](#) for letters, [344.5.1](#) for flats, and [444.4.1](#) for parcels receives forwarding, return, and address correction services for Standard Mail under [1.5.3](#).
- e. “Change Service Requested” is not permitted for the following:
 1. Priority Mail, other than Priority Mail containing perishable matter under [601.9.0](#) (except for live animals).
 2. First-Class Mail or Priority Mail containing hazardous materials under [601.10.0](#).
 3. First-Class Mail or Priority Mail with an extra service other than Delivery Confirmation or Signature Confirmation.
- f. Address Change Service (ACS) as described in [4.0](#) is available for First-Class Mail and Priority Mail displaying the appropriate ACS participant code for an authorized ACS participant in conjunction with a permitted ancillary service endorsement. Mailers participating in OneCode ACS under [4.2.6](#) may print an Intelligent Mail barcode on First-Class Mail automation-price letters instead of a participant code and endorsement. The only endorsements permitted for use on First-Class Mail and Priority Mail valid ACS pieces are “Address Service Requested”, “Change Service Requested” or “Electronic Service Requested” subject to the following:
 1. “Address Service Requested” (Option 1) is valid for use on all mailpieces, including ACS participating pieces. “Address Service Requested” (Option 2) is valid for use only on ACS participating pieces.
 2. “Change Service Requested” (Options 1 and 2) are valid for use only on ACS participating pieces.
 3. The words “Option 1” or “Option 2” must not be part of the “Address Service Requested” or “Change Service Requested” endorsement on mailpieces.
 4. Participating ACS mailers are limited to selecting only one of the two options available for “Address Service Requested” and one of the two options available for “Change Service Requested.” The option(s) selected along with the mailer’s ACS participant code will be programmed at the CFS unit to facilitate processing of valid ACS pieces within the conditions that apply to ACS.

507.1.5.1

Exhibit 1.5.1 Treatment of Undeliverable First-Class Mail and Priority Mail

MAILER	
ENDORSEMENT USPS TREATMENT OF UAA PIECES	
No Endorsement	In all cases: Same treatment as “Forwarding Service Requested.”
“Electronic Service Requested”	In all cases: Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.
“Address Service Requested”	<p><i>OPTION 1</i>¹ If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge). <p><i>OPTION 2</i>² If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge); separate notice of new address provided (address correction fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
“Return Service Requested”	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).
“Change Service Requested”	<p><i>OPTION 1</i>² In all cases (regardless of whether a change-of-address order is on file): Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>OPTION 2</i>² If no change-of-address order on file: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). • <i>After month 18:</i> Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).
<i>RESTRICTIONS (FOR OPTIONS 1 AND 2)</i>	<p>The following restrictions apply:</p> <p>(1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking “Perishable” and; (b) First-Class Mail (excluding hazardous materials).</p> <p>(2) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.</p>

**MAILER
ENDORSEMENT USPS TREATMENT OF UAA PIECES**

“Temp— Return Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If permanent change-of-address order on file: Piece returned with new address or reason for nondelivery attached (in either case, no charge).</p> <p>If temporary change-of-address order on file: Piece forwarded to temporary address (no charge); no separate notice of temporary address provided.</p>
---	---

1. Valid for all pieces, including Address Change Service (ACS) participating pieces subject to [507.4.0](#).
2. Valid only for ACS participating pieces subject to [507.4.0](#) other than pieces containing hazardous materials.

1.5.2 Periodicals

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in [Exhibit 1.5.2](#), with these additional conditions:

- a. Periodicals matter is forwarded only to domestic addresses.
- b. Publications with an alternative addressing format under [602.3.0](#) are delivered to the address when possible. Forwarding service is not provided for such mail. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons.
- c. When a change of address is filed, copies of Periodicals publications bearing the old address are forwarded to the new address even if the copies show the sender's request for return.
- d. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued.
- e. Address correction service (including Address Change Service (ACS)) is provided for the first issue after 60 days for all publications, unless copies are to be returned at the publisher's request. ACS participants may receive the change notice before day 60, if so requested. Copies received after the address correction notice is mailed are disposed of by the USPS. When copies of the publication cannot be forwarded, the address correction notice is prepared for the first undeliverable issue of the publication received. Forms 3579 are mailed to publishers at least once a week.
- f. The publisher may request the return of copies of undelivered Periodicals by printing the endorsement “Address Service Requested” on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. This endorsement obligates the publisher to pay return postage. Each returned piece is charged the single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece. When the address correction is provided incidental to the return of the piece, there is no charge for the correction.
- g. A publisher of Periodicals publications may request a refund of the fees paid for duplicate address correction notices on Forms 3579 provided by the USPS if the customer submitted a change-of-address order and the first and duplicate notices are provided on magnetic tape by ACS or on printed copy by a

507.1.5.3

Computerized Forwarding System (CFS) unit. The refund request must be supported by documentation showing the number of duplicate notices received. The USPS does not process refunds for duplicate notices if:

1. The customer did not submit a change-of-address order.
2. The original and duplicate notices are not provided both by ACS or both by CFS.
3. The publisher does not submit documentation to support the refund amount.

Exhibit 1.5.2 Treatment of Undeliverable Periodicals

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No Endorsement ¹	<p>If no change-of-address order on file: Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>First 60 days:</i> Piece forwarded (no charge). • <i>After 60-day period:</i> Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.
“Electronic Service Requested”	<p>In all cases: Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile</p>
“Address Service Requested” ¹	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>First 60 days:</i> Piece forwarded (no charge). • <i>After 60-day period:</i> Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).
“Forwarding Service Requested”	Not available for Periodicals.
“Return Service Requested”	Not available for Periodicals.
“Change Service Requested”	Not available for Periodicals.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

1.5.3 Standard Mail

Undeliverable-as-addressed (UAA) Standard Mail is treated as described in [Exhibit 1.5.3a](#) and [Exhibit 1.5.3k](#), with these additional conditions:

- a. Standard Mail is forwarded only to domestic addresses.

Exhibit 1.5.3a Treatment of Undeliverable Standard Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No Endorsement ¹	<p>In all cases: Piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> Standard Mail containing hazardous materials must bear a permissible endorsement (see 507.1.5.3c.).</p>
“Electronic Service Requested”	<p>In all cases: Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.</p>
“Address Service Requested” ²	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).
“Address Service Requested” ³	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (First-Class Mail price charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (\$0.35 per letter or \$1.05 per flat postage due charged to mailer); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (First-Class Mail price charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (First-Class Mail price charged).
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).
“Return Service Requested”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).</p>

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
“Change Service Requested” ^{1, 4}	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> The following restrictions apply: (1) Delivery Confirmation is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>
<p>1. Not valid for pieces containing hazardous materials.</p> <p>2. Valid for all pieces not using Address Change Service electronic and automated options under footnote 3.</p> <p>3. Valid only for pieces using Address Change Service electronic and automated options as automated postage due transactions are implemented.</p> <p>4. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.</p> <p>b. The exceptional address format under 602.3.0 may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service and address correction service are not provided for undeliverable Standard Mail with this address format.</p> <p>c. The endorsement “Change Service Requested” is not permitted for Standard Mail containing hazardous materials under 601.10.0. Standard Mail containing hazardous materials must bear the endorsement “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”</p> <p>d. Standard Mail can be forwarded or returned at the appropriate Media Mail or Library Mail price if the content of the mail qualifies as Media Mail under 173, 373, or 473 or Library Mail under 183, 383, or 483 and the mail is marked “Media Mail” or “Library Mail” directly below the ancillary service endorsement.</p> <p>e. Mail that can qualify for Shipper Paid Forwarding under the applicable standards in 2.3.5 is forwarded or returned at the First-Class Mail single-piece price or Priority Mail single-piece price applicable for the weight of the piece.</p> <p>f. If a Standard Mail piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a Standard Mail piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender.</p> <p>g. Standard Mail with bulk insurance or return receipt for merchandise must be endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.” Standard Mail with Delivery Confirmation must be endorsed “Address Service Requested,” “Forwarding Service Requested,” “Return Service Requested,” or “Change Service Requested.”</p> <p>h. When a large volume of identical-weight pieces originates from a single mailer and is endorsed “Return Service Requested,” the USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per piece weight is determined, all the pieces are weighed in bulk and divided by the per piece weight to determine the total number of pieces. The return postage is calculated using these numbers. Pieces of identical weight counted in this manner are returned to the sender with the new address or the reason for nondelivery endorsed on the piece.</p>	

- i. A weighted fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece is endorsed “Address Service Requested” or “Forwarding Service Requested.” The weighted fee is the First-Class Mail or Priority Mail single-piece price and, if applicable, the nonmachinable surcharge (see [123.1.0](#) or [133.1.0](#)), multiplied by 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each piece individually. Using “Address Service Requested” or “Forwarding Service Requested” obligates the sender to pay the weighted fee on all returned pieces.
- j. A returned piece endorsed “Return Service Requested” is charged the single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece. The appropriate First-Class Mail price for a Not Flat-Machinable piece is the First-Class Mail parcel price.
- k. Mail sent as Bulk Parcel Return Service (BPRS) under [12.0](#) is returned at the BPRS per piece fee if one of the endorsements includes “ — BPRS” as shown in [Exhibit 1.5.3k](#).

Exhibit 1.5.3k Treatment of Undeliverable BPRS Standard Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
“Return Service Requested— BPRS”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged).</p>
“Address Service Requested— BPRS”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece, via ACS participant code). • <i>Months 13 through 18:</i> piece returned with new address attached (only Bulk Parcel Return Service fee charged). • <i>After month 18:</i> piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).

- i. Customized MarketMail under [705.1.0](#) is not eligible to use ancillary service endorsements.

1.5.4 Package Services and Parcel Select

Undeliverable-as-addressed (UAA) Package Services mail is treated as described in [Exhibit 1.5.4](#), with these additional conditions:

- a. Package Services and Parcel Select mail is forwarded only to domestic addresses.
- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable Parcel Post, Parcel Select, Media Mail, and Library Mail with this address format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete or

507.1.5.4

the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). Undeliverable Bound Printed Matter with this address format is disposed of by the USPS.

- c. The endorsement “Change Service Requested” is not permitted for Package Services mail containing hazardous materials under [601.10.0](#).
- d. If a Package Services piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage and still have other Package Services pieces forwarded to the addressee. If a Package Services piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender. If the addressee does not want to pay forwarding postage for all Package Services mail, the postmaster of the new address must use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services mail.
- e. Package Services mail bearing a postage meter indicia from a customer meter that is unaddressed and without a return address (undeliverable) is returned to the Post Office of mailing. The reason for nondelivery is attached without charging the address correction fee. The piece is returned to the meter licensee on payment of the return postage.
- f. Bound Printed Matter with no ancillary service endorsement and:
 1. With Delivery Confirmation, with Signature Confirmation, or with no other extra service, is disposed of by USPS.
 2. With an extra service other than Delivery Confirmation or Signature Confirmation is treated as though endorsed “Forwarding Service Requested.”

Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail and Parcel Select

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No Endorsement	<p>In all cases: Same treatment as “Forwarding Service Requested.”</p> <p><i>EXCEPTION:</i> Bound Printed Matter with Delivery Confirmation, with Signature Confirmation, or with no other extra service is disposed of by USPS.</p>
“Electronic Service Requested”	<p>In all cases: Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.</p>
“Address Service Requested”¹	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece price).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece price); separate notice of new address provided (address correction fee charged). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece price). • <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece price). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece price).
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece price).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece price). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece price). • <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece price). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece price).
“Return Service Requested”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at appropriate Package Services single-piece price).</p>
“Change Service Requested”²	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> The following restrictions apply: (1) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement. (2) This endorsement is not permitted for Package Services mail containing hazardous materials.</p>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

2. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

507.1.5.5

1.5.5 Express Mail

Undeliverable-as-addressed (UAA) Express Mail is treated as described in [Exhibit 1.5.5](#), with these additional conditions:

- a. Express Mail is forwarded only to domestic addresses.
- b. Directory service is provided for Express Mail that cannot be delivered because of an incorrect or incomplete address.
- c. The Express Mail portion of an Express Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.5](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. Undeliverable or unclaimed Express Mail is held by the USPS for 5 calendar days before it is returned to the sender at no additional postage, unless either of the following applies:
 1. The mail is refused before the end of the 5 calendar days.
 2. The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to [202.4.0](#), [302.3.0](#), or [402.3.0](#), directing the return of undeliverable mail after fewer than 5 calendar days.

Exhibit 1.5.5 Treatment of Undeliverable Express Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No endorsement	In all cases: Same as USPS treatment for "Forwarding Service Requested."
"Address Service Requested"	If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge). If change-of-address order on file: <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
"Forwarding Service Requested"	If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge). If change-of-address order on file: <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
"Return Service Requested"	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).
"Change Service Requested"	Not available for Express Mail.

1.6 Attachments and Enclosures

1.6.1 Periodicals

Undeliverable Periodicals (including publications pending Periodicals authorization) with a nonincidental First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or Priority Mail price for the weight and destination of the piece. The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

1.6.2 Standard Mail

Undeliverable, unendorsed Standard Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail price for the weight and shape of the piece or Priority Mail price for the weight and destination of the piece. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Standard Mail with an incidental First-Class Mail attachment or enclosure is treated as dead mail.

1.6.3 Package Services

Undeliverable, unendorsed Package Services with a nonincidental First-Class Mail attachment or enclosure is either forwarded or returned at the single-piece Package Services price. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Package Services with incidental First-Class Mail attachments or enclosures is returned at the single-piece Package Services price.

1.7 Mixed Classes

1.7.1 Combination With First-Class Mail

Combination mailings of First-Class Mail with Standard Mail or Package Services are provided the forwarding and return service of Standard Mail, as appropriate:

- a. An undeliverable combination mailpiece, including a piece that cannot be forwarded, one part of which is First-Class Mail (other than an incidental First-Class Mail attachment or enclosure), must be returned to the sender, subject to the charge for return according to its class. The weight of the First-Class Mail piece is not included when computing the charge for return of the Periodicals, Standard Mail, or Package Services part.
- b. Items with incidental First-Class Mail enclosures or attachments are returned according to the class of the host piece.
- c. An undeliverable combination mailpiece *that is not returnable to the sender*, of which one part is First-Class Mail, is given the treatment that applies to the class of the other part.

507.1.7.2

1.7.2 Other Combinations

Pieces of Periodicals, Standard Mail, or Package Services with other classes of mail attached or enclosed (other than incidental First-Class Mail attachments or enclosures) must be forwarded as specified for the host piece by the applicable standards. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail.

1.7.3 Host Piece

Any undeliverable combination mailpiece that does not include First-Class Mail matter is given the treatment applicable to the host piece.

1.7.4 Parcel

A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the Parcel Post Inter-BMC price when forwarded or returned.

1.8 Returning Mail**1.8.1 Nonmailable**

Nonmailable matter is returned to the sender immediately.

1.8.2 Refused Mail

Returnable mail is returned if refused by the addressee.

1.8.3 Express Mail, Priority Mail, First-Class Mail

Mailpieces sent as Express Mail, Priority Mail, or First-Class Mail that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned when possible to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by the USPS:

- a. Priority Mail bearing the appropriate Address Change Service (ACS) participant code and marked "Perishable" and endorsed "Change Service Requested."
- b. First-Class Mail bearing the appropriate ACS participant code and endorsed "Change Service Requested."

1.8.4 Other Classes

Other returnable mail is treated as appropriate for the class of mail and the sender's instructions except as noted below.

1.8.5 Extra Services

If a return receipt is attached to a certified, collect on delivery (COD), numbered insured, registered, return receipt for merchandise, or Express Mail piece to be returned, the reason for nondelivery is shown on the face of the piece. The receipt stays attached to the piece and is returned to the sender. Registered Mail is returned through the registry system. The sender must sign a delivery receipt for returned Express Mail and for certified, COD, numbered insured, registered, and return receipt for merchandise mail.

1.8.6 No Sender Instructions

Mail without a specific address or instructions from the sender is held:

- a. For 5 days if for delivery by rural or highway contract route carrier.

- b. For 10 days if for general delivery at an office with city carrier service. If the addressee notifies the postmaster of a delay in claiming the mail, the postmaster may hold such mail up to 30 days.
- c. For 15 days if for general delivery at an office without city carrier service.

1.8.7 Post Office Box

Deliverable mail addressed to a Post Office box is not returned until after the box is declared vacant, except for certified, collect on delivery (COD), insured, registered, postage due, and perishable mail.

1.8.8 Franked Mail

Unclaimed franked mail from a Member of Congress is returned to the origin Post Office (if known) or the Washington, DC, Post Office.

1.9 Dead Mail

1.9.1 Basic Information

Dead mail is matter deposited in the mail that is or becomes undeliverable and cannot be returned to the sender from the last office of address. Every reasonable effort is made to match articles found loose in the mail with the envelope or wrapper from which lost and to return or forward the articles.

- a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece First-Class Mail or Priority Mail price for keys and identification devices that is applicable based on the weight of the matter.
- b. Undeliverable, unendorsed Standard Mail, printed matter, circulars, newspapers, magazines, and other publications, and unidentified articles that have no value are disposed of as waste.
- c. Undeliverable articles of \$10 or more in value are treated as dead mail.
- d. Dead letters are opened at mail recovery centers to determine the name and address of the addressee or sender to permit delivery or return.
- e. Except for unendorsed Standard Mail, all undeliverable Standard Mail and Package Services, and insured First-Class Mail containing Standard Mail or Package Services enclosures, that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.
- f. Dead parcels are opened at mail recovery centers to determine name and address of the addressee or sender to permit delivery or return. Dead parcels returned to the sender or delivered to the addressee are priced postage due at the zone price from the dead parcel branch. If parcels are endorsed to show that they are USPS property, or that the sender refused to pay postage due on return as undelivered, the parcels are considered USPS property.

1.9.2 Books and Sound Recordings

Books and sound recordings are disposed of by the USPS under [1.9.1](#) and [1.9.3](#), unless the publisher or distributor requests that books and sound recordings bearing specific trade names, company names, or other organizational identifications be released to the requester or its representative. The requester must

submit a written application to the manager, Policy and Program Development, Office of the Consumer Advocate, USPS Headquarters. The application must state that the requester is the publisher or distributor of the books and sound recordings listed. The request may specify only one location where the books and sound recordings are to be picked up. If the request is approved, instructions and conditions for release are established. The approval stays in effect for 5 years or until canceled in writing by the requester or the USPS.

1.9.3 USPS Policy and Procedures

The *Postal Operations Manual* contains USPS policy and procedures for handling and disposing of dead mail (including through sale at auction or by donation to institutions).

2.0 Forwarding

2.1 **Change-of-Address Order**

2.1.1 Normal Time Limit

Records of permanent change-of-address orders are kept by city delivery Post Offices for 18 months, for forwarding and for address correction purposes, from the end of the month when the change takes effect. A record of change-of-address orders from general delivery to a permanent local address without time limit is kept 6 months. A record of change-of-address orders to other than a permanent local address is kept 30 days.

2.1.2 Time Limit Extension

When a customer notifies the Post Office of a permanent change in mailing address or the USPS changes a customer's mailing address, the postmaster may extend the forwarding period for 1 additional year if mail is regularly received addressed to the old address. To qualify for this extension, the customer must show that a financial hardship will ensue if extended forwarding is not granted. The customer must also show that reasonable effort is being made to notify correspondents of the new address.

2.1.3 Temporary Forwarding

A customer temporarily moving away may have mail forwarded for a specific period of time, not to exceed 12 months (364 total consecutive days). The Postal Service provides temporary forwarding service for a period of two weeks to six months (15 to 185 days) in response to an initial temporary change-of-address order. Customers may extend the temporary forwarding period up to a maximum of 12 months (364 days), by filing a second change-of-address order to begin on the first day of the second six-month period (the 186th day), and expiring on the desired date, up to and including the last day of the second six-month period (364th day). Every temporary change-of-address order must specify both beginning and end dates.

2.1.4 Methods of Filing

Customers may use one of the following methods to file a change-of-address with the Post Office:

- a. Mail or submit Form 3575 or other written notice to any Post Office, or as otherwise directed by the Postal Service.
- b. Use Internet Change of Address (ICOA) at <https://moversguide.usps.com>. Customers using the ICOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.
- c. Use Telephone Change of Address (TCOA) at 1-800-ASK-USPS. Customers using the TCOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.

2.1.5 Prohibited Use

A change-of-address order cannot be filed for the following:

- a. An addressee (e.g., an individual or a business entity or other organization) may not file a change-of-address order for mail originally addressed to the addressee at an organization, business, place of employment, or other affiliation. The organization or business may change the address (but not the addressee's name) on a mailpiece to redirect it to the addressee. Barcodes on redirected mailpieces should be obliterated to facilitate automation processing.
- b. Individual addressees at the Department of State. Individuals may not file a change-of-address order for mail originally addressed to the individuals at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to have mail forwarded to any Department of State ZIP Code.

2.2 Forwardable Mail

2.2.1 Classes

Forwarding is available for all classes of mail, subject to the corresponding conditions described in 1.0.

2.2.2 Reforwarding

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee.

2.2.3 Discontinued Post Office

All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to a discontinued Post Office may be forwarded without added charge to a Post Office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent.

2.2.4 Rural Delivery

When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Express Mail, First-Class Mail, Periodicals, and Package Services forwarded to the latter office for delivery by the rural carrier without added charge, if the customer files a written request with the postmaster at the former office.

2.2.5 Converted Service

Mail addressed to Post Office, rural, or highway contract route boxholders is delivered to customers residing in the affected area until June 30 following establishment of, or conversion to, city delivery service or for 90 days, whichever is later.

2.2.6 Mail for Military Personnel

All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. This free forwarding also applies to mail for household members whose change of address is caused by official orders to persons serving in or who are civilian employees of the U.S. Armed Forces. If the official permanent change of station order is to an overseas APO/FPO address, military authorities forward mail between the United States and those addresses; forwarding is limited to 60 days.

2.2.7 Mail Addressed to CMRA Customers

Mail addressed to an addressee at a commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to remail the mail with payment of new postage. A CMRA must accept and remail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer.

2.3 Postage for Forwarding**2.3.1 Origin**

Forwarding postage is computed by using the forwarding office as the origin office.

2.3.2 Express Mail

Express Mail is forwarded without charge.

2.3.3 First-Class Mail

First-Class Mail (including postcards and stamped cards) and Priority Mail are forwarded without charge when postage is fully prepaid by the sender.

2.3.4 Periodicals

Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender.

2.3.5 Standard Mail

Generally, Standard Mail is subject to collection of additional postage from the mailer when forwarding service is provided by charging the Standard Mail weighted fee on all returns. Shipper Paid Forwarding, used in conjunction with Address Change Service (4.0), provides mailers of Standard Mail machinable parcels an option of paying forwarding postage at the applicable single-piece First-Class Mail or Priority Mail price. Mail that qualifies for Bulk Parcel Return Service (BPRS) is returned at the BPRS per piece charge if the mailer uses one of the ancillary service endorsements that specifies BPRS (e.g., "Return Service Requested—BPRS").

2.3.6 Package Services

Package Services is subject to the collection of additional postage at the applicable price for nonlocal forwarding. Unless endorsed "Change Service Requested," all Package Services is delivered as directed without additional postage charge when the old and new addresses are served by the same Post Office. The addressee may refuse any piece of Package Services that has been forwarded. This refusal does not revoke the right to have other Package Services forwarded. If the addressee does not want to pay forwarding postage for all Package Services, the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services.

2.3.7 Extra Services

Certified, collect on delivery (COD), Delivery Confirmation, insured, registered, Signature Confirmation, and special handling mail is forwarded without additional extra service fees, subject to the applicable postage charge (to a domestic address only).

3.0 Premium Forwarding Service**3.1 Prices and Fees****3.1.1 Application Fee**

Customers must pay a \$10.00 nonrefundable application fee.

3.1.2 Weekly Reshipment Charge

The reshipment charge for each Priority Mail shipment to one temporary address is \$11.95 for each week of service requested. The amount due for the total weeks requested must be paid in full at the time the application is received.

3.1.3 Extension of Service

A Premium Forwarding Service (PFS) customer may contact the Post Office responsible for delivery to the primary address prior to the last shipment date and extend PFS service (up to 1 year maximum service from the initial start date) as needed. An extension is processed only after the Post Office receives payment of the reshipment charges due for the total weeks of extension requested.

3.1.4 Early Termination of Service

A customer who terminates PFS early (e.g., a customer prepays for 10 weeks but returns to a primary address after 8 weeks, either temporarily or permanently) may request a refund for any unused weekly shipment charges from the Post Office serving the primary address. The application fee is nonrefundable.

3.2 Basic Standards**3.2.1 Description**

Premium Forwarding Service (PFS) provides residential delivery customers and certain Post Office box customers an option to have all mail addressed to their primary address reshipped or rerouted to a temporary address mainly by means of a

507.3.2.2

weekly Priority Mail shipment. PFS is available for a period of not less than 2 weeks and not more than 1 year. This optional service is separate from the piece-by-piece forwarding service offered in [2.0](#), whereby only certain mailpieces are forwarded.

3.2.2 Use

Participation in PFS is subject to the following standards:

- a. PFS is available to residential delivery customers and to Post Office box customers with a size-one or size-two Post Office box.
- b. A customer must submit a completed PFS application, Form 8176, Premium Forwarding Service (PFS) Application, as specified by the Postal Service. The application fee and weekly reshipment charges for the full duration of the requested service must accompany the application.
- c. Except as provided in [3.2.2d](#), customers must designate on the application whether the order is for an “Individual” or an “Entire Household.”
- d. For customers whose primary address is a Post Office box, only the box customer is authorized to initiate the application and “Entire Household” must be designated on the application.
- e. PFS is available for a period of not less than 2 weeks and not more than 1 year.
- f. PFS is available only from and to domestic addresses.
- g. PFS is available to, but not from, single-point central delivery addresses such as RV parks, hospitals, hotels, and U.S. Department of State addresses. See [703.3.0](#) for additional U.S. Department of State requirements.

3.2.3 Prohibited Use

PFS cannot be combined with any ancillary or extra services beyond those purchased by the original sender. In addition, PFS is not available for:

- a. Customers who have an active temporary or permanent change-of-address (COA).
- b. Customers who have an active Hold Mail Authorization (PS Form 8076). Mail that has previously been held at the primary address Post Office cannot be included in PFS reshipments to a customer's temporary address.
- c. Customers whose primary address is a size-three, size-four, or size-five Post Office box. Residential customers who use these Post Office box sizes due to the unavailability of smaller boxes may request a waiver of this restriction.
- d. Customers whose primary address is a business delivery address.
- e. Customers whose primary address is a central point to which the USPS provides delivery in bulk to a third party, such as a commercial mail receiving agency (CMRA), RV park, trailer park, or hotel.
- f. Customers whose primary address or temporary address is an APO or FPO.
- g. Customers whose temporary address is within the 969 3-digit ZIP Code area or is otherwise in a U.S. territory or possession that requires a customs declaration.

3.3 Preparation

3.3.1 Weekly Priority Mail Reshipments

Regardless of any mailer's ancillary service endorsement on a mailpiece, all mail is reshipped in the weekly Priority Mail shipment, except as specified in 3.3.2 through 3.4.1.

3.3.2 Mailpieces Arriving at the Primary Address Endorsed "Surface Mail Only" or With Other Hazardous Materials Markings

Any mailpiece arriving at the primary address that indicates surface only transportation such as Label 127, "Surface Mail Only" or bears other hazardous materials markings such as "Consumer Commodity ORM-D", cannot be reshipped in the weekly Priority Mail shipment and must be rerouted separately via surface transportation.

3.3.3 Mailpieces Requiring a Scan or Signature at Delivery

Mailpieces requiring a scan or signature at delivery, such as Express Mail, Certified Mail, numbered insured mail or mailpieces with Delivery Confirmation, are appropriately scanned, then rerouted immediately and separately to the temporary address, subject to the following:

- a. Express Mail, Priority Mail, and First-Class Mail are rerouted at no additional charge.
- b. Standard Mail parcels are separately rerouted postage due at the appropriate 1-pound Parcel Post single-piece price.
- c. Package Services mailpieces (Parcel Post, Bound Printed Matter, Media Mail, Library Mail and Parcel Select) are separately rerouted postage due at the appropriate single-piece price in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable price is the Parcel Post price.

3.3.4 Priority Mail Not Requiring a Scan or Signature at Delivery

Priority Mail that does not require a scan or signature at delivery is immediately and separately rerouted to the temporary address, unless it will fit into the weekly Priority Mail shipment and such inclusion does not delay its delivery to the temporary address.

3.3.5 Large First-Class Mail and Periodicals Parcels Not Requiring a Scan or Signature at Delivery

First-Class Mail and Periodicals parcels (firm bundles) not requiring a scan or signature at delivery and that do not fit into the weekly Priority Mail shipment are separately rerouted at no additional charge.

3.3.6 Standard Mail Parcels Not Requiring a Scan or Signature at Delivery

Eligible Standard Mail parcels that do not require a scan or signature at delivery are included in the weekly Priority Mail shipment provided they will fit. Parcels that do not fit or are otherwise ineligible (e.g., mailpieces identified as surface transportation only) are separately rerouted postage due at the appropriate 1-pound Parcel Post single-piece price.

3.3.7 Package Services and Parcel Select Mailpieces Not Requiring a Scan or Signature at Delivery

Package Services and Parcel Select mailpieces not requiring a scan or signature at delivery are separately rerouted postage due at the appropriate single-piece price in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable price is the Parcel Post price.

3.4 Enter and Deposit

3.4.1 Mailpieces Arriving Postage Due at the Primary Address

Any mailpiece arriving postage due at the Post Office serving a customer's primary address is not reshipped in the weekly Priority Mail shipment and will be rerouted individually. Mailpieces arriving postage due are rerouted as follows:

- a. Postage due First-Class Mail mailpieces are rerouted as First-Class Mail postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- b. Postage due Priority Mail mailpieces are rerouted as Priority Mail postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- c. Postage due Package Services and Parcel Select mailpieces are rerouted postage due at the appropriate single-piece price in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable price is the Parcel Post price. The total postage due for Package Services and Parcel Select mailpieces is the sum of the postage due at the time of receipt at the primary address plus the postage due for rerouting the mailpiece from the primary Post Office to the temporary address at the appropriate single-piece price.

4.0 Address Correction Services

4.1 Address Correction Service

4.1.1 Address Correction Service Fee

Per manual notice issued—\$0.50

Per electronic notice (or manual notice for electronic option customers) issued:

- First-Class Mail—\$0.08
- Other than First-Class Mail—\$0.25

Per automated notice issued:

- First-Class Mail letters (first two notices)—\$0.00
- First-Class Mail letters (per additional notice)—\$0.06
- Standard Mail letters (first two notices)—\$0.03
- Standard Mail letters (per additional notice)—\$0.18

4.1.2 Purpose

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under [1.0](#), to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address

corrections and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see 2.1). Address correction service is available alone or in combination with forwarding and return service.

4.1.3 Invalid Endorsement

Any obsolete ancillary service endorsement or similar sender endorsement not shown in 1.0 is considered invalid. Material bearing invalid or conflicting ancillary service endorsements will not be accepted for mailing. If discovered in the mailstream, pieces bearing an invalid ancillary service endorsement or conflicting endorsements are treated as unendorsed mail. *Exception:* Undeliverable Parcel Post, Media Mail, Library Mail, and Parcel Select pieces that bear invalid or conflicting ancillary service endorsements are treated as if endorsed “Forwarding Service Requested.”

4.1.4 Periodicals

Address correction service is provided automatically for all Periodicals publications (including publications pending Periodicals authorization) and begins 60 days after the effective date of the addressee’s change of address. Address corrections are provided as separate notices or, at the mailer’s request, on the returned pieces.

4.1.5 Other Classes

When possible, “on-piece” address correction is provided for First-Class Mail, Express Mail, Priority Mail, Standard Mail, and Package Services. If the piece cannot be forwarded, it is returned with the address information or reason for nondelivery attached. Generally, when separate corrections are necessary, Form 3547 is returned to the sender with the address correction fee charged and the mail is forwarded. This service is not available for Express Mail, First-Class Mail, or Standard Mail addressed for delivery to the addressee by military personnel at any military installation, including APOs and FPOs.

4.1.6 Fee and Return Postage

Unless excepted, the applicable fee for address correction service is charged for each separate notification of address correction or the reason for nondelivery. When “on-piece” address correction is provided, no address correction fee is charged but return postage can be charged, depending on mail class.

4.2 Address Change Service (ACS)

4.2.1 Description

Address Change Service (ACS) is an automated or electronic process providing mailers with notices of address correction or reason for nondelivery. ACS is designed to reduce the volume of manual notifications provided for valid participating ACS mailpieces, but it does not completely eliminate manual notifications. Mailers must keep their address records in electronic format and mark or encode their mailpieces with the correct ACS symbology under 4.2 and the correct ancillary service endorsement under 1.5 to obtain address corrections. See 4.2.6 for an option to use OneCode ACS with an Intelligent Mail barcode for letters and flats in First-Class Mail, Periodicals, and Standard Mail. To obtain nondelivery information under 1.4.1, mailers must use an ACS keyline or an Intelligent Mail barcode on mailpieces. Mailers also can use traditional ACS, along with Shipper Paid Forwarding under 4.2.9, to pay forwarding postage on most Standard Mail and

507.4.2.2

Package Services pieces. Mailers can find additional information about traditional ACS and OneCode ACS in Publication 8a, Address Change Service - Traditional, and Publication 8b, Address Change Service - OneCode ACS.

4.2.2 Service Options

ACS offers three levels of service, as follows:

- a. An automated option for letters and flat-size mailpieces bearing an Intelligent Mail barcode, mailed as First-Class Mail, Standard Mail, and Periodicals, with electronic notices processed using Intelligent Mail technology (see 4.2.6). Only automated First-Class Mail and Standard Mail letters qualify for automated address correction prices when using the Intelligent Mail barcode (see 4.1.1).
- b. An electronic option for notices processed electronically, except automated notices under 4.2.2a.
- c. A default manual process for notices generated manually.

4.2.3 Participant Code and Mailer ID

Participant codes or Mailer IDs are used on ACS mailpieces as follows:

- a. Traditional Address Change Service (ACS) human-readable participant codes are provided to authorized mailers by the National Customer Support Center (NCSC) (see 608.8.0 for address). A participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter on the top or OEL line of the address block. Additional information for using the human-readable option is available in Publication 8a, Address Change Service—Traditional.
- b. When using Intelligent Mail barcodes, mailers can participate in the OneCode ACS option of ACS (see 4.2.6 for restrictions). The NCSC provides the numeric OneCode ACS Mailer ID, the equivalent of a participant code, to authorized mailers using an Intelligent Mail barcode (see 708.4.3). As part of the application process, a Mailer ID is assigned to identify the participant, or mailers can choose to register one or more of their existing Mailer IDs for use with OneCode ACS. Mailers must incorporate the Mailer ID in the Mailer Identifier field, the unique mailpiece identifier in the Serial Number field, and the appropriate service in the Service Type Identifier field of the Intelligent Mail barcode according to Specification USPS B-3200. Customers can access the Intelligent Mail barcode specification at ribbs.usps.gov/OneCodeSOLUTION.

4.2.4 Basic Standards for All ACS Mailpieces

Mailers preparing ACS mailpieces must meet these specifications:

- a. When using a window envelope, maintain a clearance between the top line of the address block and the top edge of the address window of at least 1/25 inch. This clearance must be maintained during the insert's range of movement in the envelope.
- b. When using an address label, maintain a clearance between the top line of the address block and the top edge of the address label of at least 1/25 inch.

4.2.5 Additional Standards—When Using Human-Readable ACS Participant Codes

Mailers must use human-readable ACS participant codes according to the following specifications:

- a. Print and place the ancillary service endorsement according to the requirements in [102.4.0](#) and [1.5](#).
- b. Print the ancillary service endorsement and the participant code in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.
- c. Use equal line spacing in the address block, including the participant code line and mailer keyline.
- d. When placing the participant code in an optional endorsement line (OEL), the participant code must occupy the first eight positions in the left part of the OEL and be formatted as indicated in [708.7.2.3](#).
- e. When placing the participant code in the address block, place it on the top line. The address block information may be on an insert in a window, on an address label, or preprinted on the mailpiece.
- f. Mailers preprinting the participant code on an envelope (rather than printing it in the address block or on a label) must meet the conditions in [4.2.4](#) in addition to the following:
 1. The participant code must be left-justified with the address block, with a tolerance of 1/4 inch left or right. Place the participant code not more than two line spaces above the top line of the address block (using the same line spacing size as used in the address block).
 2. When using a mailer keyline, place it in the top line of the address block (but below the preprinted participant code).
 3. OELs are prohibited when a mailer keyline is used.
- g. If using delivery point barcodes in the address block, mailers must place them in one of the following positions:
 1. When using a mailer keyline, place the barcode between the top line of the address information and the mailer keyline.
 2. When not using a mailer keyline, place the barcode between the top line of the address information and the participant code.
 3. Below the City-State-ZIP Code line.
 4. Above the participant code and OEL, except when placing the participant code under [4.2.5f](#).

4.2.6 Additional Standards—When Using Intelligent Mail Barcodes

Mailers can access OneCode ACS using an Intelligent Mail barcode, which is capable of encoding a valid Service Type Identifier indicating the ancillary service requested; a numeric Mailer ID; and the Serial Number, a unique numeric mailpiece identifier (keyline equivalent). This option is available for letters and flat-size mailpieces mailed as First-Class Mail, Standard Mail, and Periodicals. Address

507.4.2.7

Service and Change Service ancillary services are available for letters and flat-sized mailpieces mailed as First-Class Mail or Standard Mail by choosing the appropriate Service Type Identifier and registering the same choice in the mailer profile maintained by the NCSC, ACS Department. In order to receive requested information, mailers wishing to change their ancillary service choice or endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. Periodicals mailers not requesting Address Service will receive their current address correction notification option. The Service Type Identifier will indicate the ancillary service requested, and this choice must be indicated in the mailer's ACS profile maintained at the NCSC, ACS Department. In order to receive requested information, mailers wishing to change their ancillary service endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. Standard Mail pieces with OneCode ACS using an Intelligent Mail barcode require the use of a printed on-piece endorsement. ACS mailers are encouraged to use the "Electronic Service Requested" text endorsement. Other printed endorsements are not required to request ancillary services in conjunction with an Intelligent Mail barcode used on First-Class Mail or Periodicals mailpieces, and their use may produce unintended results. Mailpieces must meet the following specifications:

- a. Letter-size mailpieces must be automation-compatible.
- b. Flat-size mailpieces may be mailed at nonautomation or automation prices. The Intelligent Mail barcode may appear anywhere a POSTNET barcode can be placed.
- c. If using a window envelope, maintain a clearance between the leftmost and rightmost bars and any printing or window edge of at least .125 (1/8) inch, and maintain a clearance between the Intelligent Mail barcode and the top and bottom window edges of at least .040 (1/25) inch. These clearances must be maintained during the insert's range of movement in the envelope.
- d. The Intelligent Mail barcode must contain an 11-digit delivery point code that correctly corresponds to the delivery address.
- e. The Intelligent Mail barcode must meet the technical specifications as described in [708.4.3](#) and USPS Specification USPS-B-3200.

4.2.7 Periodicals

Address correction by ACS is provided based on the mailer profile option chosen by participating Periodicals publications (including publications pending Periodicals authorization).

4.2.8 Address Correction Service Fee

Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided.

4.2.9 Shipper Paid Forwarding

Shipper Paid Forwarding is an ACS fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services to pay forwarding charges via approved ACS participant code(s). For information about Shipper Paid Forwarding, contact the National Customer Support Center (see [608.8.0](#) for address). Mailers

have the option of paying forwarding charges through a postage due advance deposit account. Mailers who choose to do so must pay an annual account maintenance fee.

4.2.10 Shipper Paid Forwarding Fee

Annual account maintenance fee for (optional) advance deposit account: \$565.00.

4.3 FASTforward

4.3.1 Purpose

FASTforward is an automated system that interfaces with addressing and automation systems, such as multiline optical character reader (MLOCR) or remote video encoding (RVE) technologies, to identify names and addresses for which current change-of-address orders are on file with the USPS. Approved *FASTforward* MLOCR and RVE systems print an on-piece address correction (text and delivery point barcode of the new address) for identified pieces before entry in the mailstream. Technical and licensing information is available from the National Customer Support Center (see [608.8.0](#) for address).

4.3.2 Addressing

When MLOCR and/or video image technologies are used with *FASTforward*, all name lines and lines of the delivery address as defined in [602.1.0](#) on each mailpiece must have a uniform left margin and be entirely within the OCR read area defined in [202.2.1](#). The term name lines includes recipient's name, firm name, and building name. An optional information line (e.g., keyline or optional endorsement line) is permitted if placed above the top line of the address block. Any alternative addressing format under [602.3.0](#) is not permitted.

4.3.3 Barcoding

When MLOCR and/or video image technologies are used with *FASTforward*, each letter-size piece must have a barcode clear zone meeting the standards in [202.5.1](#), free of any printing and barcode. If a *FASTforward* match is made, the new address and barcode representing the new address are printed in the barcode clear zone and, for mail processing, take precedence over the old address and any barcode in the address block. The new barcode must meet the barcoding standards in [708.4.0](#). An envelope containing a window that intrudes into the barcode clear zone is not eligible for *FASTforward*.

4.4 Sender Instruction

4.4.1 Mail Not Forwarded

The following types of mail are not forwarded:

- a. Mail addressed to "Occupant" or "Postal Customer."
- b. Mail with exceptional address format.
- c. Mail showing specific instructions of the sender (e.g., "Return Service Requested" or "Change Service Requested").
- d. Perishable items not marked to abandon that cannot be delivered before spoiling, or day-old poultry that cannot be delivered within 72 hours after hatching. These items are returned to the sender immediately, if the return can be made before spoilage or within the 72-hour period.

507.4.4.2

4.4.2 Extra Services

A change-of-address order covers Certified Mail, collect on delivery (COD), insured, Registered Mail, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

- a. COD mail is not forwarded to overseas military Post Offices.
- b. Ordinary, insured, and COD parcels marked on the envelope or wrapper with the mailer's instructions to abandon or sell perishable items are treated following the instructions, such as:
 1. "Do not forward or return. If not accepted within ____ days, treat as abandoned. Notify mailer of disposition."
 2. "Do not forward or return. If undelivered after ____ days, sell contents to highest bidder and remit proceeds, less commission, to mailer." (A commission of 10%, but not less than \$0.25, is kept by the USPS from the amount for which perishable items are sold.)
- c. When the mailer so requests, Form 3849-D is sent to the mailer. The mailer then may designate a new addressee or alter the amount of COD charges by submitting a written request to the postmaster and paying the proper fee. The USPS returns the article to the mailer after the holding period if no response is received. The postage charge, if any, is collected from the mailer for returning the mail (but not registration or COD fees). When COD mail is addressed to a person who moved and left no forwarding address, Form 3849-D is not sent, and the mail is returned to the mailer.
- d. Insured Standard Mail is forwarded and returned.
- e. Insured Package Services without any other endorsement is forwarded at no charge locally and postage due nonlocally. (For forwarding, local means within the same Post Office.) If the mailpiece is undeliverable, the USPS returns it to the sender with the new address or the reason for nondelivery. The sender is charged for the return of the piece only and the attempted forwarding, when appropriate.
- f. The USPS holds undeliverable Certified Mail, insured, Registered Mail, and return receipt for merchandise mail for no fewer than 3 days nor more than 15 days (unless the sender specifies fewer).
- g. The USPS holds undeliverable collect on delivery (COD) mail for no fewer than 3 nor more than 30 days (unless the sender specifies fewer).

4.4.3 Express Mail Pouch

The USPS opens an undeliverable-as-addressed Express Mail pouch to find a delivery address on any envelope or article inside. The USPS does not open the wrappers or envelopes or break the seals of any Express Mail article in the pouch. If no address information is found, the pouch is treated as dead mail. Express Mail is held no more than 5 calendar days unless the sender sets a shorter period.

4.4.4 Holding Mail

At the sender's request, the delivery Post Office holds mail, other than Registered Mail, insured, Certified Mail, COD, and return receipt for merchandise, for no fewer than 3 days nor more than 30 days. A specific retention time of not less than 3 nor more than 30 days, if requested, must be included by the sender in the return address on the mailpiece (e.g., "Return in 30 days to" followed by sender's return address).

5.0 Recall of Mail**5.1 Who May Recall Mail****5.1.1 Sender**

Mail deposited in a collection box or at a Post Office may be recalled, with proper identification, by the sender or the sender's representative. Form 1509 must be submitted to the postmaster at the office of mailing.

5.1.2 Federal Agency

A federal agency may recall any mailpiece sent as official mail by submitting an Express Mail letter identifying the piece to any Post Office. This provision excepts a federal agency only from the requirement to file recall orders at the office of mailing and does not authorize an agency to recall mail that it did not send.

5.1.3 Expenses and Postage

The mailer must pay all expenses of recalling mail (including return postage for other than First-Class Mail). If mail recalled before dispatch is again presented for mailing, the original stamps are accepted for postage at face value. This provision does not apply to stamps paying for registry, insurance, or COD fees.

5.1.4 Registered Mail

For recalled Registered Mail, the sender must write or stamp "Withdrawn Before Dispatch" on the customer's copy of the Registered Mail receipt, sign it, and surrender it. The same words must be written or stamped on the face of the article.

5.2 Mailer Request for Withdrawal and Disposal of Mail**5.2.1 Mail Without Scheduled Delivery Date**

The mailer may request the USPS to withdraw and dispose of mail without a scheduled delivery date before its delivery if:

- a. The mailing contains at least 200 pieces.
- b. The mailer gives the USPS a written and signed request, describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The request must include the authorization to withdraw and dispose of the mail.
- c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or to the postmaster of each destination office (if the mailing has been accepted).

507.5.2.2

5.2.2 Mail With Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail with a scheduled delivery date (time-dated) before its delivery if:

- a. The mailing contains at least 200 pieces.
- b. The mailer entered the mailing early enough so that delivery can be expected on or before the scheduled delivery date.
- c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or, if the mailing has been accepted, the mailer either:
 1. Attaches a facing slip to each bundle of mail showing the company name, person to contact, telephone number (where collect calls are accepted), and the scheduled delivery date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal but not the disposal of the mail.
 2. Sends a written request to the postmasters of destination Post Offices before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after the scheduled dates.

5.2.3 No Guarantee

The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

5.2.4 Mail Disposal

Disposal of mail at the mailer's request creates no obligation of the USPS to refund postage. The mailer must pay all expenses that the USPS incurred in disposing of the mail.

6.0 Pickup on Demand Service**6.1 Pickup on Demand Service Fee**

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: \$14.75.

6.2 Basic Standards**6.2.1 Availability**

Pickup on Demand service is available from designated Post Offices for:

- a. Express Mail.
- b. Priority Mail.
- c. Single-piece price Parcel Post.

6.2.2 Extra Services

Certified Mail, Delivery Confirmation, and Signature Confirmation are the only extra postal services that may be used with pieces that are picked up.

6.2.3 Volume

There are no limits on the number of pieces that may be picked up. The USPS may defer pickup or make multiple pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. The USPS may establish plant load service if warranted.

6.2.4 Standards

Each piece of Express Mail, Priority Mail, or Parcel Post must meet all applicable eligibility and preparation standards. Material prepared for Express Mail or Priority Mail drop shipment must meet the applicable standards in [705.16.0](#).

6.2.5 Form 5541

When paying the fee, a customer must sign Form 5541. The USPS employee completes the information required on the form.

6.2.6 Collecting Other Mail

Incidental amounts of other postage-affixed, full-price mail also may be collected when Pickup on Demand service is provided.

6.2.7 Service Changes

The USPS may suspend or refuse Pickup on Demand service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities).

6.2.8 International Mail

Certain types of international mail that meet all eligibility and preparation standards required in the *International Mail Manual* may be collected when Pickup on Demand service is provided.

6.3 Postage and Fees**6.3.1 Postage**

The correct amount of postage must be affixed to each piece. *Exception:* Express Mail paid with a corporate account, Priority Mail or Parcel Post with a merchandise return service permit label ([11.0](#)), and manifest mailings approved by Business Mailer Support (BMS) do not need to have postage affixed.

6.3.2 Fee Charged

Pickup on Demand fees are listed in [113.1.6](#), [123.1.7](#), and [153.1.6](#), *Pickup on Demand Fees*. The customer is charged the required fee:

- a. Every time Pickup on Demand service is provided, regardless of the number of pieces or combination of classes of mail.
- b. For additional trips to pick up exceptional volume of which the serving Post Office was not notified.

6.3.3 Fee Not Charged

The customer is not charged the applicable fee for:

- a. A scheduled Pickup on Demand that is canceled as required.
- b. An on-call Pickup on Demand that is canceled before the USPS employee is dispatched for the pickup.

507.6.3.4

- c. Express Mail, Priority Mail, or Parcel Post that is collected during a regular delivery stop or a scheduled stop to collect mail not subject to a Pickup on Demand fee.
- d. Priority Mail or Parcel Post using a merchandise return service label that indicates that the permit holder will pay for Pickup on Demand service.
- e. Priority Mail reshipment service (11.7).

6.3.4 Fee Payment Method

The Pickup on Demand fee must be paid by one of these methods:

- a. Meter, precanceled, or adhesive stamps affixed to Form 5541.
- b. Federal agency number or Express Mail Corporate Account Number written on Form 5541.
- c. Check payable to the postmaster of the serving Post Office.
- d. Advance deposit account used by the merchandise return service permit holder to pay other applicable postage and fees (11.4.3).
- e. Regular postage due account maintained by the mailer at the serving Post Office.

6.4 On-Call Service

6.4.1 Availability

On-call Pickup on Demand service is available only from designated Post Offices with city delivery.

6.4.2 Requesting Pickup on Demand Service

A customer may obtain information about the availability of Pickup on Demand service and schedule a pickup by calling 1-800-222-1811. Pickups are made within 2 hours of the request. A pickup can be made later than 2 hours after the request if the customer and the serving Post Office agree and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving Post Office, the pickup may be deferred to the next business day. When scheduling a Pickup on Demand, the customer must indicate the quantity of mail to be picked up.

6.5 Scheduled Service

6.5.1 Availability

Scheduled Pickup on Demand service is available from Post Offices with city delivery and from other Post Offices where the customer's address is along the line of travel and within the regular delivery period of a rural route or highway contract route.

6.5.2 Service Agreement

A customer requesting scheduled Pickup on Demand service must enter into a service agreement with the USPS. The agreement specifies the time, place, day or date, frequency of service, and approximate volume per pickup.

6.5.3 Service hours

Scheduled Pickup on Demand service may be requested during the regular business hours of the serving Post Office. Scheduled Pickup on Demand service begins the day after the service agreement is finalized and continues until the customer cancels it.

6.5.4 Customer Changes

The customer must notify the serving Post Office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked up is more than 20% higher than the volume specified in the service agreement. The customer may:

- a. Amend the service agreement, effective 5 business days after the USPS receives the customer's written notice to the serving Post Office.
- b. Terminate scheduled Pickup on Demand service, effective 24 hours after the USPS receives the customer's written notice to the serving Post Office. The customer must pay all fees for Pickup on Demand service provided before termination of service.

6.5.5 USPS Changes

The USPS may:

- a. Change the service agreement, effective 5 business days after the customer receives written notice from the serving Post Office. The customer may appeal this notice to the district manager but must pay all fees for Pickup on Demand service provided during the appeal period.
- b. Terminate scheduled Pickup on Demand service, effective 24 hours after the customer receives written notice from the serving Post Office. Termination must be based on the customer's failure to pay postage and fees or to meet the standards for Pickup on Demand service or Express Mail, Priority Mail, or Parcel Post. The customer may appeal this notice to the district manager but must pay for all fees for Pickup on Demand service provided during the appeal period.

6.6 Express Mail Reshipment Service

6.6.1 Reshipment Service

The USPS gathers mail addressed to Post Office boxes or business street addresses and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (PS Form 5637, Corporate Account/Custom Designed Agreement) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. The mailer is charged a Pickup on Demand fee each time mail is collected for reshipment from a Post Office no matter how many Post Office boxes or business street addresses the mailer may have at that office.
- c. Express Mail postage and fees are paid by Express Mail Corporate Account or federal agency "Postage and Fees Paid" indicia. The sack or container and its contents are considered a single piece for calculation of the Express Mail price of postage and must not exceed 70 lbs.

507.6.6.2

- d. The mailer must keep a postage-due, merchandise return service, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The service agreement (PS Form 5637) must state that such an account exists.
- e. Express Mail reshipment service is not available for Registered Mail, Certified Mail, COD, insured, or Express Mail items. The mailer must give instructions for redirecting such items on PS Form 1093, Application for Post Office Box or Caller Service, for mail originally addressed to Post Office boxes, or on PS Form 5637 for mail originally addressed to business street addresses.
- f. The service agreement must list the Business Development Team at the originating office as the “Firm Representative” and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Express Mail.
- g. Commencement and termination of service agreements are subject to the standards for Express Mail Custom Designed Service.

6.6.2 Delivery

Delivery of Express Mail is subject to [508.1.1.7](#).

7.0 Mailing List Services

7.1 Mailing List Service Fees

For correction of name and address on occupant lists, per name on list—\$0.34. Minimum per list (30 items)—\$10.20

For sorting mailing lists on cards by 5-digit ZIP Code, per 1,000 addresses or fraction—\$115.00

For address changes provided to election boards and voter registration commissions, per Form 3575—\$0.33

7.2 General Information

7.2.1 Definition

A *mailing list* is a listing of names and addresses, or addresses only, produced on individual cards or in sheet form.

7.2.2 Carrier Route File

The official city delivery scheme, called the Carrier Route File, is available to mailers.

7.2.3 Purpose

To improve address quality, the USPS offers (for a designated fee) mailing list services to correct name and address lists; correct occupant lists; and sort mailing lists on cards by 5-digit ZIP Code (available only for multi-ZIP Code Post Offices). These services are available for mailing lists submitted by members of Congress; federal agencies; departments of state governments; municipalities; religious, fraternal, and recognized charitable organizations; and concerns or persons who solicit business by mail. For the designated fee, the USPS also provides address changes to election boards and voter registration commissions.

7.2.4 Lists

In providing services, the USPS does not compile any mailing list, including an occupant list. All corrections are marked on the list submitted by the customer.

7.2.5 Prohibitions

Persons other than USPS employees may not copy, or record by any means, names or addresses from carrier cases. Labels, wrappers, envelopes, stamped cards, or postcards indicating one-time use are not accepted as mailing lists.

7.3 Fee Assessment**7.3.1 Corrections**

The fee for correcting name and address lists or occupant lists is assessed for each name or street address on the list. Individual apartments are considered separate addresses. The minimum fee in 7.1 applies to lists with fewer than 30 names or addresses. For assessing the fee, the USPS considers a list to be all the addresses sent at one time to the appropriate postal facility.

7.3.2 Rural Route Consolidation

No fee is charged for correcting name and address lists or occupant lists where rural routes are consolidated or changed to another Post Office, or where rural route and box number addresses are changed to city-style addresses. The lists must contain only names and/or addresses of persons residing on the routes involved, and the lists must be submitted for correction during the time when the local Post Office is required to keep the address conversion information.

7.3.3 Cards

The fee for sorting mailing lists on cards by 5-digit ZIP Code is assessed per 1,000 addresses or fraction thereof.

7.3.4 Election Board and Voter Commissions

The fee for address changes provided to election boards and voter registration commissions is assessed for each Form 3575 submitted. The fee is collected on a per card basis regardless of the number of changes made on the card and whether the change concerns a person on the board's or commission's list of registrants. Instead of the actual forms, the USPS may supply facsimiles of the forms or copies of the information they contain at no additional fee.

7.3.5 Payment

The Post Office providing the correction service annotates the total fee due on the outside of the package containing the corrected cards or lists. Payment must be made to the postal installation to which the list was submitted. Payment must be in cash or by check or money order made payable to the postmaster. Payment for correcting a list submitted by a federal agency or a person authorized to send matter as official mail may be made under the official mail reimbursement program. Payment may be made when the list is submitted or when the corrected list is delivered.

7.3.6 Time Limit

The USPS corrects and returns a mailing list to the owner within 15 workdays after receipt. This time limit does not apply to mailing lists received for correction between November 16 and January 1; they are returned as soon as possible.

7.4 Name and Address List Correction

7.4.1 Preparation

If addresses are submitted in list form, the list must be typewritten, printed, or computer-prepared and in sheet form, with enough space between or next to each address to permit entry of corrections. The list owner's name must appear in the upper left corner of each page or sheet. Lists must be separated by Post Office. A separate list must be presented for each carrier route served by a Post Office with 190 or more revenue units. Each Post Office can advise customers in this regard.

7.4.2 Card Size

If the addresses are submitted on cards, the cards must be about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Information on the cards must be typewritten, printed, or computer-prepared, having only one name and address per card, and with enough space to permit entry of corrections. The list owner's name must appear in the upper left corner of each card. Lists (groups of cards) must be separated by individual Post Office.

7.4.3 Submission

The customer must submit the address cards or mailing lists to the district manager of Address Management Systems for addresses within the district. (The address of each district may be found at www.usps.com/oncost/lookups/ams_office_locator.html.) Unless directed otherwise by the district, the customer must address the submission as follows:

MANAGER
ADDRESS MANAGEMENT SYSTEMS
[STREET ADDRESS]
[CITY STATE ZIP CODE]

7.4.4 Postage

Cards or lists may be mailed by their owners to the designated district, but the list owner must prepay the postage for such items at the applicable price. The submitted items are returned free of postage.

7.4.5 Elements Corrected

USPS employees:

- a. Cross off names to which mail cannot be delivered or forwarded.
- b. Correct initials and/or last names when the name apparently is known to the owner of the list.
- c. Correct the house, rural, or Post Office box number; correct the last line (Post Office name, state abbreviation, and 5-digit ZIP Code); and, in multiple-unit buildings, add apartment, suite, or room numbers if known by the USPS employee.
- d. Correct spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.
- e. Provide new addresses, including ZIP Codes, for customers who have moved and filed permanent forwarding orders that are still active, and for addresses, if known, that are undeliverable because of USPS adjustments.

- f. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

7.4.6 No Additions

In making list corrections, USPS employees do not add a new name or address to a card or list.

7.5 Occupant Lists

7.5.1 Submission

Customers must submit occupant lists of street addresses in the same way as for name and address corrections. Customers must not submit lists that include more than 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area.

7.5.2 Elements Corrected

USPS employees:

- a. Provide new addresses, if known, for addresses that are undeliverable because of USPS adjustments.
- b. Correct last lines (Post Office names, state abbreviations, and 5-digit ZIP Codes), spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.
- c. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers.
- d. Indicate business addresses with a "B" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- e. Indicate rural route addresses with an "R" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- f. Enter the number of separate family units opposite addresses of multiple-unit dwellings.
- g. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.
- h. Group the corrected cards or sheets by carrier route for return to the list owner.

7.6 Sortation of Lists on Cards by 5-Digit ZIP Code

7.6.1 Coding

The customer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code Post Offices.

7.6.2 Preparation

To allow the USPS to sort a mailing list to 5-digit ZIP Codes, a mailing list of addresses only for multi-ZIP Code Post Offices must be prepared on cards about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Only one address may appear on each card. The owner must separate the cards by Post Office of address and submit each group to the district manager of Address Management Systems serving that Post Office. The list owner must wrap mailing lists (cards) for mailing when practicable. The owner's name and address must appear on the outside of the wrap or container.

507.7.6.3

7.6.3 USPS Sortation

USPS employees sort cards by 5-digit ZIP Code and securely package them with a facing slip marked "All for ZIP Code Area (00000)." ZIP Codes are not written on individual cards.

7.7 Election Boards and Voter Registration Commissions**7.7.1 General**

Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address Linkage System (NCOA^{Link}) to maintain current address lists.

7.7.2 Procedure

Election boards or voter registration commissions using permanent registration also may obtain residential change-of-address information from Forms 3575:

- a. An authorized official of the board or commission must sign and submit to the manager, address management systems (district), a written request that lists the Post Offices for which change-of-address information is desired.
- b. If the request is approved, an agreement must be obtained from and signed by an authorized official of the board or commission detailing the terms under which the change-of-address information is to be released.
- c. The board or commission receives the requested information from the postmasters of the listed Post Offices and pays those postmasters the applicable fees.

8.0 Address Sequencing Services**8.1 Address Sequencing Service Fees****8.1.1 Basic Service**

Each card or address removed because of an incorrect or undeliverable address: \$0.34.

8.1.2 Blanks for Missing Addresses

Each card or address removed because of an incorrect or undeliverable address: \$0.34.

Insertion of each blank card for missing or new address: no charge.

8.1.3 Missing or New Addresses Added

Insertion of each addressed card for missing or new address: \$0.34.

8.2 Service Levels

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and Post Office box sections:

- a. Sequencing of address cards or electronic address files.

- b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.
- c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.
- d. For address cards or electronic files, if qualification is met, the USPS will provide seeded addresses to the list owners for inclusion in their address files for file protection.
- e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud cannot be ruled out, the request will be denied and the Postal Inspection Service will be notified.

8.3 Card Preparation and Submission

8.3.1 Color, Size, and Quantity

When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the same size as the submitted address cards but of a different color. A customer must provide enough blank cards to equal at least 10% of the number of address cards submitted.

8.3.2 Limitation

The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in 8.2c will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code.

8.3.3 Addressing Format

Addressing format is specific to the media being used.

- a. Card Processing. Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards*. When sequence cards are used to obtain address sequencing information for Post Office boxes, the box section number must be substituted for the carrier route number (if shown).
- b. Electronic Processing. The customer must submit address files on electronic media, as described by USPS. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

507.8.3.4

8.3.4 Header Cards

When submitting address cards, customers must provide carrier route header cards prepared with standard 80-column computer card stock (or another size as described in [8.3.1](#)). The header cards must be typed, computer-generated, or printed by the customer. A route header card of the same size as the address cards must be placed in front of the cards for each route. All columns must be provided on the header cards, regardless of the service level requested. Column headings may be abbreviated. Examples of the required format for the route header card can be obtained from the National Customer Support Center (see [608.8.0](#) for address).

8.3.5 Delivery Unit Summary

A Delivery Unit Summary must be typed, computer-generated, or printed and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code. This form, used by the USPS to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the customer's bill. For electronic address file submissions, a computer-generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required printed or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see [608.8.0](#) for address).

8.3.6 5-Digit ZIP Codes

When submitting address cards, the cards for each 5-digit ZIP Code must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code. For each 5-digit ZIP Code, the customer must also show the number of containers submitted on the Delivery Unit Summary and number those containers sequentially (e.g., "1 of 3," "2 of 3," and "3 of 3"). If there is more than one container for the 5-digit ZIP Code, the Delivery Unit Summary must be affixed to the first container.

8.3.7 Submitting Cards or Electronic Files

The designated place for submission of addresses for sequencing depends on the type of media used.

- a. Card Processing. The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city.) Unless directed otherwise, the customer must address containers of address cards to:

MANAGER ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
[STREET ADDRESS]
[CITY/STATE/ZIP+4]

- b. Electronic Processing. The customer must submit address files on electronic media to:

COMPUTERIZED DELIVERY SEQUENCING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

8.3.8 Postage

Containers of cards mailed to the Post Office must have postage paid at the applicable price. Address files can be mailed at the appropriate price or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. They are returned to the customer free of postage.

8.3.9 USPS Sequencing

Unsequenced address cards received at Post Offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route bundles, bundled separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file.

8.3.10 USPS Time Limits and Billing

The Post Office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1; they are returned as soon as possible.

8.3.11 Seasonal Addresses

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an "S" on cards or a flag on address files. If the address is included in a series, such as those used for apartment buildings, trailer parks, and seasonal delivery areas in general, the

appropriate “seasonal” indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service.

8.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer, and insert a blank card or missing sequence number for address files for each existing address that is not included in the customer’s cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.)

8.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses

8.5.1 USPS Sequencing

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer’s cards or address file.

8.5.2 Separate Address Groups

Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or Post Office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

- a. Types of addresses (residential, business, or a combination).
- b. Number of addresses on the cards or in the address file.
- c. Name, mailing address, and telephone number of the list owner or agent.

8.5.3 Post Office Boxes

Within a 5-digit ZIP Code, Post Office box addresses must be placed in separate groups from city carrier, rural, and highway contract route addresses and separately identified on the customer’s statement.

8.5.4 Address Percentage

For the 5-digit ZIP Code, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses in the respective address group, 90% of all city carrier addresses in a combination residential/business address group, or 90% of all possible deliveries in rural/highway contract route and Post Office box groups.

8.5.5 Calculating Percentage

In calculating the total number of addresses within a 5-digit ZIP Code, each apartment unit in an apartment building or each office in an office building that is a deliverable address is treated as a separate address.

8.5.6 Resubmitting Cards or Address File

Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. Such a determination is not supplied by the USPS. See [509.1.0, Address Information System Products](#), for information on obtaining delivery statistics.

8.6 Service Charges**8.6.1 Basic Service**

For sequencing of address cards or address files, the fee in [8.1.1, Basic Service](#), is charged for each address card or address that is removed because of an incorrect or undeliverable address. All cards removed are packaged separately and returned to the customer.

8.6.2 Blanks for Missing Addresses

For sequencing of address cards or address files with total possible deliveries shown, the fee in [8.1.2](#) is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list.

8.6.3 Missing or New Addresses

For sequencing of address cards or address files with missing or new addresses added, the fee in [8.1.3](#) is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. For apartment or office buildings with a series of addresses for which the USPS provides a range of addresses, the charge is for each address (possible delivery) in the range or series.

8.6.4 Customer's Bill

For all services, the original of the Delivery Unit Summary is returned to the customer after completion by USPS employees and serves as the customer's bill. The customer must submit payment for the amount due to the local Post Office or as instructed.

8.6.5 Free Services

These services are provided at no charge for all three levels of service:

507.8.7

- a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.
- b. The USPS attempts, but does not guarantee, to make simple corrections to addresses (e.g., obvious spelling errors) that can be identified as a specific delivery address and are not undeliverable as addressed or nonexistent. Corrections are noted on the cards placed in proper carrier route sequence in the returned cards and identified by a rubber band around the card.

8.7 Submitting Properly Sequenced Mailings

8.7.1 Customer Responsibility

The customer must ensure that mailings are prepared in correct carrier route delivery sequence and resequence cards or an address file when necessary. The USPS does not provide list-sequencing service for mailings not prepared in correct carrier route delivery sequence if the customer is so notified but fails to take corrective action.

8.7.2 Changes

When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the USPS.

8.7.3 Out-of-Sequence Mailing

If a mailing is found to be out of sequence, the customer is informed in writing both of the error and that, unless the situation is corrected, the USPS will not provide carrier route sequencing service. If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit address cards to the Post Office or address files to the National Customer Support Center for sequencing. Within 30 days, the customer may file a written appeal with the postmaster who gave notice.

8.7.4 Reinstatement

Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors.

9.0 Business Reply Mail (BRM)

9.1 Business Reply Mail (BRM) Prices and Fees

9.1.1 Basic BRM

Annual permit fee: \$180.00.

Per piece fee: \$0.72 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Prices and Fees](#), or [133.1.0, First-Class Mail Prices and Fees](#))).

9.1.2 High-Volume BRM

Annual permit fee: \$180.00.

Annual account maintenance fee (for advanced deposit account): \$565.00.

Per piece fee: \$0.08 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Prices and Fees](#), or [133.1.0, First-Class Mail Prices and Fees](#))).

9.1.3 Basic Qualified BRM

Annual permit fee: \$180.00.

Annual account maintenance fee (for advanced deposit account): \$565.00.

Per piece fee: \$0.05 (in addition to the automation First-Class Mail QBRM postage (in [507.9.2](#))).

9.1.4 High-Volume Qualified BRM

Annual permit fee: \$180.00.

Annual account maintenance fee (for advanced deposit account): \$565.00.

Quarterly fee: \$1,855.00.

Per piece fee: \$0.006 (in addition to the automation First-Class Mail QBRM postage in [9.2, Qualified Business Reply Mail \(QBRM\) Prices](#)).

9.1.5 Bulk Weight Averaged Nonletter-Size BRM

Annual permit fee: \$180.00.

Annual account maintenance fee (for advanced deposit account): \$565.00.

Monthly maintenance fee: \$930.00.

Per piece fee: \$0.012 (in addition to the applicable First-Class Mail or Priority Mail postage in [123.1.0, Priority Mail Prices and Fees](#), or [133.1.0, First-Class Mail Prices and Fees](#)).

9.2 Qualified Business Reply Mail (QBRM) Prices

9.2.1 Cards

Cards meeting the standards in [9.3](#) through [9.12](#), in addition to the fees in [9.1](#): \$0.247 each.

9.2.2 Letters

Letter-size single pieces meeting the standards in [9.3](#) through [9.12](#), in addition to the fees in [9.1](#):

WEIGHT INCREMENT	PRICE
First ounce or fraction of an ounce	\$0.397
Additional ounce or fraction, (up to and including 2 ounces)	0.170

9.3 Qualified Business Reply Mail (QBRM) Basic Standards

9.3.1 Description

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- a. Is letter-size and is prepared to meet the automation compatibility requirements in [201.3.0](#) (except [201.3.13.1, Using Labels and Stickers](#)).
- b. Meets all the Business Reply Mail (BRM) standards in [9.4](#) through [9.12](#).
- c. Has postage and per piece charges deducted from a BRM advance deposit account.
- d. Is authorized to mail at QBRM prices and fees under [9.3.2](#). During the authorization process, the mailer is assigned a unique ZIP+4 code for each price category of QBRM to be returned under the system (one for card-price pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces) and has the option of using either an Intelligent Mail barcode or POSTNET barcode to encode the assigned ZIP +4 code.
- e. Bears the proper ZIP+4 code, assigned by USPS for the appropriate price category, in the address of each piece. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.
- f. Bears the correct Intelligent Mail barcode or POSTNET barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under [9.9](#) and [708.4.0](#).
- g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see [708.9.0](#)).

9.3.2 Authorization

To participate in QBRM, a mailer must have a valid BRM permit and pay the annual account maintenance fee. The following conditions also apply:

- a. Any mailer who applies for a BRM permit on Form 3615 must submit Form 6805 to the postmaster or business mail entry manager at the Post Office to which the QBRM pieces are to be returned. The USPS reviews the Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization on the approved Form 6805.
- b. Any mailer who applies for a BRM permit online (see [9.0](#)) completes an electronic version of Form 6805 as part of the online application approval process in place of a printed Form 6805. The mailer is not required to submit preproduction samples when the BRM permit is approved and issued online.

9.3.3 QBRM Postage

The single-piece postage prices for QBRM First-Class Mail are applied to each returned piece as follows:

- a. The QBRM price for cards in [9.2.1](#) applies to a card meeting the applicable standards in [9.3.1](#) and [201.1.0](#).
- b. The QBRM price for letters in [9.2.2](#) applies to a letter meeting the applicable standards in [9.3.1](#) that is not eligible for and claimed at the QBRM price for cards.

9.3.4 QBRM Per Piece Charges

Each piece of returned QBRM is charged the per piece charge in [9.1](#).

9.3.5 QBRM Fees

The following fees apply to QBRM First-Class Mail:

- a. The annual BRM permit fee.
- b. The annual BRM account maintenance fee.
- c. At the mailer's option, a quarterly fee.

9.4 General Information

9.4.1 Description

Business reply mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece fee only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United States and its territories and possessions, including military Post Offices overseas. Qualified Business Reply Mail (QBRM) is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage price and a reduced per piece fee (see [9.10](#)). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the *International Mail Manual*.

9.4.2 Payment Guarantee

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

9.4.3 Services

No extra services (e.g., Certified Mail, insurance, Registered Mail) are permitted with BRM.

9.4.4 Address

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece.

9.4.5 Official Mail

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in [703.7.0](#), which supersede any conflicting standards in [9.0](#).

9.4.6 Intentions of the Permit Holder

BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste.

9.4.7 Samples

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval ([9.3](#)).

9.4.8 Error Notification

If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (9.5.6).

9.5 Permits**9.5.1 Required**

Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM.

9.5.2 Application Process

The mailer may apply for a BRM permit using one of the following processes:

- a. Form 3615. The mailer submits a completed Form 3615 to the Post Office issuing the permit and pays the annual permit fee. If a completed Form 3615 is already on file for the mailer at that office for other permits, then the mailer must submit the annual permit fee and the USPS amends Form 3615 by adding the BRM authorization.
- b. Online. The mailer applies online at www.usps.com. Online application is available only for BRM permits issued for certain Post Offices, determined by logging on to www.usps.com/replymail and entering the 5-digit ZIP Code of the Post Office where the mailer wants the BRM permit issued. If the online application option is not available for a 5-digit Zip Code, the applicant must apply using Form 3615.

9.5.3 Annual Permit Fee

A permit fee must be paid once each 12-month period at each Post Office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 9.11 are not required to pay an annual permit fee at the Post Office where their BRM is received.

9.5.4 Renewal of Annual Permit Fee

An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.
- c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

9.5.5 Other Post Offices

A permit holder may distribute BRM through any Post Office for delivery at any Post Office under [9.11](#).

9.5.6 Revocation of a Permit

The USPS may revoke a BRM permit because of format errors or for refusal to pay permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual account maintenance fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate Post Office for approval.

9.6 Postage, Per Piece Fees, and Account Maintenance Fees

9.6.1 Postage

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage ([123.1.0](#), [Priority Mail Prices and Fees](#), and [133.1.0](#), [First-Class Mail Prices and Fees](#)). Cards must meet the standards in [201.1.0](#) to qualify for card price postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter price. For Priority Mail over 1 pound, if the zone cannot be determined from a return address or cancellation, then the permit holder is charged zone 4 postage for the weight of the piece. For QBRM, see [9.10](#).

9.6.2 Per Piece Fees

Per piece fees listed in [9.1](#) are charged for each piece of returned BRM (in addition to postage in [9.6.1](#)). If a permit holder has not paid an annual account maintenance fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual account maintenance fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see [9.10](#).

9.6.3 Advance Deposit Account and Annual Account Maintenance Fee

A permit holder may choose to pay an annual account maintenance fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee. The account maintenance fee must be paid once each 12-month period at each Post Office where a permit holder holds an advance deposit account. Payment of the account maintenance fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.
- b. If a permit holder distributes BRM with different addresses (including Post Office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual account maintenance fee is paid.

507.9.6.4

- c. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account maintenance fee is paid, then the permit holder receives only one statement.
- d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM on hand is charged the basic BRM per piece fee and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.
- e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual account maintenance fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) account maintenance fees must be paid.

9.6.4 Renewal of Annual Account Maintenance Fee

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual account maintenance fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in [9.1.1](#).

9.6.5 Combined Pieces as a Single Item

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with [201.1.0](#). The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage prices or per piece fees.

9.6.6 With Postage Affixed

BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece fees owed. The permit holder may request a refund or credit for postage affixed to BRM under [604.9.2.10](#).

9.6.7 Payment Options

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account ([604.6.3](#)), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece fees, and no annual account maintenance fee is charged to maintain the account.

9.7 Mailpiece Characteristics

9.7.1 Paper Weight

BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces (cards and self-mailers) must meet the basis weight requirements in [201.3.0](#).

9.7.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability. See [201.3.0](#).

9.7.3 Envelope Reflectance

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

9.7.4 Sealing and Edges

BRM pieces must be rectangular, with four square corners, and parallel opposite sides, but may have finished corners as described in [201.1.0](#) for letter-sized pieces or [301.1.0](#) for flat-sized pieces. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

9.7.5 Window Envelopes

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

- a. All window envelopes:
 1. When a mailpiece has a barcode in the address block, the mailpiece must meet the applicable standards in [202.5.7](#) for letters or [302.4.6](#) for flats.
 2. The address showing through the window must be that of the permit holder or an authorized representative.
 3. The facing identification mark (FIM) must be printed on the envelope as specified in [708.9.0](#).
 4. See [601.6.3](#) for required clearances for information showing within a window envelope.
- b. Covered window envelopes:
 1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and 4-1/4 inches long.
 2. The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.
- c. Open panel window envelopes:
 1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed directly on the envelope.

507.9.7.6

2. Other required and optional elements in [9.8](#) may be printed on the insert appearing through the address window.

9.7.6 Self-Mailers and Reusable Mailpieces

In addition to the standards in [9.7](#) and [9.8](#), self-mailers and reusable mailpieces must meet the standards in [201.3.14](#) and [601.6.4](#). Permit holders must provide instructions to the user for re-folding and sealing (see [601.4.0](#)) so that upon return the piece meets sealing and folding requirements in [201.3.0](#).

9.7.7 Cards

Cards must meet the standards in [201.1.2](#).

9.7.8 Labels

For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format standards in [9.8](#) must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. See [9.7.9](#) for labels for letter-size pieces.

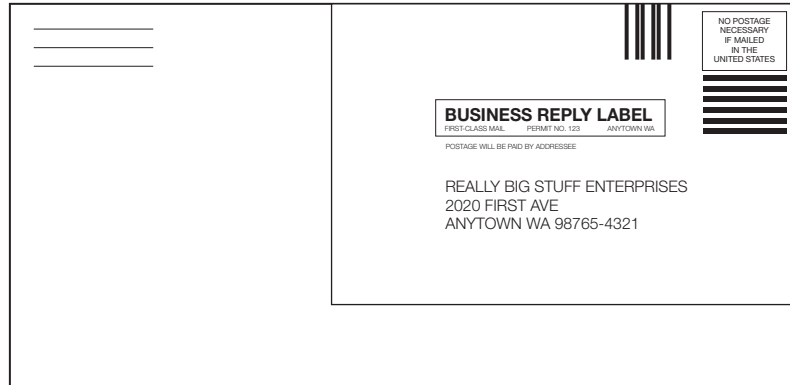
9.7.9 Labels for Letter-Size Pieces

The following standards apply to BRM labels for use on letter-size pieces:

- a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. *Exception:* The vertical series of horizontal bars must be at least 3/4-inch high. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.
- b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see [Exhibit 9.7.9](#)). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
 1. Place the label squarely in the upper right corner of the envelope.
 2. Do not write on the envelope or label.
 3. Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
 4. Do not use tape to affix the label.
- c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see [202.2.1](#)).
- d. Pieces with business reply labels cannot qualify for QBRM prices.

Exhibit 9.7.9 Instructions for Affixing Business Reply Label

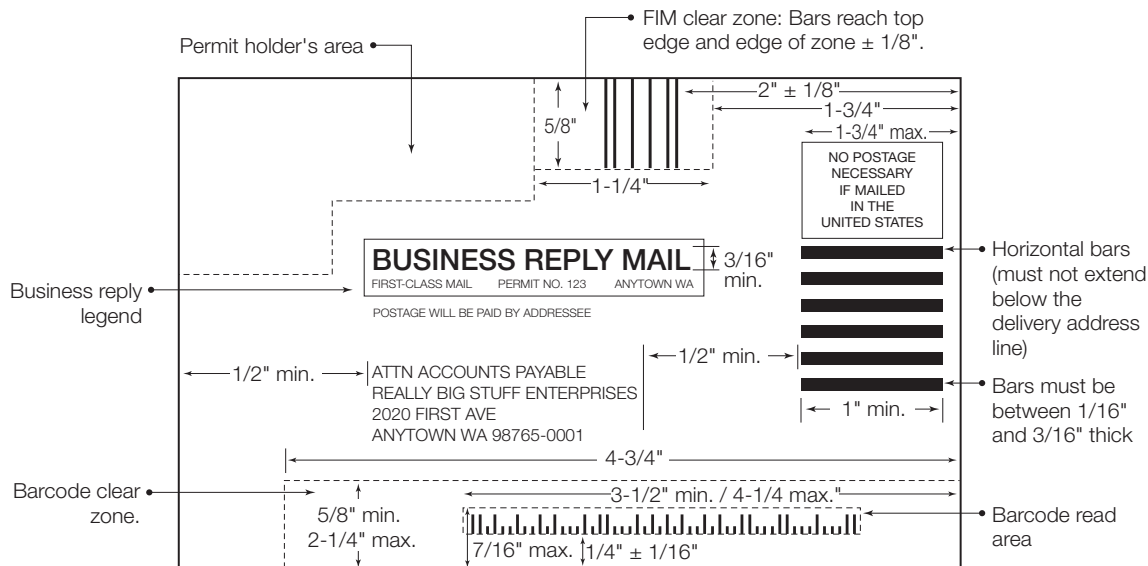
How to use your business reply label:
Affix label to upper right corner of envelope. Be sure the label is at the edge of the right corner. Do not use tape. Do not write on the envelope or use an envelope with printing other than a return address.



9.8 Format Elements

9.8.1 General

All pieces of BRM are subject to these format elements. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 9.10 and 9.12, respectively. BRM format elements are shown in [Exhibit 9.8.1](#).

Exhibit 9.8.1 Business Reply Mail Format**9.8.2 Printing and Print Reflectance**

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and handstamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on business reply labels and cartons and envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in [708.4.4](#).

9.8.3 "No Postage Necessary" Imprint

The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

9.8.4 Business Reply Legend

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL," as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the business reply legend may be surrounded by a rule or border.

9.8.5 Permit Number and Postage Endorsement

Directly below the business reply legend, the words "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and Post Office that issued the permit) must appear in capital letters. Directly below that, the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

9.8.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, and BRM ZIP Code) must be printed directly on the piece, except as allowed under [9.7.5](#) or under item a below, subject to these conditions:

- a. Preprinted labels with only delivery address information (including an Intelligent Mail barcode or POSTNET ZIP+4 barcode under [9.9](#)) are permitted, but the permit holder's name and other required elements must be printed directly on the BRM piece.
- b. On letter-size pieces, the complete delivery address must appear within the OCR read area (see [202.2.1](#)).
- c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.
- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM. A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

9.8.7 Horizontal Bars

A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES." The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars must not extend lower than 5/8 inch from the bottom edge of the piece.

9.8.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see [9.7.9](#)). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in [708.9.0](#).

9.8.9 Company Logo

A company logo is permitted:

- a. On nonbarcoded BRM, if it is placed outside the OCR read area (see [202.2.1](#)).
- b. On letter-size barcoded BRM, if it is placed no lower than 5/8 inch from the bottom edge of the piece.
- c. On any piece, if the logo does not interfere with any required format elements.

9.9 Additional Standards for Letter-Size Barcoded BRM

In addition to the format standards in [9.8](#), letter-size BRM enclosed in automation price mailings and all QBRM must be ZIP+4 barcoded with an Intelligent Mail barcode or POSTNET barcode. Other BRM may be barcoded at the permit holder's option. Barcoded BRM must meet the barcode standards in [708.4.0](#), the envelope basis weight standards in [9.7.1](#), all other mailpiece design standards in [201.3.0](#) (including thickness), and these standards:

507.9.10

- a. Permit holders must use the ZIP+4 codes and equivalent Intelligent Mail barcode or POSTNET barcodes assigned by the USPS. Delivery point barcodes are not permitted on BRM. The ZIP+4 barcode must be placed on the address side of the piece and positioned in either of these two locations:
 1. As part of the delivery address block under [202.5.7](#).
 2. Within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

9.10 Additional Standards for Qualified Business Reply Mail (QBRM)

9.10.1 Description

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage prices and reduced per piece fees. QBRM postage and per piece fees must be deducted from a BRM advance deposit account.

9.10.2 Eligibility

To qualify for QBRM, pieces must meet the eligibility requirements in [9.3](#).

9.10.3 Authorization

BRM permit holders must apply for authorization to participate in QBRM under [9.3](#).

9.10.4 Postage

Each piece of returned QBRM is charged the automation postage price for QBRM pieces in [9.2](#). Pieces that do not meet the format requirements for QBRM cannot qualify for automation postage prices and are charged First-Class Mail postage according to [9.6.1, Postage](#).

9.10.5 Per Piece Fees

Per piece fees listed in [9.1.3](#) are charged for each piece of returned QBRM (in addition to postage in [9.10.4](#)). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in [9.1.2](#).

9.10.6 Annual Account Maintenance Fee and Advance Deposit Account

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual account maintenance fee (see [9.6.3](#)).

9.10.7 Quarterly Fee for High-Volume QBRM

Mailers may choose to pay a quarterly fee in addition to the annual account maintenance fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee listed in [9.1.4](#)). The quarterly fee and annual account maintenance fee must be paid at each Post Office where mail is returned and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees simply by not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

9.10.8 Payment Period for Quarterly Fee

The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece fee from the date of payment through the end of the quarterly period. The fee paid is that which is in effect on the date of payment.

9.11 BRM Distributed and Received by Agents of a Permit Holder**9.11.1 Description**

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces. Agents may use any type of BRM service.

9.11.2 Permit

The main permit holder or “corporate” office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the Post Office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local Post Office.

9.11.3 Annual Permit Fee

The annual permit fee must be paid by the permit holder (9.6.3). Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account through which the local Post Office can determine that the permit fee has been paid.

9.11.4 Postage, Per Piece Fees, and Annual Account Maintenance Fees

Agents receiving BRM or QBRM pay the postage, per piece fees, and annual account maintenance fees listed in 9.1 for the type of service received. The agent may choose to pay an annual account maintenance fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece fees.

9.11.5 Payment Guarantee

The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to the Post Office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece fees. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (9.5.6).

507.9.11.6

9.11.6 Format

BRM distributed by agents must meet all required format standards in [9.7](#) and [9.8](#). Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

- a. When the agent is a branch of an authorized business.
- b. The permit holder notifies a Post Office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

9.12 Bulk Weight Averaged Nonletter-size BRM**9.12.1 Description**

Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by Post Offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts.

9.12.2 Eligibility

BRM pieces rated by the weight averaging method must:

- a. Meet the basic standards for BRM in [9.0](#).
- b. Not be letter-size ([201.1.0](#)) or card-size ([201.1.2](#)).
- c. Not exceed 5 pounds.

9.12.3 Postage, Per Piece Fees, and Other Fees

Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece fees according to [9.1.5](#). Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual account maintenance fee (see [9.6.3](#)) and a monthly maintenance fee ([9.3](#)).

9.12.4 Application Procedures

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the postmaster of the office where the BRM permit is held. The postmaster forwards this information to the manager, Customer Service Support, USPS Headquarters (see [608.8.0](#) for address). The request must include the following information:

- a. Permit holder's name and address.
- b. Name and location of the Post Office at which BRM will be received and a CAPS account number, if available.

- c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).
- d. Based on the estimated volume in [9.12.4c](#), a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in [9.1.5, Bulk Weight Averaged Nonletter-Size BRM](#).
- e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

9.12.5 Authorization

The permit holder's request will be reviewed and approved by the manager, Customer Service Support, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the Post Office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a Post Office box address.

9.12.6 Denial of Authorization

If the permit holder's request is not approved, then the Post Office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Customer Service Support, USPS Headquarters, who issues a final written decision to the permit holder.

9.12.7 Revoking Authorization

To revoke authorization for bulk weight averaging, the postmaster sends written notice to the permit holder. A postmaster may terminate authorization for bulk weight averaged BRM for any of the following reasons:

- a. The permit holder provided incorrect or incomplete information on the request for authorization.
- b. The permit holder's BRM pieces no longer meet the eligibility requirements in [9.0](#).
- c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.
- d. The permit holder no longer desires to participate in bulk weight averaging.

9.12.8 Notice and Appeal

Termination takes effect 15 days from the permit holder's receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder's appeal together with all pertinent information to the manager, Customer Service Support, USPS Headquarters, who issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal.

507.10.1

10.0 Permit Reply Mail

10.1 General Information

10.1.1 Description

Permit reply mail (PRM) enables a permit imprint permit holder to receive First-Class Mail and Priority Mail back from customers by prepaying postage for reply pieces at the time of mailing. Mailers must distribute PRM pieces as part of a First-Class Mail mailing (see [230](#)) using a permit imprint, and not through any other means.

10.1.2 Services

No extra services (e.g., Certified Mail, insurance, Registered Mail) are permitted with PRM.

10.1.3 Address

The delivery address on a PRM mailpiece may not be altered to redirect it to any address other than the one preprinted on the piece.

10.1.4 Permit Holder Intentions

PRM may not be used for any purpose other than the purpose intended by the permit holder, even when postage is affixed.

10.2 Authorization and Revocation

10.2.1 Authorization

PRM customers must apply for authorization through the district manager of Business Mail Entry at the office where the permit imprint account is held.

10.2.2 Samples

Permit holders must submit preproduction samples of PRM pieces to the Postal Service for approval prior to distribution.

10.2.3 Error Notification

If the Postal Service discovers a PRM format error, the permit holder or authorized agent will receive a written notification of the error. The permit holder must correct the error and ensure that all future PRM pieces meet appropriate specifications. The Postal Service may revoke a PRM authorization if a mailer repeatedly distributes PRM with format errors (see [10.2.4](#)).

10.2.4 Revocation of Authorization

The Postal Service may revoke a PRM authorization because of format errors or misuse. If the authorization is revoked due to format errors, the format errors must be corrected before reauthorization.

10.3 Format Elements

10.3.1 General

All pieces of PRM must include the format elements shown in [Exhibit 10.3.1](#).

Exhibit 10.3.1 Permit Reply Mail Format Elements



10.3.2 Printing and Print Reflectance

All legible forms of printing are permitted. Mailers may not use handwriting, typewriting, or handstamping to prepare PRM.

10.3.3 No Postage Necessary Imprint

The imprint, "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES," must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

10.3.4 Permit Reply Mail Legend

The legend, "PERMIT REPLY MAIL," must appear on all pieces. The legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the permit reply mail legend may be surrounded by a rule or border.

10.3.5 Permit Number and Postage Endorsement

Directly below the permit reply mail legend, the words, "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and the Post Office that issued the permit) must appear in capital letters. The permit holder may replace the permit number and the Post Office with a company permit as described in 10.5. Directly below that, the endorsement, "POSTAGE HAS BEEN PREPAID BY ADDRESSEE," must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

10.3.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, ZIP+4 code, and corresponding delivery point barcode) must be printed directly on the piece.

507.10.3.7

10.3.7 Facing Identification Mark

A facing identification mark (FIM) C must be printed on all letter-size PRM. The FIM C must meet the physical standards in [708.9.0](#).

10.3.8 Company Logo

A company logo is permitted as follows:

- a. On letter-size PRM, if the logo is placed no lower than 5/8 inch from the bottom edge of the piece.
- b. On any piece, if the logo does not interfere with any required format element.

10.4 Permit Imprint Account

Mailers may distribute PRM as part of the contents of an outgoing mailing only by using a valid permit imprint account. The standards for using permit imprints are located in [604.5.0](#).

10.5 Company Permit Reply Mail Imprint**10.5.1 Definition**

A company permit reply mail imprint is one in which the exact name of the company holding the permit is shown in the permit reply mail indicia in place of the city, state, and permit number.

10.5.2 Use

A customer may use a company permit reply mail imprint if, for 1 year from the date of mailing, the permit holder or its agent keeps records of each mailing paid with a company permit reply mail imprint and makes them available for USPS review on request. These records must include the weight of a single piece; the total number of pieces mailed; the total postage; and the dates and Post Offices of mailing. A complete sample mailpiece must be included for each mailing.

10.5.3 Format

To create a company permit reply mail imprint, replace the words "PERMIT No. [NO., CITY, STATE]" (representing the permit holder's number and the Post Office that issued the permit), with "PERMIT PAID BY [COMPANY NAME]" (representing the name of the company in the delivery address of the mailpiece) in capital letters.

11.0 Merchandise Return Service**11.1 Prices and Fees****11.1.1 Permit Fee**

Annual permit fee: \$180.00. An annual permit fee must be paid once each 12-month period at each Post Office where a Merchandise Return Service (MRS) permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

11.1.2 Advance Deposit Account and Account Maintenance Fee

Annual account maintenance fee (for advance deposit account): \$565.00.
The permit holder must pay postage and extra service fees through an advance deposit account and must pay an annual account maintenance fee (see [11.1](#)). The account maintenance fee is charged once each 12-month period on the anniversary

date of the initial account maintenance fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account for MRS is not required; the annual account maintenance fee is charged if MRS postage and fees are paid from an existing account:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.
- b. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account fee is paid, then the permit holder receives only one statement.

11.1.3 Postage

Merchandise return service parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a parcel is unmarked, then it is charged Parcel Post prices. If the postage for the returned parcel is zoned and there is no way to determine its zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC/ASF prices (for Parcel Post). Postage is deducted from an advance deposit account.

11.1.4 Postage Due Weight Averaging

MRS mailers may participate in the Postage Due Weight Averaging program described in [705.19.0](#).

11.2 Basic Standards

11.2.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece price First-Class Mail, Priority Mail, and Package Services parcels that are returned to the permit holder by the permit holder's customers via a special label produced by the permit holder.

11.2.2 Availability

Merchandise return service is available to the permit holder for mailing to the postage due unit at any Post Office where authorized by an approved application.

11.2.3 Payment Guarantee

The permit holder guarantees payment of the proper postage and extra service fees (except for insurance and certificate of mailing purchased by the sender) on all parcels returned via a special label produced by the permit holder.

11.2.4 Where Service Established

Merchandise return service may be established at any Post Office in the United States and its territories and possessions or at any U.S. military Post Office overseas (APO/FPO). It is not available for any foreign country.

11.2.5 Official Mail

Any authorized user of official (penalty) mail may use merchandise return service subject to the standards in [703.7.0](#), which supersede conflicting standards below.

507.11.2.6

11.2.6 Application Process

The applicant must submit a completed Form 3615 and the annual permit fee to the Post Office issuing the permit. If the applicant already has a completed Form 3615 on file at that office, the form may be amended by adding the merchandise return service authorization to existing permit authorizations. Except for MRS labels generated by the USPS Application Program Interface (API), the Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted Delivery Confirmation barcodes must be approved by the USPS (503.9.0). If articles are to be returned from customers as Registered Mail, the applicant must write "Registered Mail" on the application. After a permit is obtained, any change to label formats or customer instructions must be approved by the Post Office where the permit is held. The permit is valid for 12 months after the approval date of the application.

11.2.7 Procedure

An approved merchandise return permit on Form 3615 must be on file at every Post Office to which parcels are returned.

11.2.8 Multiple Accounts

When an advance deposit account is kept at each entry location, a separate permit is needed and the annual merchandise return service permit and annual account maintenance fees must be paid at each Post Office.

11.2.9 Renewal

To renew the permit, the permit holder must send the annual fee to the issuing Post Office by the expiration date of the permit or authorize the postmaster to deduct the fee from the advance deposit account. Written authorization is not needed for permit renewal if there is no change to the authorization on file at the delivery unit.

11.2.10 Nonrenewed Permit

If the permit is not renewed, merchandise return mail is returned to the sender if a return address is provided. Merchandise return mail that does not contain the sender's return address is treated as dead mail.

11.2.11 Permit Cancellation

The USPS may cancel a permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards.

11.2.12 Reapplying After Cancellation

To receive a new permit at the same Post Office after a merchandise return permit is canceled, the applicant must amend the Form 3615 on file at that office to reflect the new application date; pay a new permit fee; submit for approval two samples of any label format to be used; provide evidence that the reasons for the permit cancellation are corrected; and provide and keep funds in an advance deposit account to cover normal returns for at least 2 weeks.

11.2.13 Using Other Post Offices

The permit holder may distribute merchandise return labels for return through other Post Offices without paying an additional permit fee if the permit holder opens and keeps a centralized advance deposit account at the Post Office where the permit is issued and supplies the postmaster of the Post Office where the application is submitted the name, address, and telephone number of a representative in each additional location if different from the information on the application.

11.3 Additional Standards for Permit Holder**11.3.1 Insurance**

The permit holder may obtain insured mail service with MRS. Only Package Services matter (matter not required to be mailed at First-Class Mail prices under [133.3.0, Content Standards](#)) may be insured. Insured mail may be combined with Delivery Confirmation and special handling, or both. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$_____ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim ([609](#)).

11.3.2 Registered Mail

The permit holder may obtain Registered Mail service with MRS. The following standards apply:

- a. The customer using the MRS label must declare the full value of the article to be registered when presented at the Post Office. Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail prices and may not be combined with any other extra service.
- b. A permit holder wanting to add Registered Mail service under an existing permit must submit a written request to the Post Office where the permit is held, with samples of the merchandise return labels and a copy of the instructions to be provided to the permit holder’s customers. The permit holder must not distribute labels that request Registered Mail service before receiving USPS written approval.

11.3.3 Delivery Confirmation

The permit holder may obtain Delivery Confirmation service with MRS. If the permit holder chooses to preprint the Delivery Confirmation barcode on labels, then those labels must be approved by the USPS. MRS labels with Delivery Confirmation barcodes must meet the standards in [503.9.0](#) as shown in [Exhibit 11.5.13d](#). Delivery Confirmation may be combined with insurance and special handling, or both. Delivery Confirmation is always charged at the retail price ([503.9.1](#)).

11.3.4 Return Receipt for Merchandise

The permit holder may obtain return receipt for merchandise ([503.6.0](#)) with MRS.

11.3.5 Special Handling

The permit holder may obtain special handling service with MRS.

507.11.3.6

11.3.6 Pickup on Demand Service

The permit holder may obtain Pickup on Demand service with MRS. Pickup on Demand service may be combined with Certified Mail (Priority Mail only), Delivery Confirmation, and special handling.

11.3.7 Mailing Acknowledgment

The permit holder may prepare a detachable mailing acknowledgment form, subject to these conditions:

- a. The acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing.
- b. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.
- c. The acknowledgment provides documentation for account management between the mailing customer and the permit holder. The USPS charges no fee, keeps no records, and does not provide copies of or further information about the acknowledgment.
- d. A merchandise return service parcel containing the detachable mailing acknowledgment form must be presented to the USPS acceptance employee at the time of mailing to be executed.
- e. Each mailing acknowledgment part of the label must include a unique parcel identification number assigned by the permit holder; the return address of the customer mailing the parcel, in the upper part of the detachable form; the permit holder's address, in the lower part of the form; an initials section in the acknowledgment portion for use by the USPS acceptance employee; and space in the acknowledgment part where the USPS acceptance employee places the date stamp.

11.4 Additional Standards for Permit Holder's Customer**11.4.1 Customer Options**

If the permit holder has not indicated the extra services listed in [11.3.1](#) through [11.3.6](#) a customer may request the extra services listed in [11.3.1](#) through [11.3.6](#) at their own expense.

11.4.2 Insurance

If insurance is paid by the customer, then only the customer may file a claim ([609](#)).

11.4.3 Certificate of Mailing

A customer mailing merchandise return service articles may also obtain a certificate of mailing at the customer's own expense at the time of mailing by presenting the certificate at a Post Office to obtain the receipt.

11.5 Preparation**11.5.1 Distribution of Labels**

Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item, as part of a double postcard subject to [201.1.2.8](#) and the approval of the PCSC, as a facsimile transmission (fax), as an electronic transmission for customer downloading and printing, or through one of

the permit holder's designated pickup facilities. Any such label distributed to a customer must meet the format standards in [11.5.13](#), including the requirement to furnish instructions.

11.5.2 Labels

The label or tag used for merchandise return service must have the delivery address of the postage due unit at the Post Office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format standards in [11.5.13](#).

11.5.3 Mailer Markings and Endorsements

It is recommended but not required that permit holders preprint a price marking on the merchandise return service labels they distribute. Preprinting a price marking guarantees that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Parcel Post and charged Parcel Post prices.

11.5.4 Label Preparation

Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the MRS label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by [11.5.6](#). All MRS labels that include Delivery Confirmation barcodes must be certified for use by the USPS prior to distribution. Labels with Delivery Confirmation barcodes cannot be faxed to customers.

11.5.5 Labeling Methods

If all applicable content and format standards are met (including the written instructions required by [11.5.6](#)), a merchandise return service label may be produced by any of the following methods:

- a. As an impression printed by the permit holder directly onto the mailpiece to be returned.
- b. As a separate label preprinted by the permit holder for affixing by the customer onto the mailpiece to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the mailpiece.
- c. As a facsimile transmission (fax) of a preprinted label sent by the permit holder to the customer. The facsimile transmission must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.
- d. As an electronic file created by the permit holder for local output and printing by the customer. The electronic file must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

507.11.5.6

11.5.6 Instructions

Written instructions must be provided with the label that, at a minimum, direct the customer:

- a. To affix the label squarely onto the address side of the parcel, covering up any previous delivery address and barcode without overlapping any adjacent side. If tape or similar material is used, it must not cover any part of the label where postage and fee information is to be recorded.
- b. To obliterate any other addresses and barcodes on the outside of the parcel.
- c. To take the parcel to a Post Office, drop it in a collection box, or give it to a postal carrier. If insurance, return receipt for merchandise, or special handling is marked on the label, the parcel must be taken to a Post Office.

11.5.7 Insured Markings

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the insured label or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the insured label on the article directly above the merchandise return label.

11.5.8 Registered Mail Endorsement

To request Registered Mail service, the permit holder must preprint or rubber-stamp “Registered Mail Service without Postal Insurance Desired by Permit Holder” or “Registered Mail Service with Postal Insurance Desired by Permit Holder,” as applicable, to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The First-Class Mail or Priority Mail marking must also be preprinted or hand-stamped on the labels.

11.5.9 Placement of Registered Mail Label

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the placement of Label 200 or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the Registered Mail label on the article directly above the merchandise return label.

11.5.10 Placement of Return Receipt for Merchandise Label

The permit holder must either leave a clear space on the MRS label to the right of the return address for the placement of Label 3804 or instruct the customer to affix the MRS label to the article so that the USPS acceptance employee can place Label 3804 on the article directly above the MRS label.

11.5.11 Special Handling Endorsement

To request special handling, the permit holder must preprint or rubber-stamp “Special Handling Desired by Permit Holder” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label.

11.5.12 Special Handling Label

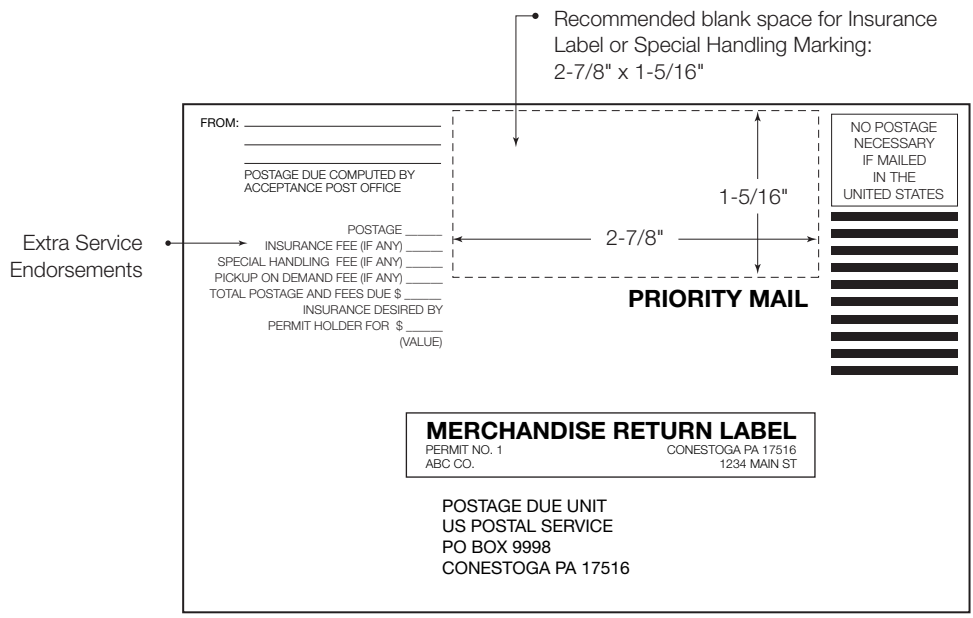
The permit holder must provide “Special Handling” labels with instructions to customers about their placement on the parcel, leave a clear space on the merchandise return label to the right of the return address for the placement of the “Special Handling” marking, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the “Special Handling” marking on the article directly above the merchandise return label.

11.5.13 Format Elements

Format standards required for the merchandise return label are shown in [Exhibit 11.5.13a](#) through [Exhibit 11.5.13d](#), and described as follows:

- a. Postage Guarantee. The endorsement “No Postage Necessary if Mailed in the United States” must be printed in the upper right corner on the face of the label. The left edge of the endorsement must not extend more than 1-3/4 inches from the right edge of the label.

Exhibit 11.5.13a Merchandise Return Label With No Extra Services or With Insurance, Special Handling, or Pickup on Demand Service (*see 11.5.13d)

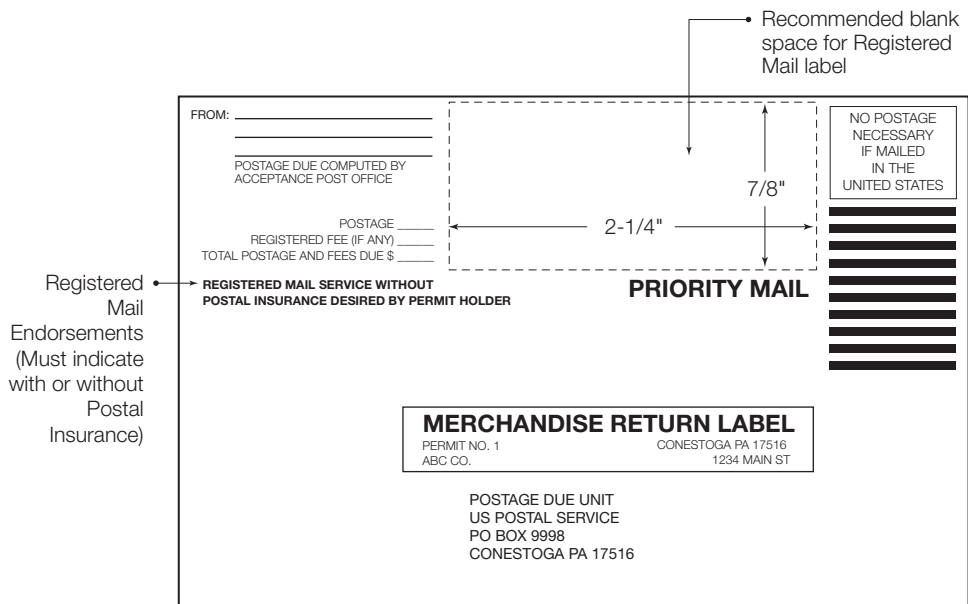


- b. “Merchandise Return Label” Rectangle. The “Merchandise Return Label” rectangle must be placed above the return delivery address and must enclose these lines:
 1. Line1: The words “MERCHANDISE RETURN LABEL” (the “Merchandise Return Label” legend) must be shown in capital letters at least 3/16 inch high.

507.11.5.13

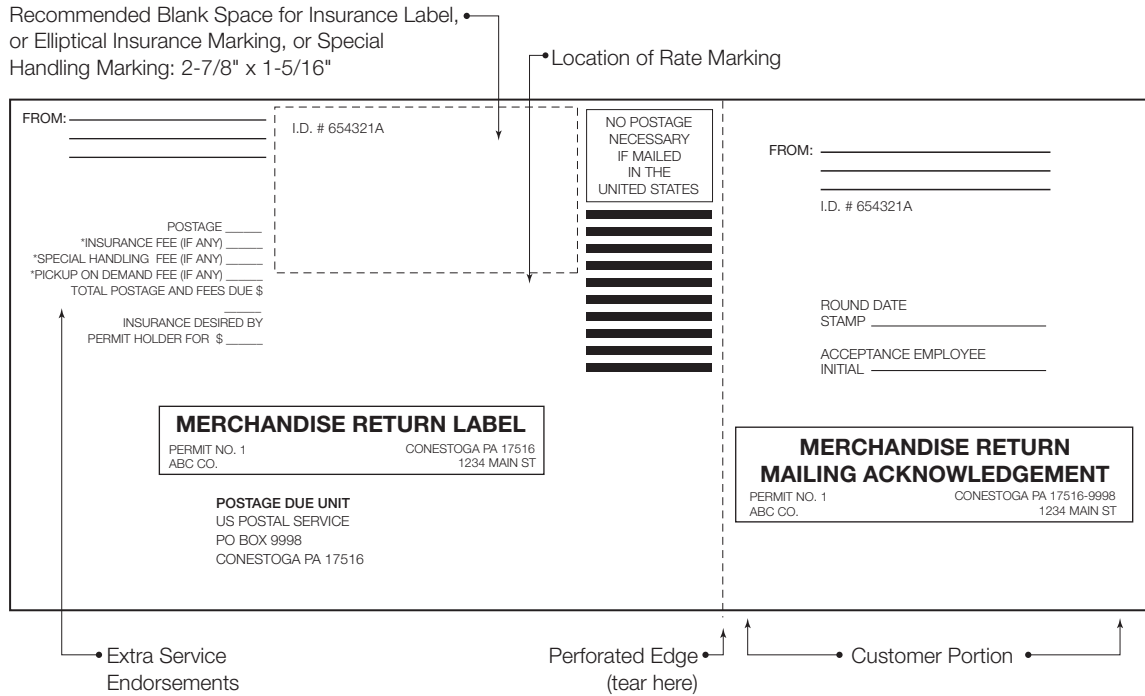
2. Line 2: The words "PERMIT NUMBER" or "PERMIT NO.," followed by the permit number, and the name of the issuing Post Office (city and state), followed by the ZIP Code, must be shown in capital letters.
3. Line 3: The name and delivery address (street or Post Office box number) of the permit holder at that Post Office must be placed directly below the permit number line. Alternatively, a permit holder may use a name other than the permit holder's own name on this line if a written notification of the change is provided to the issuing Post Office. A separate permit or fee is not required for using this alternative name.

Exhibit 11.5.13b Merchandise Return Label With Registered Mail Service



- c. **Price Marking.** If a price marking is used, it must be placed in the space to the right and above the "Merchandise Return Label" legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

Exhibit 11.5.13c Merchandise Return Label With Mailing Acknowledgment
 (*see 11.5.13d)



- d. Extra Services Except Registry. If no extra service is requested, or if extra services other than registry service are requested, the applicable entries below must be shown in capital letters above the “Merchandise Return Label” legend rectangle and to the left of the space reserved for any class marking:
 - 1. If no extra service is requested, “POSTAGE DUE COMPUTED BY DELIVERY UNIT” must appear; if any available extra service other than registry is requested, “POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE” must appear.

507.11.5.13

2. As marked with an asterisk below, insurance, special handling, Delivery Confirmation, return receipt for merchandise, and Pickup on Demand service fee entries may not appear if the permit holder does not choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

POSTAGE _____

*INSURANCE FEE (IF ANY) _____

*DELIVERY CONFIRMATION FEE (IF ANY) _____

*RETURN RECEIPT FOR MERCHANDISE FEE (IF ANY) _____

*SPECIAL HANDLING FEE (IF ANY) _____

*PICKUP ON DEMAND SERVICE FEE (IF ANY) _____


TOTAL POSTAGE AND FEES DUE \$ _____

INSURANCE DESIRED BY _____

PERMIT HOLDER FOR \$ _____

(VALUE)

Exhibit 11.5.13d Merchandise Return Label With Delivery Confirmation Service

<p>FROM: _____</p> <p>_____</p> <p>POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE</p> <p style="text-align: right;">POSTAGE _____</p> <p style="text-align: right;">DELIVERY CONFIRMATION FEE _____</p> <p style="text-align: right;">TOTAL POSTAGE AND FEES DUE \$ _____</p>	<p>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p> 
<p>USPS DELIVERY CONFIRM</p>  <p>8202 6837 3310 0000 0012 ↑</p>	<p>MERCHANDISE RETURN LABEL</p> <p>PERMIT NO. 1 ABC CO.</p> <p>CONESTOGA PA 17516 1234 MAIN ST.</p> <p>POSTAGE DUE UNIT US POSTAL SERVICE PO BOX 9998 CONESTOGA PA 17516</p>

• Delivery Confirmation barcode

- e. Registry Service. If registry service is requested, the appropriate class marking must appear for First-Class Mail (“First-Class” or “First-Class Mail”) or Priority Mail (“Priority” or “Priority Mail”). In addition, the following applicable endorsements must appear in capital letters above the “Merchandise Return Label” legend rectangle and to the left of the space reserved for the class marking:

1. “ACCEPTANCE POST OFFICE COMPUTE POSTAGE DUE.”

2. The following postage and fee entries:
 - POSTAGE _____
 - REGISTERED FEE _____
 - TOTAL POSTAGE AND FEES DUE \$ _____

3. The appropriate insurance endorsement, below the "TOTAL POSTAGE AND FEES DUE" entry: if matter returned has value (\$0.01 or greater), "REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER"; if matter returned has no value (\$0.00), "REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER."

- f. Customer's Return Address. The return address of the customer mailing the article back to the permit holder must be shown in the upper left corner. Space must be provided for the customer's return address if it is not preprinted by the permit holder.

- g. Delivery Address. The lines "POSTAGE DUE UNIT" and "US POSTAL SERVICE," followed by the delivery address line and by the city, state, and ZIP Code line of the postage due unit at the Post Office where the permit is authorized, must be printed on the front of the mailpiece, at least 1 inch from the left edge of the piece, in capital letters at least 1/8 inch high.

- h. Horizontal Bars. Horizontal bars must be placed on the label below the postage endorsement that appears in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP Code. A facing identification mark (FIM) must not be used on this label.

- i. Additional information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [402.4.0](#).

11.5.14 Certificate of Mailing

A customer mailing merchandise return service articles may obtain a certificate of mailing at the customer's own expense at the time of mailing by presenting the certificate at a Post Office to obtain the receipt.

11.6 Enter and Deposit

11.6.1 Customer Mailing Options

The permit holder's customers must mail the parcel within the service area of the Post Office shown in the return address on the label by depositing it at the main Post Office or any associated office, station, or branch; in any collection box (except an Express Mail box); with any rural carrier; on business routes during regular mail delivery if prior arrangements are made with the carrier; as part of a collection run for other mail (special arrangements might be required); or at any place designated by the postmaster for the receipt of mail. Parcels with extra services must be mailed

507.11.7

either with the rural carrier or at the main Post Office or any associated office, station, or branch. Any such parcels deposited in collection boxes are returned to the sender or, if there is no return address, treated as undeliverable mail.

11.7 Priority Mail Reshipment

11.7.1 Description

An authorized permit holder may use merchandise return service to have mail (previously sent at First-Class Mail and Package Services prices) reshipped by Priority Mail to the Post Office where the permit is held. The permit holder must make a written request for reshipment and send the request to the postmaster where the merchandise return service permit is authorized, specifying how often the reshipments are to be made from each affected postal facility. Reshipment is activated by the use of tags and address labels provided by the permit holder to those designated postal facilities that the permit holder authorizes to reship the mail by Priority Mail merchandise return service.

11.7.2 Reshipment Service

The USPS gathers mail addressed to Post Office boxes or business street addresses and dispatches it as a Priority Mail merchandise return service shipment based on the written request and agreement between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. Priority Mail postage and fees are paid against the merchandise return service permit. The sack or container and its contents are considered a single piece for calculation of the Priority Mail price of postage and must not exceed 70 lbs.
- c. The mailer must keep a postage-due, merchandise return service account, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The letter of request must state that such an account exists.
- d. Priority Mail reshipment service is not available for Registered Mail, Certified Mail, COD, insured, or Express Mail items. The mailer must give instructions for redirecting such items on a PS Form 1093, Application for Post Office Box or Caller Service, for mail originally addressed to Post Office boxes or in the letter of request for mail originally addressed to business street addresses.
- e. The written request by the customer must list the postmaster at the originating office as the "Firm Representative" and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Priority Mail merchandise return service.
- f. A written request to the postmaster by the customer to terminate the agreement must be submitted 30 days in advance

11.7.3 Sack Tag

If a sack is used as the mail container for Priority Mail reshipment, the permit holder must provide a tag and an address label containing the delivery address of the postage due unit at the Post Office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format

standards in [11.6](#) for each affected postal facility. The sack or container and its contents are considered a single piece for calculation of the Priority Mail price of postage.

12.0 Bulk Parcel Return Service

12.1 Bulk Parcel Return Service (BPRS) Fees

12.1.1 Permit Fee

Annual permit fee: \$180.00.

12.1.2 Account Maintenance Fee

Annual account maintenance fee: \$565.00.

12.1.3 Per Piece Charge

For each piece returned, regardless of weight: \$2.25.

12.2 Charges and Fees

12.2.1 Permit Fee

An annual permit fee must be paid once each 12-month period at each Post Office where a BPRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

12.2.2 Per Piece Fee

Each piece returned through BPRS is charged only the per piece fee in [12.1](#). Postage is not charged for pieces returned through BPRS.

12.2.3 Advance Deposit Account and Annual Account Maintenance Fee

The permit holder must pay BPRS fees through an advance deposit account and must pay an annual account maintenance fee (see [12.1](#)). This fee covers the administrative cost of maintaining the account and provides the mailer with a single accounting of all charges deducted from that account. The account maintenance fee is charged once each 12-month period on the anniversary date of the initial account maintenance fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

12.2.4 Existing Advance Deposit Account

A separate advance deposit account for BPRS is not required; the annual account maintenance fee is charged if BPRS fees are paid from an existing account.

12.2.5 Payment Guarantee

The permit holder guarantees payment of all applicable fees. The Post Office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

12.2.6 Postage Due Weight Averaging

BPRS mailers may participate in the Postage Due Weight Averaging program described in [705.19.0](#).

12.3 General Information

12.3.1 Description

Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail machinable parcels that are either undeliverable-as-addressed or opened and remailed by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the USPS or having them delivered by the USPS in a manner and frequency specified by the USPS. For this service a mailer pays an annual permit fee and a per piece charge for each parcel returned. Payment for the returned pieces is deducted from an advance deposit account.

12.3.2 Availability

A mailer may be authorized to use BPRS when the following conditions apply:

- a. All returned parcels are initially prepared as Regular or Nonprofit Standard Mail and are machinable parcels as defined in [401.1.0](#).
- b. At least 10,000 Standard Mail machinable parcels will be returned to a designated postal facility during a 12-month period.
- c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they have been opened, resealed, and redeposited in the mail by the recipient and it is impractical or inefficient for the USPS to return them.
- d. Parcels bear one of the following BPRS endorsements ([2.0, Forwarding](#)):
 - “Return Service Requested — BPRS”
 - “Address Service Requested — BPRS”
- e. Parcels have a return address that is in the delivery area of the Post Office that issued the BPRS permit.
- f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military Post Office overseas (APO or FPO).
- g. The mailer has a valid postage due advance deposit account and pays the annual BPRS permit fee.
- h. BPRS parcels may be combined with the shipper paid forwarding service ([4.2.9](#)).
- i. Standard Mail parcels that qualify for a single-piece Package Services price under the applicable standards and that contain the name of the Package Services price in the mailer’s ancillary service endorsement are not eligible for BPRS.

12.3.3 Optional Label

An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer’s expense and must meet all format requirements described in [12.5](#) and [12.6](#) and specifications in [402.4.0, General Barcode Placement for Parcels](#), for a postal

routing barcode symbology used to produce a correct, readable barcode for the return address. Each label must be accompanied by complete instructions for its use.

12.3.4 Extra Services

Extra services cannot be added to pieces returned via bulk parcel return service.

12.4 Permits

12.4.1 Application Procedures

To obtain a BPRS permit, a mailer must send a written request to the postmaster at each Post Office where parcels are to be returned. The request must include the following:

- a. Payment for the annual BPRS permit fee.
- b. Information pertinent to each requested delivery point that documents either the receipt of at least 10,000 machinable parcels originally mailed at Standard Mail prices during the past 12 months, or that there are reasonable grounds to expect at least 10,000 machinable parcels originally mailed at Standard Mail prices will be returned during the next 12-month period.
- c. A description of the returned parcels (e.g., piece size and packaging).
- d. A statement of the desired frequency and location of the parcel pickup or delivery point.
- e. Sample documentation that will be used to substantiate the number of parcels returned daily to each location.
- f. If labels will be furnished for returning opened parcels, sample labels prepared in accordance with [12.5](#) along with instructions for their use.
- g. A written statement agreeing to pay the per piece fee for each returned parcel from a centralized advance deposit account.

12.4.2 Authorization

Upon approval of a mailer's request, the Post Office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration only and is not for use on mail.

12.4.3 Postage Due Service Agreement

A BPRS mailer will be required to sign a postage due service agreement with each Post Office that issues a permit for the return of BPRS parcels.

12.4.4 Permit Renewal

A Post Office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing Post Office with the fee payment or authorization for the postmaster to deduct the fee from the advance deposit account by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the Post Office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage

507.12.4.5

due at the single-piece First-Class Mail or Priority Mail price as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail price is not paid, the mail is forwarded to the nearest mail recovery center.

12.4.5 Permit Cancellation

A BPRS permit may be canceled by the USPS for any of the following reasons:

- a. Failure to meet the minimum volume requirement of 10,000 parcels returned during a 12-month period to each postal facility.
- b. Failure of the mailer to pay the required postage and fees for returned parcels.
- c. Insufficient funds in an advance deposit account to cover postage and fees that are due for returned parcels.
- d. Failure to fulfill the terms and conditions of the BPRS permit authorization.
- e. Failure to conform return labels to the specifications in sections [12.5](#) and [12.6](#).

12.4.6 Reapplying After Cancellation

A mailer must do the following to receive a new BPRS permit at the same Post Office where a permit was previously canceled:

- a. Submit a letter to that office requesting a permit and new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation of the previous permit no longer exist.
- d. Maintain adequate funds in an advance deposit account to cover the number of returns expected over at least a 2-week period.

12.5 Label Requirements**12.5.1 Production Methods**

Any photographic, mechanical, or electronic process, or any combination of such processes other than typewriting or handwriting may be used to prepare the BPRS label. The background may be any light color that allows the address, postmark, and other endorsements to be easily read. Brilliant colors may not be used for the background. If a label is prepared with adhesive on its reverse side, the adhesive must be capable of securely bonding the label to the parcel.

12.5.2 Label Instructions

Written instructions must be provided with the label that, at a minimum, advise the user to do the following:

- a. Obliterate all other delivery addresses and barcodes on the outside of the parcel.
- b. Print a complete return address in the location provided in the upper left corner of the label.
- c. Place the label with the delivery address and barcode on the side of the mailpiece with the largest surface area. If tape or similar material is used, it must not cover any part of the label where the mailer's return address and postal

routing barcode are located. The barcode should be at least 1 inch from the edge of the parcel. If the shape of the parcel requires specific orientation for stability, the label must be placed on the top surface.

- d. Take the parcel to a Post Office, drop it in a collection box, or give it to a postal carrier.

12.5.3 Distribution

BPRS return labels may be distributed to customers as an enclosure with merchandise, as a separate item, as a facsimile transmission (fax), or as an electronic transmission for customer downloading and printing. Regardless of distribution method, all standards in 12.5.2 and 12.6 must be met. An electronic file must include instructions that explain how to affix the label securely to the parcel as required in 12.5.2.

12.6 Format

12.6.1 General

The BPRS label contents and format must meet all applicable standards before the label may be distributed for use. Format requirements are shown in Exhibit 12.6.9.

12.6.2 Postage Guarantee

The endorsement "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the face of the piece. The endorsement must not extend more than 1-3/4 inches (1.75 inches) from the right edge of the label.

12.6.3 Horizontal Bars

To facilitate recognition of BPRS parcels, a series of horizontal bars parallel to the label length must be printed directly below the endorsement "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES:"

- a. The bars must be uniform in length, at least 1 inch long and 1/16 inch (0.0625 inch) to 3/16 inch (0.1875 inch) thick, and evenly spaced.
- b. There must be at least a 1/2 inch (0.500 inch) clearance between the right edge of the ZIP Code in the delivery address and the left edge of the horizontal bars.
- c. The bottom bar in the series must be above (not on or below) the top of the delivery address line (the next-to-last line in the address, just above the line with the city, state, and ZIP Code).
- d. Do not use a facing identification mark (FIM) on this label.

12.6.4 Class Endorsement

The "STANDARD MAIL" class endorsement must be at least 1/4-inch (.25 inch) high and shown in capital letters to the left of the postage guarantee endorsement.

12.6.5 Bulk Parcel Return Service Legend

The "BULK PARCEL RETURN SERVICE" legend must be placed above the return delivery address on all BPRS parcels. The legend means that the BPRS permit holder guarantees payment of postage and fees on all returned Standard Mail parcels. The following information must be enclosed in a rectangle:

507.12.6.6

- a. Line 1: Show the words "BULK PARCEL RETURN SERVICE" in capital letters at least 3/16 inch (0.1875 inch) high, enclosed in a rectangle.
- b. Line 2: The name of the BPRS permit holder must also be printed in capital letters in the rectangle directly below the words "BULK PARCEL RETURN SERVICE."
- c. The permit holder's city, state, and ZIP Code must appear in capital letters and must be located on the same line as the company name.
- d. The Post Office box number and/or street address must appear in capital letters on the line beneath this information.

12.6.6 Delivery Address

A complete delivery address (city, state, ZIP Code) specified by the Post Office that issued the BPRS permit and to which parcels are returned must be printed in capital letters at least 3/16 inch (0.1875) high below the "BULK PARCEL RETURN SERVICE" rectangle and at least 1 inch from the left edge of the label. There must be at least a 1/2-inch (0.50 inch) clearance between the ZIP Code and the horizontal bars.

12.6.7 Customer's Return Address

The complete return address (street, city, state, ZIP Code) of the customer mailing the article back to the permit holder must be shown in the upper left corner of the label. Space must be provided for the customer's return address if it is not preprinted by the permit holder.

12.6.8 Optional Information

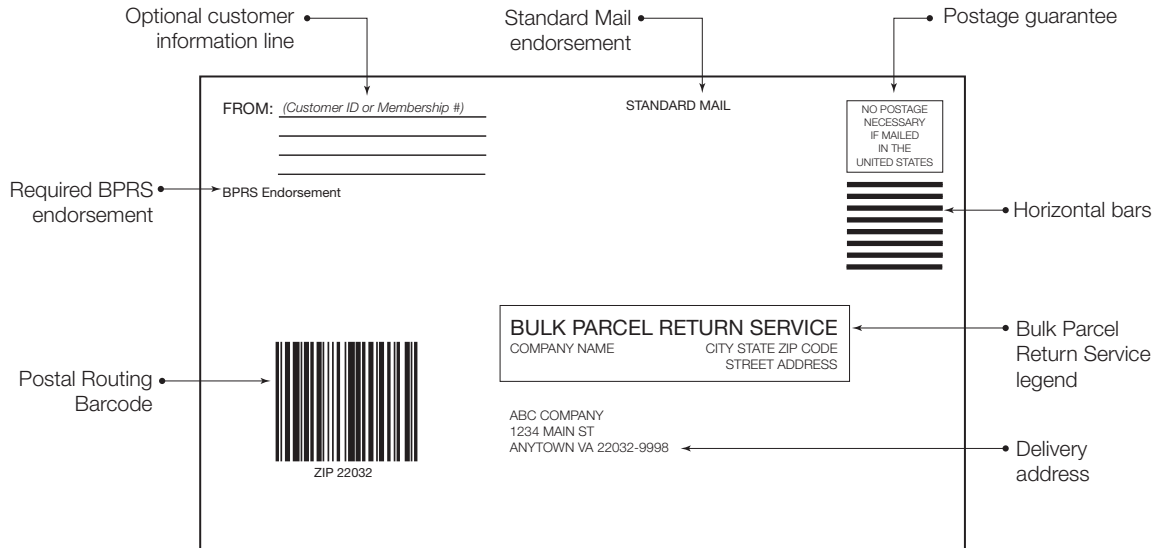
At the option of the permit holder, a single line above the top line of the customer return address may be used for customer account or other information.

12.6.9 Postal Routing Barcode

Every BPRS label must include a properly prepared barcode that represents the correct ZIP Code information for the delivery address of the returned parcel plus the appropriate verifier character suffix or application identifier prefix characters appropriate for the barcode symbology as described in [402.4.0, General Barcode Placement for Parcels](#), for machinable parcels. In addition to the barcode requirements in [402.4.0](#), the following requirements must be met in preparing BPRS labels:

- a. Barcode Location. The barcode must be placed on the label immediately adjacent to the address and the label must be located on the parcel so the barcode is at least 1 inch from the parcel edge.
- b. Barcode Clear Zone. No printing may appear in the area 1/8 inch (0.125 inch) above and below the barcode regardless of location on the label. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.
- c. Human-Readable Barcode Information. The human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode as referenced in [402.4.0](#) may be omitted.

Exhibit 12.6.9 Bulk Parcel Return Service Label



13.0 Parcel Return Service

13.1 Basic Information

13.1.1 Description

The Parcel Return Service (PRS) standards in 13.0 apply to parcels that are retrieved in bulk by authorized permit holders or their agents. The permit holder guarantees payment of postage and retrieval of all PRS parcels mailed with a PRS label. When a merchant or other party provides an approved PRS label to its customers or others, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to provide that mail to the permit holder or its designee. The permit holder has the option of retrieving parcels at a designated return delivery unit (a postal facility designated as a pickup location for PRS parcels, also known for PRS purposes as an “RDU”) or at the return bulk mail center (also known for PRS purposes as an “RBMC”) that serves the Post Office where returned parcels are deposited by customers. Payment for parcels returned under PRS is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS).

13.1.2 Conditions for Mailing

Parcels may be mailed as PRS when all of the following conditions apply:

- a. Parcels contain eligible matter as described in 153.3.0 and 153.4.0.
- b. Parcels bear a PRS label that meets the standards in 13.4.
- c. Parcels show the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS account maintenance fee.

507.13.1.3

13.1.3 Services

Pieces using PRS may not bear an ancillary service endorsement (see [102.4.0](#) and [507.1.5](#)). Only a Certificate of Mailing, when the fee is paid by the mailer returning the parcel, is available as an extra service.

13.1.4 Customer Mailing Options

Returned parcels may be deposited as follows:

- a. At any Post Office, station, or branch.
- b. In any collection box (except an Express Mail box).
- c. With any letter carrier.
- d. As part of a collection run for other mail (special arrangements may be required).
- e. At any place designated by the postmaster for the receipt of mail.

13.1.5 Application

Companies who wish to participate in PRS must send a request on company letterhead to the manager, Business Mailer Support (see [608.8.0](#) for address). The request must contain the following information:

- a. Company name and address.
- b. An individual's contact name, telephone number, fax number, and e-mail address.
- c. The price category or categories to be used, and the proposed retrieval locations (delivery units and bulk mail centers).
- d. A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility.

13.1.6 Approval

The manager, Business Mailer Support reviews each request and proceeds as follows:

- a. If the applicant meets the criteria, the manager, Business Mailer Support approves the letter of request. The USPS will require the customer to enter into a service agreement, may require additional documentation, and may conduct periodic review and inspection of each participant's PRS processing and accounting operations.
- b. If the application does not meet the criteria, the manager, Business Mailer Support denies the request and sends a written notice to the applicant with the reason for denial.

13.1.7 Cancellation

USPS may cancel a PRS permit for any of the following reasons:

- a. The permit holder fails to pay the required postage and fees for returned parcels.
- b. The permit holder does not maintain adequate available funds to cover postage and fees for returned parcels.
- c. The permit holder does not fulfill the terms and conditions of the PRS permit authorization.
- d. The return labels do not conform to the specifications in [13.4](#).

13.1.8 Reapplying After Cancellation

To receive a new PRS permit after cancellation under [13.1.7](#) the mailer must:

- a. Submit a letter to the manager, Business Mailer Support requesting a permit and a new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation no longer exist.
- d. Maintain adequate available funds to cover the expected number of returns.

13.1.9 Pickup Schedule

Permit holders or their agents must set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or their agent) already has existing appointments to deliver Parcel Select parcels to a destination bulk mail center or to a destination delivery unit, those same appointments can be used for retrieving PRS parcels. Permit holders or their agents must retrieve parcels on a regular schedule as follows:

- a. From RBMCs, at a minimum of every 48 hours, excluding Sundays and USPS holidays.
- b. From RDUs, according to the service agreement.

13.1.10 Parcels Endorsed Hold for Pickup

PRS participants must pay the appropriate Parcel Return Service RDU price under [13.3](#) for any unclaimed, refused, undeliverable as addressed, or recalled parcels that are endorsed "Hold For Pickup" (under [455.4.1.4](#) and [508.1.3](#)) and that bear the marking "PARCEL RETURN SERVICE REQUESTED" or "PRS REQUESTED" followed by a unique 569 prefix ZIP Code.

13.2 Postage and Fees**13.2.1 Postage**

There are two PRS price categories:

- a. Parcel Return Service — RDU. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated delivery unit.
- b. Parcel Return Service — RBMC. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated BMC.

13.2.2 Permit Fee

The participant must pay a \$180.00 permit fee annually at the Post Office where the PRS permit is held.

13.2.3 Advance Deposit Account and Annual Account Maintenance Fee

The participant must pay postage through an advance deposit account and must pay an annual account maintenance fee of \$565.00.

507.13.3

13.3 Prices**13.3.1 Parcel Return Service—Machinable**

RBMC parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price. See [Exhibit 13.3.1, Parcel Return Service—Return BMC Machinable](#)

Exhibit 13.3.1 Parcel Return Service—Return BMC Machinable

Weight Not Over (pounds) ¹	RDU	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
	1	\$1.62	\$2.35	\$2.48	\$2.56
2	1.69	3.18	3.22	3.32	3.60
3	1.76	3.86	3.91	4.03	4.41
4	1.82	4.31	4.54	4.66	5.15
5	1.88	4.72	5.08	5.24	5.84
6	1.94	5.10	5.59	5.74	6.46
7	1.99	5.42	6.04	6.22	7.05
8	2.04	6.05	6.47	6.66	7.58
9	2.09	6.37	6.86	7.10	8.07
10	2.13	6.64	7.28	7.79	8.54
11	2.22	6.81	7.62	8.15	8.95
12	2.31	7.02	7.96	8.50	9.36
13	2.39	7.21	8.27	8.83	9.74
14	2.46	7.38	8.55	9.20	10.08
15	2.54	7.52	8.84	9.48	10.40
16	2.61	7.68	9.14	9.77	10.73
17	2.68	7.87	9.42	10.08	11.00
18	2.74	7.99	9.68	10.33	11.28
19	2.81	8.16	9.94	10.59	11.54
20	2.87	8.29	10.15	10.81	11.77
21	2.93	8.43	10.35	11.04	12.00
22	2.98	8.57	10.52	11.29	12.21
23	3.04	8.69	10.75	11.53	12.44
24	3.09	8.80	10.90	11.77	12.63
25	3.14	8.92	11.08	11.99	12.83
26	3.19	9.05	11.23	12.22	12.99
27	3.24	9.17	11.41	12.44	13.17
28	3.28	9.26	11.57	12.60	13.35
29	3.33	9.38	11.75	12.74	13.57
30	3.37	9.50	11.88	12.88	13.77
31	3.41	9.61	12.00	13.00	13.99
32	3.46	9.75	12.16	13.15	14.18
33	3.50	9.82	12.30	13.26	14.38
34	3.53	9.94	12.41	13.38	14.53
35	3.57	10.02	12.56	13.48	14.66

1. Parcels that measure in combined length and girth:
 More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).

507.13.3.2

13.3.2 Parcel Return Service—Return BMC Nonmachinable

RBMC parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price. See [Exhibit 13.3.2, Parcel Return Service—Return BMC Nonmachinable](#).

Exhibit 13.3.2 Parcel Return Service—Return BMC Nonmachinable

Weight Not Over (pounds) ¹	Return BMC					Weight Not Over (pounds) ¹	Return BMC				
	RDU	Zones 1 & 2	Zone 3	Zone 4	Zone 5		RDU	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	\$1.62	\$5.08	\$5.21	\$5.29	\$5.49	36	\$3.61	\$12.88	\$15.45	\$16.35	\$17.56
2	1.69	5.91	5.95	6.05	6.33	37	3.64	12.98	15.55	16.44	17.64
3	1.76	6.59	6.64	6.76	7.14	38	3.68	13.04	15.64	16.50	17.70
4	1.82	7.04	7.27	7.39	7.88	39	3.71	13.11	15.75	16.57	17.77
5	1.88	7.45	7.81	7.97	8.57	40	3.74	13.17	15.82	16.61	17.84
6	1.94	7.83	8.32	8.47	9.19	41	3.77	13.27	15.94	16.67	17.91
7	1.99	8.15	8.77	8.95	9.78	42	3.80	13.30	16.02	16.73	17.97
8	2.04	8.78	9.20	9.39	10.31	43	3.83	13.36	16.11	16.80	18.00
9	2.09	9.10	9.59	9.83	10.80	44	3.86	13.43	16.18	16.85	18.04
10	2.13	9.37	10.01	10.52	11.27	45	3.89	13.48	16.25	17.05	18.10
11	2.22	9.54	10.35	10.88	11.68	46	3.92	13.57	16.35	17.10	18.13
12	2.31	9.75	10.69	11.23	12.09	47	3.94	13.63	16.40	17.13	18.17
13	2.39	9.94	11.00	11.56	12.47	48	3.97	13.68	16.50	17.16	18.22
14	2.46	10.11	11.28	11.93	12.81	49	4.00	13.75	16.58	17.20	18.25
15	2.54	10.25	11.57	12.21	13.13	50	4.02	13.76	16.65	17.23	18.30
16	2.61	10.41	11.87	12.50	13.46	51	4.04	13.86	16.70	17.26	18.35
17	2.68	10.60	12.15	12.81	13.73	52	4.07	13.91	16.81	17.31	18.38
18	2.74	10.72	12.41	13.06	14.01	53	4.09	13.93	16.85	17.32	18.43
19	2.81	10.89	12.67	13.32	14.27	54	4.11	13.99	16.88	17.36	18.46
20	2.87	11.02	12.88	13.54	14.50	55	4.13	14.04	16.91	17.39	18.50
21	2.93	11.16	13.08	13.77	14.73	56	4.16	14.09	16.93	17.43	18.55
22	2.98	11.30	13.25	14.02	14.94	57	4.18	14.16	16.93	17.43	18.59
23	3.04	11.42	13.48	14.26	15.17	58	4.20	14.21	16.96	17.45	18.64
24	3.09	11.53	13.63	14.50	15.36	59	4.22	14.26	16.98	17.47	18.68
25	3.14	11.65	13.81	14.72	15.56	60	4.23	14.32	16.99	17.47	18.71
26	3.19	11.78	13.96	14.95	15.72	61	4.25	14.37	17.00	17.50	18.76
27	3.24	11.90	14.14	15.17	15.90	62	4.27	14.41	17.01	17.57	18.79
28	3.28	11.99	14.30	15.33	16.08	63	4.29	14.47	17.01	17.64	18.85
29	3.33	12.11	14.48	15.47	16.30	64	4.31	14.52	17.01	17.67	18.89
30	3.37	12.23	14.61	15.61	16.50	65	4.32	14.56	17.05	17.72	18.92
31	3.41	12.34	14.73	15.73	16.72	66	4.34	14.62	17.05	17.79	18.97
32	3.46	12.48	14.89	15.88	16.91	67	4.35	14.68	17.06	17.87	19.01
33	3.50	12.55	15.03	15.99	17.11	68	4.37	14.68	17.06	17.90	19.04
34	3.53	12.67	15.14	16.11	17.26	69	4.39	14.75	17.06	17.97	19.10
35	3.57	12.75	15.29	16.21	17.39	70	4.40	14.80	17.06	18.02	19.14
						Oversized	7.68	30.05	30.56	31.48	32.88

1. Parcels that measure in combined length and girth:
 More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
 More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).

507.13.4

13.4 Label Formats

13.4.1 Label Preparation

PRS labels must be certified by the USPS for use prior to distribution as defined in the service agreement. In addition, permit holders must obtain USPS certification for barcode symbologies. Any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in [13.4.3](#).

13.4.2 Labeling Methods

If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS label by any of the following methods:

- a. As an enclosure with merchandise when initially shipped as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local printing by the customer.

13.4.3 Instructions

Regardless of label distribution method, permit holders or their agents must always provide written instructions to the user of the PRS label that, at a minimum, direct the user to do the following:

- a. "If your name and address are not already printed in the return address area, please print them neatly in that area or attach a return address label there."
- b. "Attach the label provided by the merchant squarely onto the largest side of the mailpiece, unless you need to use another side to make the parcel more stable. Place the label at least 1 inch from the edge of the parcel, so that it does not fold over to another side. If you are using tape to attach the new label, do not put tape over any barcodes on the label, even if the tape is clear."
- c. "If you are reusing the original container to return the merchandise, use the label to cover your original delivery address, barcodes, and any other postal information on the container. If it is not possible to cover all that information with the label, remove the old labels, mark them out completely with a permanent marker, or cover them completely with blank labels or paper that cannot be seen through. If that cannot be done, or if the original container is no longer sound, please use a new box to return the merchandise and attach the return label to the new box."
- d. "Once repackaged and labeled, mail the parcel at a Post Office, deposit it in a collection box, or leave it with your letter carrier."

13.4.4 Label Format Elements

There is no minimum size for PRS labels; however, the label must be big enough to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label. See the PRS label format examples in [13.4.5a](#) and [13.4.5b](#). The following elements are required:

- a. *Postage guarantee.* The imprint “No Postage Necessary If Mailed in the United States” must appear in the upper right corner.
- b. *Horizontal bars.* A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.
- c. *Parcel Return Service legend.* The legend must be placed directly above the address and must include:
 1. Line 1: In capital letters at least 3/16” high, “PARCEL SELECT RETURN SERVICE” (or “PARCEL SELECT RTN SVC”).
 2. Line 2: In all capital letters, the permit holder's name, left justified, followed by “PERMIT NO.,” followed by the actual permit number.
- d. *Customer's return address.* The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.
- e. *Address for Parcel Return Service labels.* The address must contain the unique PRS ZIP Code (569 prefix) assigned by the USPS to the particular customer or agent. The address must consist of two or three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type on a line directly below the Parcel Return Service line.
 1. Line 1: PRS AGENT'S OR MERCHANT'S NAME.
 2. Line 2: “PARCEL RETURN SERVICE” (or “PARCEL RETURN SVC”).
 3. Line 3: The unique PRS 569## ZIP Code assigned by the USPS in the service agreement. The unique ZIP Code alternatively may be located as part of the second line of the address.
- f. *Parcel Return Service barcode.* A PRS barcode must be printed directly on the label. The barcode may appear in any location on the label except the upper left, upper right, and lower right corners. The barcode must meet the standards for barcodes in Publication 91, *Confirmation Services Technical Guide*, with the following exceptions:
 1. The barcode must be produced using the UCC/EAN Code 128 barcode symbology.
 2. The service type code (STC) contained in the barcode on PRS labels must contain the value “58.”

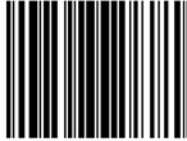


507.13.4.5

3. Text above the barcode must read “USPS PARCEL RETURN SERVICE” (or “USPS PARCEL RTN SVC”). If the barcode is a single concatenated barcode with the postal routing code described in [13.4.4g](#), the text above the barcode must read “BMC ZIP - USPS PARCEL RETURN SERVICE” (or “BMC ZIP - USPS PARCEL RTN SVC”). In the text below the barcode, the leading application identifier (“420”), ZIP Code information, and subsequent numbers must be parsed as shown in [13.4.5b](#).
 4. The clear zone between the barcode, the human-readable text, and the horizontal bar above and below the barcode must be at least 1/16 inch.
- g. *Postal routing barcode.* If a single concatenated barcode is not used for the PRS barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. Postal routing barcodes must meet the standards in [708.5.0](#), except that the text below the barcode must read “BMC ZIP -,” followed by the unique PRS ZIP Code assigned by USPS in the service agreement.
- h. *Mailer identification (ID).* The permit holder assigns a mailer ID to each individual client (merchant). An individual mailer ID must appear in the lower right corner as follows:
1. The mailer ID must consist of a single, uppercase alpha character followed by a two-, three-, or four-digit number, with no spaces or dashes. For example: X0123.
 2. The mailer ID must be at least 3/16 inch high and be surrounded by a box, with a clearance of at least 3/16 inch between the mailer ID characters and the edges of the box.
 3. The mailer ID may be reverse-printed.
- i. *Additional information.* Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted on the PRS label if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [708.5.0, Standards for Postal Routing Barcodes](#).


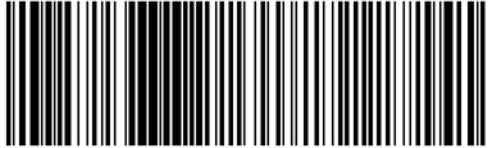
13.4.5 PRS Label Format Examples

The following are PRS label format examples. Note: The ZIP Code 56999 appears in each example for demonstration purposes only.

- a. Parcel Select Return Service label using a separate PRS barcode and postal routing barcode.

John Doe 1258 Return Ln Bethesda MD 20817	 BMC ZIP - 56999	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES 
PARCEL SELECT RETURN SERVICE ABC RETURNS INC PERMIT NO. 77999		
USPS PARCEL RETURN SVC  9158 0268 3733 1000 0010 154	AGENT / CLIENT NAME PARCEL RETURN SERVICE 56999	X01

- b. Parcel Select Return Service label using a concatenated barcode.

John Doe 1258 Return Ln Bethesda MD 20817	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES 
PARCEL SELECT RETURN SERVICE ABC RETURNS INC PERMIT NO. 77999	
BMC ZIP - USPS PARCEL RETURN SVC  420 56999 9158 0268 3733 1000 0010 14	AGENT / CLIENT NAME PARCEL RETURN SERVICE 56999 X01

507.13.4.5

508 Recipient Services

Overview

- 1.0 Recipient Options
- 2.0 Conditions of Delivery
- 3.0 Customer Mail Receptacles
- 4.0 Post Office Box Service
- 5.0 Caller Service
- 6.0 General Delivery
- 7.0 Firm Holdout
- 8.0 Pandering Advertisements
- 9.0 Sexually Oriented Advertisements

1.0 Recipient Options

1.1 Basic Recipient Concerns

1.1.1 Delivery to Addressee

Addressees may control delivery of their mail. Without a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them.

1.1.2 Refusal at Delivery

The addressee may refuse to accept a mailpiece when it is offered for delivery.

1.1.3 Refusal After Delivery

After delivery, an addressee may mark a mailpiece “Refused” and return it within a reasonable time, if the piece or any attachment is not opened. Mail that may not be refused and returned unopened under this provision may be returned to the sender only if it is enclosed in a new envelope or wrapper with a correct address and new postage. The following may not be refused and returned postage-free after delivery:

- a. Pieces sent as Registered Mail, insured, Certified Mail, collect on delivery (COD), and return receipt for merchandise.
- b. Response mail to the addressee’s sales promotion, solicitation, announcement, or other advertisement that was not refused when offered to the addressee.

1.1.4 Mail Withheld From Delivery

An addressee may request the postmaster, in writing, to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter with a specified name or address on the outside.

1.1.5 Addressee Identification

If a person claiming to be the addressee of certain mail is unknown to the delivery employee, the mail may be withheld pending identification of the claimant.

1.1.6 Remailing Returned Mail

Generally, a returned mailpiece that was undeliverable-as-addressed or refused by the addressee may not be remailed unless it is placed in a new envelope or wrapper with a correct address and new postage. A returned shortpaid mailpiece can have the necessary additional postage affixed to the original piece and does not have to be placed in a new envelope or wrapper.

1.1.7 Express Mail and Accountable Mail

The following conditions also apply to the delivery of Express Mail and accountable mail (Registered Mail, Certified Mail, insured for more than \$200.00, or COD, as well as mail for which a return receipt or a return receipt for merchandise is requested or for which the sender has specified restricted delivery):

- a. The recipient (addressee or addressee's representative) may obtain the sender's name and address and may look at the mailpiece while held by the USPS employee before accepting delivery and endorsing the delivery receipt.
- b. The mailpiece may not be opened or given to the recipient before the recipient signs and legibly prints his or her name on the delivery receipt (and return receipt, if applicable) and returns the receipt(s) to the USPS employee.
- c. Suitable identification can be required of the recipient (if not known to the USPS employee) before delivery of the mailpiece.
- d. When delivery is not restricted at the sender's request, mail addressed to a person at a hotel, apartment house, etc., may be delivered to any person in a position to whom mail for that location is usually delivered.
- e. USPS responsibility ends when the mailpiece is delivered to the recipient (or another party, subject to [1.1.7d](#) and [1.0](#)).
- f. A notice is left for a mailpiece that cannot be delivered. If the piece is not called for or redelivery is not requested, the piece is returned to the sender after 15 days (5 days for Express Mail, 30 days for COD) unless the sender specifies fewer days on the piece.
- g. A hand stamp approved by the postmaster may be used to provide the signature and name of the individual or organization receiving the mailpiece. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks on Form 3849. The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. To obtain approval for such a stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is the person authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature that can be verified against the signature on the stamp. After approval, the stamped signature and name are acceptable only if a clean, legible impression is provided within the Signature and Printed Name blocks on Form 3849. On mail addressed to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp should fit within the Printed Name and Delivery Address block of Form 3849 but must not overlap into the Signature block or barcode sections.

1.2 Carrier Release for Uninsured Parcels

An uninsured parcel may not be left in an unprotected place, such as a porch or stairway, unless the addressee has filed a written order, or the mailer has endorsed the parcel “Carrier—Leave If No Response.” The endorsement must appear directly below the return address as specified in [402.2.0](#) and [402.3.0](#).

1.3 Parcel Select DDU Hold For Pickup Endorsement

Only parcels mailed under [455.4.1.4](#) are eligible for the “Hold For Pickup” endorsement. Parcels endorsed Hold For Pickup must be picked up at designated Post Offices by the addressee within 10 calendar days. Contact the Hold For Pickup program manager at Hold_for_Pickup@usps.gov for a complete listing of designated Post Offices.

1.4 Jointly Addressed

For mail that is jointly addressed:

- a. Such as “Mr. and Mrs. John Doe,” or “John and Jim Doe,” neither party is entitled to control delivery of such mail over the objection of the other.
- b. To husbands or wives, neither party may control delivery of mail addressed to the other.

1.5 Delivery to Addressee’s Agent**1.5.1 Basic Standard**

Unless otherwise directed, an addressee’s mail may be delivered to an employee, to a competent member of the addressee’s family, or to any person authorized to represent the addressee. A person or several persons may designate another to receive their mail.

1.5.2 Minor

A minor’s guardian may control delivery of mail addressed to the minor. If there is no guardian and the minor is unmarried, either parent may receive delivery of the minor’s mail.

1.5.3 Incompetent Person

Mail may be delivered under the order of the guardian or conservator for a person legally declared incompetent. If there is no legal representative, the mail is delivered as addressed.

1.5.4 Deceased Person

Mail addressed to a deceased person may be received at the address of the deceased by anyone who would normally receive the addressee’s mail at that address. The mail may also be forwarded to a different address, such as that of an appointed executor or administrator, if an order of request is filed at the Post Office.

1.6 Delivery to Individual at Organization**1.6.1 To Address**

All mail addressed to a governmental or nongovernmental organization or to an individual by name or title at the address of the organization is delivered to the organization, as is similarly addressed mail for former officials, employees,

508.1.6.2

contractors, agents, etc. If disagreement arises where any such mail should be delivered, it must be delivered under the order of the organization's president or equivalent official.

1.6.2 Not to Address

Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, is delivered to the organization if the organization so directs.

1.7 Delivery at Hotels, Institutions, Schools, and Similar Places**1.7.1 Patient or Inmate**

Mail addressed to a patient or inmate at an institution is delivered to the institution authorities. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

1.7.2 Hotel or School

Mail addressed to a person at a hotel, school, or similar place is delivered to the hotel, school, etc. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

1.7.3 Prisoner

Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual*.

1.7.4 Registered Mail Addressed to Hotel or Apartment House

Registered Mail addressed to a person at a hotel or apartment house is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the USPS (Form 3801-A). If the sender restricts delivery of the Registered Mail, it may not be delivered to that designated person, unless the addressee authorized that person in writing to receive restricted-delivery mail.

1.8 Conflicting Delivery Orders**1.8.1 Delivery to Third Party**

If persons make conflicting orders for delivery of the same mail, and they cannot agree among themselves who should receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties.

1.8.2 Receiver in Dispute

If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail. The USPS may hold or return mail pending resolution of the dispute.

1.8.3 Court Order

Mail is delivered under a court order issued for mail claimed by different persons.

1.9 Commercial Mail Receiving Agencies**1.9.1 Procedures**

The procedures for establishing a commercial mail receiving agency (CMRA) are as follows:

- a. An addressee may request mail delivery to a CMRA. The CMRA accepts delivery of the mail and holds it for pickup or remails it to the addressee, prepaid with new postage.
- b. Each CMRA must register with the Post Office responsible for delivery. Any person who establishes, owns, or manages a CMRA must provide Form 1583-A to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the identification for verification purposes and must list and record sufficient information to identify the two types of identification on Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on Form 1583-A changes, the CMRA owner or manager must file a revised application (write "revised" on the form) with the postmaster. Social Security cards, credit cards, and birth certificates are unacceptable as identification. The following are acceptable identification:
 1. Armed forces, government, university, or recognized corporate identification card.
 2. Passport, alien registration card, or certificate of naturalization.
 3. Current lease, mortgage, or deed of trust.
 4. Voter or vehicle registration card.
 5. Home or vehicle insurance policy.
- c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on Form 1583-A; witness the signature of the CMRA owner or manager; and sign Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed Form 1583-A at the Post Office and provide the CMRA with a duplicate copy.
- d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the Post Office: insured, COD, Express Mail, Certified Mail, Delivery Confirmation, and Signature Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the Post Office for mailing.

1.9.2 Delivery to CMRA

Procedures for delivery to a CMRA are as follows:

- a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign Form 1583. Spouses may complete and sign one Form 1583. Each spouse must furnish two items of valid identification. If any

508.1.9.2

information that is required on Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender. When any information required on Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on Form 1583 (block 3). Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

1. Valid driver's license or state non-driver's identification card.
 2. Armed forces, government, university, or recognized corporate identification card.
 3. Passport, alien registration card, or certificate of naturalization.
 4. Current lease, mortgage, or deed of trust.
 5. Voter or vehicle registration card.
 6. Home or vehicle insurance policy.
- b. A CMRA must not modify or alter Form 1583 or Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with USPS regulations.
- c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 submitted by an addressee based on information changes to the original Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be available at all

- times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 first by CMRA and then alphabetically by the addressee's last name at the station, branch, or Post Office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.
- d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of Form 1583. The CMRA must notify the Post Office of termination dates through the quarterly updates (due January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of Forms 1583 for at least 6 months after the termination date. Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives.
 - e. A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains at least the following elements, preferably in the following format:
 1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
 2. Line 2: "PMB" and number or the alternative "#" (pound sign) and number. *Examples: PMB 234 or #234.*
 3. Line 3: Street number and name or Post Office box number or rural route designation and number. *Examples: 10 MAIN ST STE 11 or PO BOX 34 or RR 1 BOX 12.*
 4. Line 4: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
 - f. As an alternate to the format presented in e., the following format may be used:
 1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
 2. Line 2: Street number and name or Post Office box number and "PMB" and number or the alternative "#" (pound sign) and number. *Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.*
 3. Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
 - g. As an exception to the formats presented in e. and f., when the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. It is not permissible to combine the secondary address

508.1.9.3

element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The USPS may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign." The three-line format must be as follows:

1. JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716
 2. JOE DOE
RR 12 BOX 512 PMB 234
HERNDON VA 22071-2716
- h. The CMRA must be in full compliance with 1.9.1 through 1.9.3 and other applicable postal requirements to receive delivery of mail from the Post Office.
- i. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with 1.9.1 through 1.9.3 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.
- j. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency."

1.9.3 Addressee and CMRA Agreement

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

- a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a change-of-address order with the Post Office.
- b. The CMRA must remail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is remailed by the CMRA requires new postage. This remailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be remailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month remail period and return it to the Post Office, or redeposit mail in the mails without new postage. At the end of the 6-month remail period the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Express Mail, accountable mail, or Parcel Post received for the former addressee (customer). The CMRA must return this mail to the Post Office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the Post Office without

new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA. Upon request, the agent must provide to the USPS all addresses to which the CMRA remails mail.

- c. If mail is remailed by the CMRA to the address of a former customer during the 6-month remail period and returned by the USPS endorsed "Moved, Left No Address," then the CMRA may return that mail to the Post Office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was remailed with new postage to the former customer at the address provided when the relationship was terminated and/or the verified home or business permanent address provided on the customer's Form 1583. Upon approval, the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Express Mail, accountable mail, and Parcel Post received for the former customer. The CMRA must return this mail to the Post Office the next business day after receipt without new postage.
- d. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designation. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.
- e. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.
- f. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the Post Office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the Post Office without new postage. The CMRA must return misdelivered mail the next business day after receipt.
- g. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA.

1.9.4 Office Business Center Acting as a CMRA

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

- a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers that receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in [1.9.4b](#). Parties considered CMRA customers under this provision must comply with the standards set forth in [1.9.1](#) through [1.9.3](#). An

508.2.1

OBC must register as a CMRA on Form 1583-A and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.

- b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes if each of the following is true:
 1. The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
 2. The customer's written agreement with the OBC does not provide all of the following: (a) the use of one or more of the private offices within the facility for at least 16 hours per month at market price for the location; (b) full-time receptionist service and live personal telephone answering service during normal business hours and voicemail service after hours; (c) a listing in the office directory in the building in which the OBC is located; (d) use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and video conferencing.
- c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).
- d. The USPS may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in [1.9.2](#).

2.0 Conditions of Delivery

2.1 City Delivery Service

2.1.1 Establishment

City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster.

2.1.2 Accommodating Customer Hardship

Changes in the type of delivery authorized for a delivery point may be considered if service by existing methods imposes an extreme physical hardship on the customer.

2.1.3 Customer Maintenance of Receptacles

Customers must provide authorized mail receptacles or door slots, except for mail receptacles authorized by the USPS to be owned and maintained by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles used by customers for mail delivery are not the responsibility of the USPS. However, the USPS may authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the USPS.

2.1.4 Businesses

Mail receptacles or door slots are not required at businesses and offices that are open and have someone on hand to receive the mail when the carrier calls.

2.1.5 Receptacles With Locks

If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume.

2.1.6 Door Slot

A door slot for mail must meet specific criteria:

- a. The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long.
- b. The slot must have a flap, hinged at the top if placed horizontally, or hinged on the side away from the hinge side of the door if placed vertically.
- c. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically.
- d. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door.
- e. The bottom of the slot must be at least 30 inches above the finished floor line.

2.1.7 Apartment Mail Receptacles

Apartment house mail receptacles must be approved by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers are not the responsibility of the USPS except for neighborhood delivery and collection boxes and parcel lockers authorized by the USPS to be owned and maintained by the USPS. When apartment buildings are substantially renovated or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles must be replaced by currently approved receptacles.

2.2 Rural Delivery Service**2.2.1 Establishment**

Rural stations and branches are established, and rural delivery is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend rural delivery service, signed by the heads of families wanting this service, must be given to the postmaster of the Post Office from which delivery service is desired, or from which the route operates, as applicable.

508.2.2.2

2.2.2 Accommodating Customer Hardship

On the customer's written request, the postmaster may approve an exception to the currently authorized method of delivery, if the type of rural delivery authorized imposes an extreme physical hardship.

2.2.3 Parcel Delivery

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

2.2.4 Delivery to Recipient With Contagious Disease

Mail is delivered to a customer's mailbox if a quarantined disease exists, provided that delivery can be made without exposure to contagion. No mail is collected from such box while the quarantine is in force.

2.2.5 Insufficient Postage/ Mailable Matter

Generally, mailable matter is collected from a rural mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a rural box is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from rural boxes is handled under the applicable standards.

2.3 Highway Contract Delivery Service**2.3.1 Establishment**

Highway contract routes are established, and delivery service on such routes is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions for new routes, or for extensions of service or changes in the line of travel or schedule of highway contract service, must be directed to the USPS distribution networks office with supervision over the transportation of mail in the area involved.

2.3.2 Parcel Delivery

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

2.3.3 Mail Collection

Generally, mailable matter is collected from a mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a mailbox is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from boxes is handled under the applicable standards.

2.3.4 Mailbox Location

Curbside mailboxes meeting the applicable standards in [3.0](#) must be placed where they protect the mail and can be conveniently served by carriers without leaving their vehicles. These boxes must be on the right side of the road in the direction of travel when required by traffic conditions or when driving to the left to reach the boxes would violate traffic laws by the carrier.

3.0 Customer Mail Receptacles

3.1 Basic Information for Customer Mail Receptacles

3.1.1 Authorized Depository

Except as excluded by [3.1.2](#), every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 USC 1702, 1705, 1708, and 1725.

3.1.2 Exclusions

Door slots and nonlockable bins or troughs used with apartment house mailboxes are *not* letterboxes within the meaning of 18 USC 1725 and are *not* private mail receptacles for the standards for mailable matter not bearing postage found in or on private mail receptacles. The post or other support is *not* part of the receptacle.

3.1.3 Use for Mail

Except under [3.2.11](#), *Newspaper Receptacle*, the receptacles described in [3.1.1](#) may be used only for matter bearing postage. Other than as permitted by [3.2.10](#), *Delivery of Unstamped Newspapers*, or [3.2.11](#), no part of a mail receptacle may be used to deliver any matter not bearing postage, including items or matter placed upon, supported by, attached to, hung from, or inserted into a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail.

3.1.4 Clear Approach

Customers must keep the approach to their mailboxes clear of obstructions to allow safe access for delivery. If USPS employees are impeded in reaching a mail receptacle, the postmaster may withdraw delivery service.

3.2 Curbside Mailboxes

3.2.1 Manufacturer Specifications

Manufacturers of all mailboxes designed and made to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city route, rural route, or highway contract route must obtain approval of their products under USPS Standard 7, *Mailboxes, City and Rural Curbside*. To receive these construction standards and drawings or other information about the manufacture of curbside mailboxes, write to USPS Engineering (see [608.8.0](#) for address).

508.3.2.2

3.2.2 Custom-Built Mailbox

The local postmaster may approve a curbside mailbox constructed by a customer who, for aesthetic or other reasons, does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction.

3.2.3 Locked Box

A mailbox with a lock must have a slot that is large enough to accommodate the customer's normal daily mail volume. The USPS neither opens a locked box nor accepts a key for this purpose.

3.2.4 Mailbox Post

The post or other support for a curbside mailbox must be neat and of adequate strength and size. The post may not represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

3.2.5 Advertising

Any advertising on a mailbox or its support is prohibited.

3.2.6 Location

Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles. The box must be on the right-hand side of the road in the direction of travel of the carriers on any new rural route or highway contract route, in all cases where traffic conditions are dangerous for the carriers to drive to the left to reach the box, or where their doing so would violate traffic laws and regulations.

3.2.7 Address Identification

Every curbside mailbox must bear the following address information:

- a. A box number, if used, inscribed in contrasting color in neat letters and numerals at least 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped.
- b. A house number if street names and house numbers have been assigned by local authorities, and the postmaster authorizes their use as a postal address. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box.

3.2.8 Owner's Name

The mailbox may bear the owner's name.

3.2.9 More Than One Family Sharing a Receptacle

If more than one family wishes to share a mail receptacle, the following standards apply:

- a. Route and Box Number Addressing. On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and

box designation. A written notice of agreement, signed by the heads of the families or individuals who want to join in the use of such box, must be filed with the postmaster at the delivery office.

- b. Conversion to Street Name and Number Addressing. When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE
C/O ROBERT SMITH
123 APPLE WAY

Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

3.2.10 Delivery of Unstamped Newspapers

Generally, curbside mailboxes are to be used for mail only. However, publishers of newspapers regularly mailed as Periodicals may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural route and highway contract route boxes of subscribers if those copies are removed from the boxes before the next scheduled day of mail delivery.

3.2.11 Newspaper Receptacle

A receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

- a. Does not touch the mailbox or use any part of the mailbox for support.
- b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.
- c. Does not extend beyond the front of the mailbox when the box door is closed.
- d. Does not display advertising, except the publication title.

3.3 Wall-Mounted Centralized Mail Receptacles

3.3.1 Manufacturer Requirements

Manufacturers of wall-mounted centralized mail receptacles used for mail delivery must receive approval under the specifications and procedures in USPS Standard 4. The specifications and other information can be obtained by writing to USPS Engineering (see [608.8.0](#) for address).

3.3.2 Customer Requirements

The installation of proper equipment is required for delivery service. The type of equipment must be approved by the USPS under 3.3.1 and must be appropriate for the structure. Customers should discuss the types of approved equipment permitted for their structures with their postmaster before purchasing and installing delivery equipment.

4.0 Post Office Box Service

4.1 Fees for Post Office Box Service

Fee Group	Box Size and Fee per Semiannual (6-month) Period				
	1	2	3	4	5
1	\$43.00	\$66.00	\$120.00	\$247.00	\$398.00
2	36.00	56.00	95.00	187.00	333.00
3	29.00	47.00	85.00	153.00	255.00
4	21.00	35.00	53.00	104.00	200.00
5	19.00	27.00	49.00	90.00	151.00
6	13.00	21.00	36.00	63.00	112.00
7	10.00	16.00	29.00	49.00	87.00
E ¹	0.00	0.00	0.00	0.00	0.00

Additional Fees and Services	
Deposit per key issued	\$1.00
Key duplication or replacement (after first 2 keys), each	6.00
Post office box lock replacement, each	14.00

1. Eligibility and location determined by USPS.

4.2 Basic Information for Post Office Box Service

4.2.1 Purpose

Post Office box service is a premium service offered for a fee to any customer requiring more than free carrier delivery or general delivery and for no fee to customers who are not eligible for carrier delivery. The service allows a customer to obtain mail during the hours the box lobby is open or access is otherwise available. Post Office box service is provided only through receptacles owned or operated by the USPS or its agents. Post Office box service does not include alternate means of delivery established to replace, simplify, or extend carrier delivery service. A postmaster and a box customer may not make any agreement that contravenes the regulations on Post Office box service or its fees.

4.2.2 Definition

The term *Post Office box* (or its address abbreviation *PO BOX*) designates this service in an address. The term *box customer* applies only to the person who signs the application as an individual or to the organization on whose behalf an individual signs the application.

4.2.3 Box Size

There are five box sizes. A facility might not have each size. A customer is assigned a box size based on the customer's needs and the availability of boxes. The postmaster may require a customer to use a larger size box if the customer's mail volume increases beyond the capacity of the present box.

4.2.4 Number Assignment

A number is assigned to each Post Office box. Mail intended for delivery through a box must show the assigned Post Office box number in the address immediately above the city, state, and ZIP Code.

4.2.5 Box Availability

[8-14-08] When no box of the appropriate size is available, an application for box service may be handled, at the postmaster's discretion, in any one or more of the following ways:

- a. By referring the customer to another postal facility with available capacity.
- b. By placing the customer's name on a waiting list for box service.
- c. By providing general delivery service until an appropriate size box becomes available.
- d. By offering a smaller or larger box at its applicable fee.
- e. By offering caller service at its applicable fee.

4.2.6 Unavailable Box

[8-14-08] Online customers cannot apply for a box that is not available but can place themselves on a waiting list for the box; search online for another available box at that facility; or, at another facility close to a specific address or ZIP Code area. Customers must pay the correct fee for the service they receive, regardless of the box size applied for.

4.2.7 Service Period

[8-14-08] Post Office box service is provided in 6- or 12-month prepaid periods.

4.2.8 Limitation on Service

The postmaster may require a box customer to use caller service under [5.0, Caller Service](#), based on the volume of mail received by the customer, the level of service requested by the customer, or the availability of boxes to meet demand. Existing box customers will not be allowed to use additional boxes at Post Offices having a waiting list for Post Office boxes. Not more than once per semiannual payment period, a customer who was required to use caller service based on the volume of mail may submit a written request to the postmaster for a new determination of whether sufficient volume remains to require caller service.

4.3 Service

4.3.1 Application

[8-14-08] Procedures for applying for Post Office box service are as follows:

- a. Applying at a Post Office:

508.4.3.2

1. The applicant must complete all required items on PS Form 1093, *Application for Post Office Box Service*, and submit it to any postal facility that provides window service to the public. The facility need not be where box service is desired. Furnishing false information on the application or refusing to furnish required information may be sufficient reason for denial of the application or discontinuance of service.
 2. Spouses may complete and sign one PS Form 1093. Each spouse must present two forms of valid identification. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on PS Form 1093. Other adult persons who receive mail in the Post Office box of an individual box customer must be listed on PS Form 1093 and must present two forms of valid identification to the Post Office.
 3. Employees or other representatives of organizations who receive mail in the Post Office box must be listed on PS Form 1093. Each person must have verifiable identification and, upon request, present this identification to the USPS.
 4. When any information required on PS Form 1093 changes, the box customer must update the application on file at the Post Office.
- b. Applying Online:
1. An applicant searches for and selects a box, including size and Post Office location, and the service time period.
 2. The applicant must complete all required items on the online application, PS Form 1093, and read the Privacy Act statement.
 3. The applicant must complete the payment information.
 4. The applicant must present an unsigned printout of the online application (PS Form 1093) in person to the Post Office along with two forms of valid identification, as stated in 4.3.2, to complete the application process and, upon approval, receive the box number and keys or lock combination.
 5. Spouses may complete one online application. Each spouse must present two forms of valid identification. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on the online application. Other adult persons who receive mail in the Post Office box of an individual box customer must be listed on the online application and must present two forms of valid identification to the Post Office upon request. Additional box users authorized to pick up mail from the box may be added to the printed copy of the application at the Post Office and must have two forms of valid identification.
 6. When any information on the online application changes, the box customer must update the application on file at the Post Office.

4.3.2 Verification

[8-14-08] An application for Post Office box service may not be approved until the applicant's identity and current permanent physical address where he or she resides or conducts business is verified. Customers who apply online for a Post

Office box do not receive their box number and keys (or combination number) until verification is complete and the application is approved. Verification criteria are as follows:

- a. At the time of application, applicants must present two items of valid identification; one item must contain a photograph of the applicant. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:
 1. Valid driver's license or state non-driver's identification card.
 2. Armed forces, government, university, or recognized corporate identification card.
 3. Passport, alien registration card, or certificate of naturalization.
 4. Current lease, mortgage, or deed of trust.
 5. Voter or vehicle registration card.
 6. Home or vehicle insurance policy.
- b. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and must be traceable to the bearer.

4.3.3 Transferring Service

Post Office box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same Post Office. To transfer service, the box customer must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.

4.3.4 Minor

[8-14-08] Post Office box service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the appropriate postmaster. Minors are not eligible to apply for Post Office box service online.

4.4 Conditions of Use

4.4.1 Mail Receipt

In accordance with the application and verification standards in 4.3, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

4.4.2 Mail Only

Only mail and official USPS notices may be placed into a Post Office box.

4.4.3 Accumulation of Mail

A box customer must remove mail promptly from the box. If mail will not be removed from the box for more than 30 days and an overflow condition is probable, the customer must make prior arrangements with the postmaster.

4.4.4 Overflow

[8-14-08] When mail for a customer's Post Office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), the customer must use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. Customers whose box is in an overflow condition may not be eligible to make payment renewals at Automated Postal Centers (APCs) or online.

4.4.5 Unlawful Activity

A Post Office box may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement with a federal, state, or local agency whereby the box customer has agreed to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

4.4.6 Forwarding

A Post Office box may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

4.4.7 Address Change

Customers may file change-of-address orders as follows:

- a. Organizations. Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change-of-address orders. The organization is responsible for forwarding mail to other persons receiving mail at the box.
- b. Residential box customers, Fee Groups 1 through 7. Only the box customer listed on the Form 1093 may file change-of-address orders. The box customer is responsible for forwarding mail to other persons receiving mail at the box.
- c. Residential box customers, Fee Group E. The box customer or any other person listed on the Form 1093 may file an individual change-of-address order. Only the box customer may file a change-of-address order for the entire family.

4.5 Basis of Fees and Payment**4.5.1 General**

Post Office box fees are based on the size of the box provided and the fee group to which the box's 5-digit ZIP Code is assigned.

4.5.2 Box Size

Box sizes are standardized and the fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.

BOX SIZE	CAPACITY (Cubic Inches)	WIDTH AND HEIGHT (Inches)
1	Under 296	3 by 5.5
2	296 through 499	5 by 5.5
3	500 through 999	11 by 5.5
4	1,000 through 1,999	11 by 11
5	2,000 or more	22.5 by 12

4.5.3 Fee Changes

A change in Post Office box service fees applicable to a given 5-digit ZIP Code can arise from a general fee change. In addition, the manager, Special Services, can assign a fee group to a new ZIP Code, and may authorize the reassignment of one or more 5-digit ZIP Codes to the next higher or lower fee group if the past fee group assignments were in error. The USPS also may regroup 5-digit ZIP Codes. No ZIP Code may be moved more than once a calendar year and a ZIP Code may be moved only into the next higher or lower fee group. Any change in Post Office box service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If Post Office box service fees are increased, no customer must pay the new price until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

4.5.4 Payment

[8-14-08] All fees for Post Office box service are for 6- or 12-month prepaid periods, except as noted under 4.5.6, 4.5.7, and 4.5.10. The fee may be paid up to 1 year in advance, but not more. The fee that is in effect on the day that the fee is paid applies for either the 6- or 12-month period. Customers may pay the Post Office box fee using any of the following methods:

- a. In person using cash, credit or debit card, or check or money order payable to the postmaster.
- b. By mail using check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.
- c. At any APC nationwide using a credit or debit card.
- d. Online at www.usps.com/poboxes using a credit card.
- e. Automatic PO box renewal available online at www.usps.com/poboxes with a credit card.

4.5.5 Payment Period

Except under 4.5.7, the beginning date for a box fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, box fees for service renewal may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

4.5.6 U.S. Agencies

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

4.5.7 Exception

Postmasters at offices with fewer than 500 Post Office boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

508.4.5.8

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

4.5.8 Change of Payment Period

Except for customers at Post Offices subject to 4.5.7, a box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 4.7, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in box fees.

4.5.9 Academic Institutions

The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution.

4.5.10 Adjusting Fees

In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges are rounded up to the next multiple of \$0.10. No refund is made for discontinued service when a box is obtained under this standard.

SERVICE PERIOD	ADJUSTED FEE
95 days or less	1/2 semiannual fee
96 to 140 days	3/4 semiannual fee
141 to 190 days	Full semiannual fee
191 to 230 days	1-1/4 semiannual fee
231 to 270 days	1-1/2 semiannual fee
271 days to full year	2 semiannual fees

4.6 Fee Group Assignments**4.6.1 Regular Fee Groups**

Post Office boxes are assigned to fee groups listed in 4.1 based upon cost estimates of the facility space for Post Office boxes in each 5-digit ZIP Code. Local Post Offices can provide information about fees for a particular ZIP Code.

4.6.2 Free Box Service (Group E)

Customers may qualify for free (Group E) Post Office box service if their physical address or business location meets all of the following criteria:

- a. The physical address or business location is within the geographic delivery ZIP Code boundaries administered by a Post Office.

- b. The physical address or business location constitutes a potential carrier delivery point of service.
- c. The USPS chooses not to provide carrier delivery to the physical address or business location.
- d. The customer does not receive carrier delivery via an out-of-bounds delivery receptacle.

4.6.3 Additional Standards for Free Box Service

[8-14-08] Only one free (Group E) Post Office box may be obtained for each potential carrier delivery point of service. Group E customers are assigned the smallest available box that will reasonably accommodate their daily mail volume. Eligibility for Group E boxes does not extend to individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery such as delivery to a hotel, college, military installation, or transient trailer park. A customer must pay the applicable fee for each additional box requested beyond the initial box obtained at the Group E fee. The online application tools described in [4.3.1b](#) cannot be used for free Post Office box service.

4.7 Fee Refund

4.7.1 Calculation

When Post Office box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

4.7.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

4.8 Keys and Locks

4.8.1 Key Deposit

Two Post Office box keys are initially issued to each new box customer. Box customers must pay a refundable key deposit on each of these keys. The refundable key deposit must be paid on each additional key requested under [4.8.2](#). When box service is terminated, the key deposit is refunded to the customer for each key (including additional or replacement keys in [4.8.2](#)) that is returned to the Post Office where the box was issued.

508.4.8.2

4.8.2 Additional Key Fee

A box customer may obtain additional or replacement keys by submitting Form 1094 and paying the refundable key deposit (see [4.8.1](#)) and the key fee in [4.3b](#). The key fee for additional or replacement keys is not refundable. Worn or broken keys are replaced without charge when returned to the Post Office where the box is located.

4.8.3 Restrictions

A customer using a Post Office box may not obtain or use keys other than those issued by the USPS.

4.8.4 Lock Replacement

The primary box customer (box applicant) may request that the Post Office box lock be changed. To change the lock, the customer must first pay the applicable lock fee in [4.1](#). Lock fees are charged for replacing keyed locks and combination locks and for re-setting combination locks. Lock fees are not refundable. Customers may turn in Post Office box keys for the old lock and get a refund of the key deposit. Two keys are provided with the new lock, with a refundable deposit for each key charged under [4.8.1](#). Customers may obtain additional keys for the new lock under [4.8.2](#).

4.9 Service Refusal or Termination**4.9.1 Refusal**

A postmaster may refuse to approve Post Office box service if: the applicant submits a falsified or incomplete application for box service; within the 2 years immediately before submitting the application, the applicant physically abused a box or violated a standard on the care or use of a box; or there is substantial reason to believe that the box is to be used for activities as described in [4.4.5, Unlawful Activity](#), or [4.4.6, Forwarding](#).

4.9.2 Termination

A postmaster may terminate Post Office box service, including that of a customer paying a Group E fee, if the box customer or its representative falsifies the application for the box; physically abuses the box; refuses to update information on the box application; violates any standard on the care or use of the box; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in [4.4.5](#). The customer is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures for that determination.

4.9.3 Customer Appeal

The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice as specified in the postmaster's determination. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

4.9.4 Surrendered Box

A Post Office box is surrendered if:

- a. A box customer refuses or fails to pay the proper fees by the due date.

- b. A box customer submits a written notice to discontinue service.
- c. Any person other than the box customer attempts to renew service at the end of the period for which the box is issued.
- d. A box customer, or an appointed executor or administrator of a deceased box customer, submits a permanent change-of-address order, except as provided in [4.9.5d](#).
- e. A Group E residential box customer files a permanent change-of-address order and no other person listed on the Form 1093 files a new Form 1093 to become the box customer.

4.9.5 Boxes Not Surrendered

A Post Office box is not surrendered if:

- a. A box customer dies or disappears before the end of the period for which the box is issued.
- b. A box customer submits a temporary change-of-address order.
- c. Except as provided in [4.9.5d](#) below, a change-of-address order is submitted by any person other than the box customer, or an appointed executor or administrator of a deceased box customer, for mail going to the box.
- d. A Group E residential box customer files a permanent change-of-address order and another person listed on the Form 1093 files a new Form 1093 to become the box customer.

508.5.1

5.0 Caller Service

5.1 Caller Service Fees

Fees are charged as follows:

Fee Group	For Each Separation Provided Per Semiannual (6-month) Period
	Fee
1	\$644.00
2	562.00
3	495.00
4	487.00
5	476.00
6	425.00
7	379.00
Additional Fees and Services	
For each reserved call number, per calendar year	\$39.00

5.2 Basic Information

5.2.1 Purpose

[6-5-08] Caller service is a premium service available for a fee to any customer who:

- Requires more than free carrier service,
- Receives more mail than can be delivered to the largest installed Post Office box at the postal facility to which the caller's mail is addressed,
- Is required to use caller service by standard.

5.2.2 Pickup

[6-5-08] Caller service does not include general delivery service. Customers who use this service pick up their mail at the Post Office call window or loading dock during the time period designated by the postmaster. Customers who receive mail for clients may participate in caller service subject to [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#). Agreements between a postmaster and a caller that contravene the standards for caller service or its fees are not valid.

5.2.3 Caller

[6-5-08] A caller is an individual, or the organization represented by the individual, signing the application.

5.2.4 Service Types

[6-5-08] Reservation of caller numbers makes it possible for the caller of record to hold caller numbers for future use. Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. Origin caller service (accelerated reply mail) is described in [5.8](#).

5.2.5 Caller Service Number

[6-5-08] The Address Management Service System (AMS) office assigns caller numbers. Customers may reserve caller numbers for future use or obtain caller services by paying the reserved caller number fee or caller service fee in [5.1](#).

Subsequently, the postmaster or his designee will contact AMS which will issue the number. Availability of this service may be restricted and numbers are not issued immediately upon payment of the fee.

5.2.6 Caller Service Number—Address Element

[6-5-08] Except under [5.2.7, Exemption](#), caller service customers must use their assigned caller service number in their mailing address as their “Post Office Box” (PO Box) number, which should be placed immediately above the city, state, and ZIP+4 Code.

5.2.7 Exemption

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in [5.2.6](#) that correspondents must use the assigned Post Office box (caller service) number in the address.

5.2.8 Restriction

The USPS may restrict caller service if such service adversely affects postal operations.

5.2.9 Required Use

When mail for a customer’s Post Office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service.

5.2.10 U.S. Agencies and Schools

Federal agencies and the various schools and departments within educational institutions are considered separate customers for [5.2.9](#).

5.2.11 Eligible Customers

Caller service may be provided to the following:

- a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available Post Office box.
- b. A customer wanting a Post Office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.
- c. A customer formerly receiving firm holdout service.

5.3 Service

5.3.1 Application

[6-5-08] To reserve a caller number for future use or to apply for caller service, the applicant must complete all relevant spaces on Form 1093, Application for Post Office Box or Caller Service, and submit it to any postal facility that provides public window service. The facility need not be the one where destination caller service is

508.5.3.2

desired. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until the USPS verifies the applicant's identity.

5.3.2 Transferring Service

Caller service may be transferred, without payment of an additional fee, to a different facility of the same Post Office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.

5.3.3 Minor

Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster.

5.4 Conditions of Use**5.4.1 Mail Receipt**

An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule.

5.4.2 Updating

When any information required to be provided by the caller on Form 1093 changes, the caller must notify the Post Office of such changes.

5.4.3 Unlawful Activity

Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

5.4.4 Forwarding

Caller service may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

5.5 Basis of Fees and Payment**5.5.1 Caller Service Fee**

[6-5-08] Customers must pay the caller service fee listed in 5.1. The fee must be paid for each caller number or separation used, with the following exceptions:

- a. If a caller receives mail addressed to many caller numbers but receives a bulk delivery of mail not separated to those numbers, the caller service fee is charged for the number to which the separation of mail is made. Reserved caller number fees are charged for all the remaining caller numbers to which mail is addressed.

- b. When a Post Office box service applicant is provided a single caller service separation because of a shortage of available Post Office boxes, then the fee charged is the fee for the largest installed Post Office box. In this instance, neither the caller service fee nor the reserved caller number fee is charged.

5.5.2 Reserved Caller Number Fee

[6-5-08] Customers must pay the annual reserved caller number fee in 5.1 once each calendar year for each number reserved, subject to the following:

- a. Reserved caller number fees are not prorated. Customers who continue to reserve caller numbers for a new calendar year must make renewal payments before January 1st of the new calendar year.
- b. If a caller has reserved a number and subsequently receives mail separated to that number or otherwise notifies the Post Office that they intend to begin receiving mail addressed and separated to that number, the appropriate semi-annual fee for caller service will be charged. No refund for the reserved caller number fee will be made. If the customer continues to receive mail addressed for separation to the caller number, no reserved caller number fee will be charged for the following year.

5.5.3 Fee Changes

A change in caller service fees (including reserved number fees) can arise from a general fee change. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new price until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

5.5.4 Box Number

If a caller uses a physical Post Office box to obtain a caller number, the applicable fees for both Post Office box service and caller service must be paid.

5.5.5 Payment

The basic caller service fee is for a 6-month period. The fee must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to 1 year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

5.5.6 Caller Service Fee Payment Period

Except under 5.5.8, the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

508.5.5.7

5.5.7 Change of Caller Service Fee Payment Period

A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 5.6, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees.

5.5.8 Exception

Postmasters at offices with fewer than 500 Post Office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

5.6 Fee Refund**5.6.1 Discontinued Number**

When caller service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

5.6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

5.6.3 Reserved Number Fee

The reserved number fee is not refundable.

5.7 Service Refusal or Termination

5.7.1 Refusal

A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in [5.4.3, Unlawful Activity](#), or [5.4.4, Forwarding](#).

5.7.2 Termination

A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in [5.4.3](#). The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

5.7.3 Customer Appeal

The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

5.7.4 Surrendered Service

Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service.

5.8 Accelerated Reply Mail (ARM)

5.8.1 Purpose

Accelerated reply mail (ARM) is *origin caller service* provided at a postal facility other than the one to which the caller's mail is addressed. ARM is subject to the applicable standards for caller service and the additional standards in [5.8](#).

5.8.2 Applicability

ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail.

5.8.3 Barcoding

The caller's mail must meet the standards for barcoded First-Class Mail and must be certified by the mailpiece design analyst at the origin facility where ARM service is requested. The barcode on the mailpiece must represent the ZIP+4 code or the mailer's unique 5-digit ZIP Code printed on the mailpiece.

5.8.4 FIM A

The caller's mail must bear facing identification mark (FIM) A.

5.8.5 Caller Service

Caller service must also be obtained at the destinating postal facility. The address on all mailpieces to be received through ARM must be the Post Office box address assigned where destination caller service is authorized. Mailpieces that show a dual address must show only the Post Office box on the line immediately above the city, state, and ZIP Code line.

5.8.6 Mailer Receipt

The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through Express Mail Custom Designed Service, to the destination caller service address or to another address specified by the mailer in the Custom Designed Service Agreement. To change the destination address on the Custom Designed Service Agreement, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the "Applicant Information" and "Express Mail Reship."

5.8.7 CMRA

An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#).

5.8.8 Mailer Compliance

An applicant for ARM must meet the application procedures in [5.3](#). Besides completing Form 1093, an applicant for ARM must also complete Form 8061 and submit both forms to the facility where ARM service is desired.

5.8.9 USPS Actions

ARM service is not provided until the USPS verifies the applicant's identity and service availability at the requested facility, and makes scheme preparations.

5.8.10 ARM Assignment

When the application is approved and the caller service fee received, an ARM number is assigned. A separate basic fee must be paid for each facility where ARM service is provided.

5.8.11 Transfer

An ARM authorization may not be transferred to another facility.

5.8.12 Past-Due Caller Fee

Payments for ARM service must be received at least 45 days before the applicable semiannual period. Payment of the renewal fee is due at least 45 days before the last day of the last month of the current period. Payment may be made for the next semiannual or annual period, as appropriate. If, on notice, the customer does not pay the fee by the 30th day before the end of the current payment period, the barcode sortation scheme is revised to remove the separation for the caller. Once that change is made, the caller must reapply to obtain further ARM service.

5.8.13 Refund

A refund is made only for future prepaid periods if a caller discontinues ARM service. No refund is made for the remaining part of the current fee period.

6.0 General Delivery

6.1 Purpose

General delivery is intended primarily as a temporary means of delivery:

- a. For transients and customers not permanently located.
- b. For customers who want Post Office box service when boxes are unavailable.

6.2 Service Restrictions

General delivery is available at only one facility under the administration of a multifacility Post Office. A postmaster may refuse or restrict general delivery:

- a. To a customer who is unable to present suitable identification.
- b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated.

6.3 Delivery to Addressee

A general delivery customer can be required to present suitable identification before mail is given to the customer.

6.4 Holding Mail

General delivery mail is held for no more than 30 days, unless a shorter period is requested by the sender. Subject to 6.2, general delivery mail may be held for longer periods if requested by the sender or addressee.

7.0 Firm Holdout

7.1 Purpose

Firm holdout service allows a customer to obtain street-addressed mail from the Post Office when the customer normally receives 50 letters or more on the first delivery trip, or when the customer is a news agent or publisher's representative and receives publications that qualify for newspaper treatment.

7.2 Obtaining and Using Service

To obtain firm holdout service, a customer must fill out Form 3801. The form must include the signature of each employee or agent authorized to pick up the mail. There is no fee for firm holdout service. On the postmaster's approval, based on the availability of resources, the customer may pick up mail at a postal unit once each delivery day at the time and place of delivery specified by the postmaster.

7.3 Service Cancellation

A customer may cancel a firm holdout at any time. The postmaster may cancel firm holdout service when the mail volume falls below the 50-piece requirement on each delivery day over a 30-day period. The postmaster may also cancel the service when the mail is not picked up for 10 consecutive days and the customer does not arrange with the postmaster to hold the mail. A customer may not request restoration of the service for 1 year after its cancellation.

508.8.1

8.0 Pandering Advertisements

8.1 Prohibitory Order

8.1.1 Initiation by Addressee

Pursuant to 39 USC 3008, an addressee who receives a solicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arousing or sexually provocative," may, by completing Form 1500, obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to that addressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement.

8.1.2 Deceased

A person entitled to receive mail addressed to a deceased person is regarded as the addressee of such mail for obtaining a prohibitory order in the name of the deceased.

8.1.3 Addressed to Job Title

A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, is regarded as the addressee of such mail for obtaining a prohibitory order covering such job title.

8.1.4 Apparent Authority

Any person with apparent authority to act for a business, governmental, or institutional addressee is regarded as the addressee of such organization's mail for obtaining a prohibitory order in the name of such organization.

8.1.5 Applying for Order

The application for prohibitory order may be submitted at any Post Office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory order, if the addressee receives mail at more than one address, the addressee should complete an additional Form 1500 for each address.

8.1.6 Applying for Order On Behalf of Children

An addressee who is the parent of one or more children less than 19 years of age residing with that parent may request an order on behalf of any or all such children. If the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," the parent may request issuance of an order prohibiting further mailings to such child. This order is not enforced for mailings received by such person after that person reaches 19 years of age. Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address) that the order is to continue in effect for himself or herself.

8.1.7 Effects of Prohibitory Order

The prohibitory order forbids the mailer, his or her agents, or assigns from making further mailings to the designated addressees, effective on the 30th calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his or her agents, or assigns;

and prohibits any sale, rental, exchange, or other transaction by the mailer, his or her agents, or assigns, involving mailing lists bearing the names of the designated addressees.

8.1.8 Continuing Order With Address Change

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order honored for the new address. The notification must be sent by Certified Mail, return receipt requested. To enforce any violation of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified takes effect in the same manner as the original order.

8.1.9 Denying Application

A prohibitory order is not issued when the application is based on any of these:

- a. The request of a person who the USPS finds does not qualify under any of the foregoing paragraphs of this section.
- b. A mailpiece that the USPS finds does not offer matter for sale.
- c. A mailpiece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the person on whose advertisement the application is based).
- d. A mailpiece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the USPS.
- e. A mailpiece sent by a mailer not subject to U.S. jurisdiction.
- f. A basis in any other way insufficient under the statute.

8.1.10 Abandoned Applications

An applicant for a prohibitory order or its enforcement is deemed to have abandoned the application if the applicant fails to comply, within 60 days, with any USPS request to supplement, correct, or complete the application. The USPS does not keep abandoned applications.

8.1.11 Voiding Orders

A prohibitory order is considered void on expiration of 5 years from the date of issuance, except that, when application for enforcing a prohibitory order is made, it is not considered void until expiration of 5 years from the last application for enforcement. USPS files on such void orders may be disposed of, if a record is kept of the disposal of each such file and the reason for the disposal.

8.1.12 Availability of Remedies

The fact that a name and address is on the USPS list of persons not wanting to receive sexually oriented advertisements through the mail does not limit or affect the authority of the USPS to issue a prohibitory order protecting such name and

508.8.2

address. The issuance of a prohibitory order also does not limit or affect the authority of the USPS to list, under 9.0, the name and address protected by such prohibitory order.

8.2 Taking Action Against Violations

8.2.1 Requesting Enforcement

If a person protected by a prohibitory order who receives a mailpiece apparently in violation of such order opens the envelope or other outside cover of such piece and writes on it the identifying number of the prohibitory order (if known) and a statement indicating receipt by mail and the date of receipt (for example, "I received this mailpiece on [date]."), followed by the person's signature. The person submits the piece directly, or through a Post Office, to the Prohibitory Order Processing Center. Such submission constitutes an application for enforcing the order.

8.2.2 Enforcement

When the USPS finds, after appropriate administrative proceedings under prohibitory order Standard Operation Procedures (formerly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order.

9.0 Sexually Oriented Advertisements

9.1 Basic Information for Sexually Oriented Advertisements

9.1.1 Definition

39 USC 3010(d) defines *sexually oriented advertisement* as "any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing." It also provides that "material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical, or other work the remainder of which is not primarily devoted to sexual matters."

9.1.2 Legal Means

Section 3010 of Title 39 USC provides members of the public with a means to protect themselves and their minor children from receiving unsolicited sexually oriented advertisements through the mail. This section permits any person served by the USPS to file with the USPS a statement that he or she does not want to receive such advertisements through the mail. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date when the USPS adds that person's name to its reference list of those who want this protection may be subject to civil and criminal sanctions, under 39 USC 3011 and in 18 USC 1735-37.

9.1.3 Mailer Responsibility

The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mail to any person in violation of section 3010 is placed by that section on the mailer of such advertisements. No USPS regulations may be used to place this responsibility on the USPS.

9.1.4 Complying With Law

A person who mails sexually oriented advertisements only to persons who request to receive them does not violate the statute or regulations, if otherwise in compliance with the law whether buying and using the USPS list.

9.2 Applying for Listing**9.2.1 USPS Form**

A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at Post Offices.

9.2.2 Authorized Filers

A person may file in his or her own behalf and in behalf of any of that person's children under the age of 19 years who reside with that person or are under his or her care, custody, or supervision. An authorized officer, agent, fiduciary, surviving spouse, or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee.

9.2.3 Five-Year Retention on List

A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age.

9.2.4 Applications for Different Addresses

The filing of a single application results in the listing of a single address for the person filing. A person who moves must file a new Form 1500 to receive the protection of section 3010 at his or her new address. Form 3575 may not be used for this purpose.

9.2.5 Using Listed Addresses

It is not a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for that person on the list. It is a violation to mail such an advertisement to that person at the address shown for that person even though he or she has moved from that address.

9.3 Requesting Removal From List**9.3.1 Removal**

A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address).

508.9.3.2

9.3.2 Receipt After Removal

It is not evidence of a violation of section 3010 if a person (or that person's minor child) receives a sexually oriented advertisement in the mail on or after the date he or she requests the removal of his or her name from the list or his or her minor child's name.

9.4 Availability of USPS Lists**9.4.1 General**

Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM. Information about or requests for the list must be submitted to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager.

9.4.2 Annual Service Fee

The annual service fee is determined by dividing the number of buyers for the previous calendar year into the total cost to the USPS of compiling, processing, printing, and distributing the list.

9.4.3 Using Lists

This list may be used by a mailer only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mail. No person, including a subscriber to the list, may use the list for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this list for any other purpose, including its use by another to remove names from a list of persons to whom sexually oriented advertisements are to be sent. No person may use the list or a copy of the list for preparing mailings or other lists for sale, lease, rent, loan, exchange, or use by another. Violators are subject to criminal prosecution.

9.5 Envelope Marking

Section 3010(a) authorizes and directs the USPS to provide a mark or notice that must be placed on the envelope or cover of any sexually oriented advertisement sent through the mail, with the sender's name and address. The following provisions implement this authority and direction:

- a. Any person who mails or causes to be mailed any sexually oriented advertisement must place in the upper left corner of the exterior face of the mailpiece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right portion below the postage stamp, or indicia thereof, and above the addressee designation, there must be placed "Sexually Oriented Ad." The words "Sexually Oriented Ad," however, need not be placed on the exterior envelope or cover of a mailpiece containing such an advertisement, if the contents of the mailpiece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, and the sealed envelope or cover bears conspicuously the words "Sexually Oriented Ad."

- b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mailpiece, must be printed in a type size no smaller than that used for any other word on the envelope or other cover, and never smaller than 12-point type. Such type must be no less conspicuous than the boldest type used to print other words on the exterior face of the mailpiece.
- c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the required notice must be no less than the contrast between the background and printing of any other word on the envelope or other wrapper.
- d. A clear space no less than 1/4 inch wide must surround the sender's name and address and the required notice, separating each from any other matter on the same envelope or cover.

9.6 Violations

This is a partial list of conduct that may violate 39 USC 3010 or 18 USC 1735:

- a. The mailing of a sexually oriented advertisement in an envelope or other wrapper that does not bear the name and address of the sender and the legend "Sexually Oriented Ad," under [9.5](#).
- b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address are on the list for more than 30 days.
- c. The sale, loan, lease, or licensing of the use of the list or a copy thereof in whole or in part.
- d. The use of the list or a copy of it in whole or in part for any purpose other than to ensure that no mailings of sexually oriented advertisements are made to persons on the list.

9.7 Reporting Unsolicited Advertisements

9.7.1 Submitting a Report

Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the Prohibitory Order Processing Center manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be forwarded promptly to the Prohibitory Order Processing Center manager. The manager then forwards the piece to the appropriate Inspection Service Field Division Office.

9.7.2 Verifying Inclusion on List

A customer wanting to verify inclusion on the list should write to the Prohibitory Order Processing Center (see [608.8.0](#) for address).

509 Other Services

Overview

- [1.0 Address Information System Products](#)
- [2.0 Nonpostal Services](#)

1.0 Address Information System Products

1.1 Delivery Statistics File

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and Post Office box sections are included in the Delivery Statistics File. This database is available on CD-ROM or cartridge for the entire nation. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see [608.8.0](#) for address).

1.2 AIS Database Products

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City State Product, Five-Digit ZIP Code File, enhanced Line of Travel (eLOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Information about ordering and using these products is available by calling 1-800-238-3150.

1.3 AIS Database Products

1.3.1 Descriptions

The following products may be ordered from the USPS:

- a. Database Cartridge and Bimonthly Cumulative Updates, which contain a master copy plus bimonthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- b. Database Cartridge and Monthly Transactions, which contain a master copy plus monthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- c. Technical Guide, a printed (paper) document that provides data formats and field definitions of the records in AIS products. The guide accompanies any product ordered, but may also be ordered separately or accessed at www.usps.com.

1.3.2 Ordering

The products in [1.3.1](#) may be obtained by sending a written request and appropriate payment to the National Customer Support Center. For information on charges, call 1-800-238-3150.

1.3.3 Specifications

In the written request, mailers must specify the name of the product needed. The request must specify CD-ROM, ASCII, or EBCDIC cartridge at 38K BPI.

1.4 Carrier Route Schemes

Under [507.7.0, Mailing List Services](#), a mailer may ask for a copy of the city scheme used by clerks for sorting mail. The mailer may also ask that the USPS sort address cards, plates, or stencils by carrier routes. However, the mailer is responsible for sorting under the latest bimonthly Carrier Route File scheme. The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest bimonthly Carrier Route File scheme.

1.5 Delivery Statistics

In Post Offices with rural delivery, highway contract box delivery, and Post Office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

- a. Number of Post Office boxes rented.
- b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).
- c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

1.6 Computerized Delivery Sequence (CDS)

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the sequencing described in [507.8.0](#). Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly.

1.7 Delivery Sequence File² (DSF²)

The Delivery Sequence File² (DSF²) is a computerized file that contains information on all delivery point addresses serviced by the USPS, with the exception of general delivery. Each matching address record is assigned the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF² is updated monthly and is available through licensees approved by the USPS. A list of licensees is available at www.ribbs.gov or by contacting the National Customer Support Center (see [608.8.0](#) for address).

1.8 Enhanced Line-of-Travel (eLOT) Product

The USPS provides an electronic product called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against an eLOT product. Records that are not ZIP+4-coded may not be used with this product. eLOT products are updated bimonthly and are available for purchase from the National Customer Support Center (see [608.8.0](#) for address).

2.0 Nonpostal Services

2.1 **Bird Hunting Stamps**

Migratory bird hunting and conservation stamps (“bird stamps”) are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all Post Offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These Post Offices act as agents of the federal government for this function. Migratory bird stamps are nonredeemable and all sales are final.

2.2 **U.S. Savings Stamps**

Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury.

2.3 **U.S. Savings Bonds**

The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department.

2.4 **Postal Savings**

The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates.

600

Basic Standards For All Mailing Services

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

600 Basic Standards For All Mailing Services

TOPICS

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

601 Mailability

1.0 General Standards

- 1.1 Determining Mail Processing
Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable and
Nonmachinable Placement of
Address
- 1.6 General Mailability and
Right of Refusal
- 1.7 Mailer's Responsibility

2.0 Packaging

- 2.1 General
- 2.2 Stationery
- 2.3 Odd-Shaped Items in
Paper Envelopes
- 2.4 Liquids
- 2.5 Aerosols
- 2.6 Perishable, Hazardous, and
Restricted Items
- 2.7 High-Density Items
- 2.8 Load Type

3.0 Acceptable Mailing Containers

- 3.1 Envelopes
- 3.2 Boxes
- 3.3 Fiberboard Tubes
and Similar Long Containers
- 3.4 Paper Bags and Wraps
- 3.5 Plastic Bags
- 3.6 Plastic Film
- 3.7 Cloth Bags
- 3.8 Difficult Load
- 3.9 Bales
- 3.10 Cans and Drums

4.0 Cushioning, Closure, and Reinforcement

- 4.1 Volume
- 4.2 Multiple Items Within Container
- 4.3 Tape
- 4.4 Paper Tape
- 4.5 Tape Size
- 4.6 Adhesive
- 4.7 Banding
- 4.8 Staples and Steel Stitching

5.0 Handling, Content, and Extra Service Markings

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

6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Express Mail and
Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope
- 6.4 Reusable Mailpiece
- 6.5 Reusable Mailpieces That Originate
as Permit Imprint Mailings

7.0 Packaging Standards for Mail Processed at Bulk Mail Centers

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

8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles
or Substances
- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to
Military Postal System

9.0 Perishables

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests,
Injurious Animals, and Illegally Taken
Fish or Wildlife

**600
Basic Standards
For All Mailing
Services**

10.0 Hazardous Materials

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)
- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

11.0 Other Restricted and Nonmailable Matter

- 11.1 Pistols, Revolvers, and Other Concealable Firearms
- 11.2 Antique Firearms
- 11.3 Rifles and Shotguns
- 11.4 Legal Opinions on Mailing Firearms
- 11.5 Knives and Sharp Instruments
- 11.6 Prohibited Parcel Marking
- 11.7 Intoxicating Liquor
- 11.8 Matter Emitting Obnoxious Odor
- 11.9 Liquids and Powders
- 11.10 Motor Vehicle Master Keys and Locksmithing Devices
- 11.11 Drugs

- 11.12 Drug Paraphernalia
- 11.13 Household Substance
- 11.14 Pesticide
- 11.15 Fragrance Advertising Sample
- 11.16 Compliance Certificate
- 11.17 Battery-Powered Devices
- 11.18 Abortive and Contraceptive Devices
- 11.19 Building Construction Material
- 11.20 Animal Fighting Accessories

12.0 Written, Printed, and Graphic Matter Generally

- 12.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
- 12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
- 12.3 Lottery Matter (18 USC 1302)
- 12.4 Advertising Matter
- 12.5 Other Nonmailable Matter
- 12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 12.7 Skill Contests (39 USC 3001(K)(3)(B))
- 12.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 12.11 Unauthorized Decisions by Postmasters
- 12.12 Refusal Due to Improper Preparation

**602
Addressing**

1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

**600
Basic Standards
For All Mailing
Services**

2.0 Restrictions

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

3.0 Use of Alternative Addressing

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

4.0 Detached Address Labels (DALs)

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

604

Postage Payment Methods

1.0 Stamps

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

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery

3.0 Precanceled Stamps

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

4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)

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

5.0 Permit Imprint (Indicia)

- 5.1 General Standards
- 5.2 Suspension and Revocation
- 5.3 Indicia Design, Placement, and Content

6.0 Payment of Postage

- 6.1 Basic Standards
- 6.2 Unpaid Mailable Matter for Private Delivery
- 6.3 Payment for Postage Due Mail
- 6.4 Advance Deposit Account
- 6.5 Annual Accounting Fee for Extra Services

7.0 Computing Postage

- 7.1 General Standards

8.0 Insufficient or Omitted Postage

- 8.1 Insufficient Postage
- 8.2 Omitted Postage
- 8.3 Mailable Matter Without Postage in or on Mail Receptacles

9.0 Refunds and Exchanges

- 9.1 Stamp Exchanges
- 9.2 Postage and Fee Refunds
- 9.3 Refund Request for Postage Evidencing Systems and Metered Postage
- 9.4 Value Added Refunds
- 9.5 Express Mail Postage Refund

10.0 Revenue Deficiency

- 10.1 General
- 10.2 Nonprofit Standard Mail

**600
Basic Standards
For All Mailing
Services**

607
Mailer Compliance and Appeals
of Classification Decisions

1.0 Mailer Compliance With Mailing Standards

- 1.1 Mailer Responsibility
- 1.2 Postage Payment
- 1.3 Request for Exception to Standards

2.0 Rulings on Mailing Standards

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

608
Postal Information and
Resources

1.0 About the Domestic Mail Manual

- 1.1 Content of the DMM
- 1.2 Copies of the DMM
- 1.3 Revisions to the DMM
- 1.4 Terms in the DMM

2.0 Domestic Mail

- 2.1 Definition of "Domestic"
- 2.2 Mail Treated as Domestic
- 2.3 International Mail
- 2.4 Customs Forms Required

3.0 Post Offices and Holidays

- 3.1 Management of Post Offices
- 3.2 Holiday Service

4.0 Philatelic (Stamp Collecting) Services

- 4.1 Basic Standards
- 4.2 Special Cancellations

5.0 Private Express Statutes

- 5.1 Private Express Statutes

6.0 Complaints and Postal Law Violations

- 6.1 Consumer Complaints and Inquiries
- 6.2 Postal Law Violations

7.0 Trademarks and Copyrights of the USPS

- 7.1 Trademarks and Service Marks
- 7.2 Copyrights

- 7.3 Inquiries about USPS Trademarks and Copyrights

8.0 USPS Contact Information

- 8.1 Postal Service
- 8.2 Federal Agencies
- 8.3 Other Agencies
- 8.4 PCSC and District Business Mail Entry Offices Contact Information

609
Filing Indemnity Claims for Loss
or Damage

1.0 General Filing Instructions

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

2.0 Providing Proof of Loss or Damage

- 2.1 Missing Contents
- 2.2 Proof of Damage

3.0 Providing Evidence of Insurance and Value

- 3.1 Evidence of Insurance
- 3.2 Evidence of Value

4.0 Claims

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

5.0 Compensation

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

6.0 Adjudication of Claims

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

**600 Basic Standards
For All Mailing Services**

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

601 Mailability

Overview

- 1.0 General Standards
- 2.0 Packaging
- 3.0 Acceptable Mailing Containers
- 4.0 Cushioning, Closure, and Reinforcement
- 5.0 Handling, Content, and Extra Service Markings
- 6.0 Mailing Containers—Special Types of Envelopes and Packaging
- 7.0 Packaging Standards for Mail Processed at Bulk Mail Centers
- 8.0 Nonmailable and Restricted Articles and Substances Generally
- 9.0 Perishables
- 10.0 Hazardous Materials
- 11.0 Other Restricted and Nonmailable Matter
- 12.0 Written, Printed, and Graphic Matter Generally

1.0 General Standards

1.1 Determining Mail Processing Categories

There are five mail processing categories for mailpieces: letter, flat, machinable parcel, irregular parcel, and outside parcel. USPS assigns each mailpiece to one of these categories based on the physical dimensions and characteristics of the mailpiece using the longest dimension as the length, regardless of the placement or orientation of the delivery address on the piece. For example, a mailpiece that is 5 inches by 8 inches and at least 0.007 inch thick is within the range of letter-size dimensional standards in [101](#) and [201](#). See the physical standards for processing categories in [101](#) for retail (single-piece price) mail, [201](#) for discount letters, [301](#) for discount flats, and [401](#) for discount parcels.

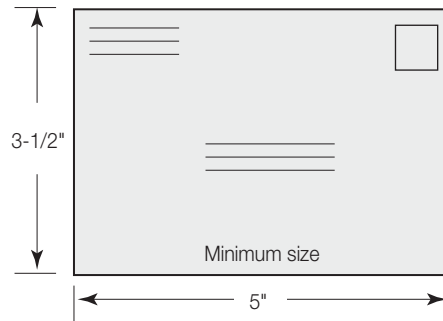
1.2 Minimum Dimensions

For mailability, the following standards apply:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:
 1. At least 3-1/2 inches high and at least 5 inches long.
 2. Rectangular, with four square corners and parallel opposite sides (see [Exhibit 1.2b2](#)), or with finished corners and parallel opposite sides under [1.2b3](#) or [1.2b4](#), unless prepared as Customized Market Mail under [705.1.0](#).

601.1.2

Exhibit 1.2b2 Minimum Dimensions, Pieces 1/4" Thick or Less

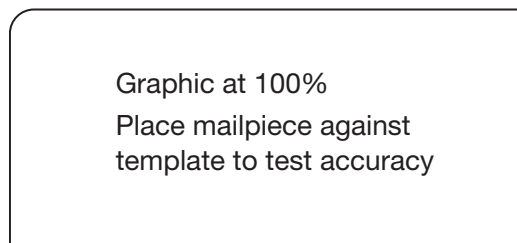


Minimum thickness = 0.007"

3. Letter-size, card-type mailpieces made of cardstock and flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.2b3](#).

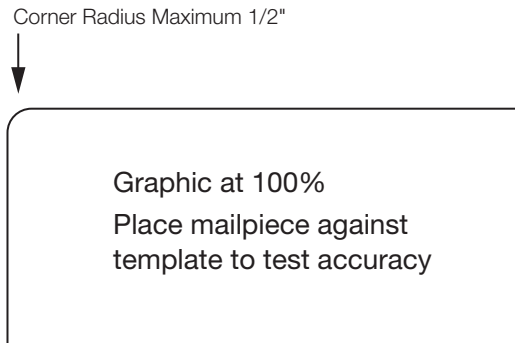
Exhibit 1.2b3 Maximum Corner Radius

Corner Radius Maximum 1/8"



4. Except for machinable parcels described in [401.1.5.2](#), pieces mailed at parcel prices or Not-Flat Machinable prices may have finished corners that do not exceed a radius of 0.5 inch (1/2 inch). See [Exhibit 1.2b4](#).

Exhibit 1.2b4 Maximum Corner Radius for Parcels



1.3 Maximum Dimensions and Weight

No mailpiece may weigh more than 70 pounds. Except for Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part.

1.4 Length and Height

Determine the processing category (see [1.1](#)) based on the physical dimensions and characteristics of the mailpiece, without regard to address placement. Then, determine length and height as follows:

- a. *Letter-size pieces.* For the purpose of determining mailability or machinability (see [1.5](#)), the *length* is the dimension parallel to the delivery address as read; the *height* is the dimension perpendicular to the length.
- b. *Flat-size pieces.* The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.
- c. *Parcels and Not Flat-Machinable pieces.* The *length* is the longest dimension.
- d. *Customized MarketMail pieces.* See [705.1.0](#).

1.5 Nonmailable and Nonmachinable Placement of Address

The placement of the address on a letter-size mailpiece may render a piece nonmailable or nonmachinable. If the length (the dimension parallel to the address) of a letter-size mailpiece is not at least 5 inches, it is nonmailable. If the height (the dimension perpendicular to the length) of a letter-size mailpiece is not at least 3-1/2 inches, it is nonmailable. If the aspect ratio (length divided by height) is not within 1.3 to 2.5 (inclusive), the piece is a nonmachinable letter. For example:

- a. For a letter-size piece that is 4 inches by 6 inches, if the address is parallel to the 4-inch dimension, it is 4 inches long, which is less than the minimum length of 5 inches required in [1.2](#). Therefore, this piece is nonmailable.

- b. Following the process in 1.1, a piece that is 5 inches by 8 inches (and within letter-size thickness dimensions) is a letter. If the address is parallel to the 8-inch dimension, the piece is 8 inches long and 5 inches high. The aspect ratio of this piece is 1.6, so it is a mailable letter within machinable dimensions for length and height.
- c. For a letter-size piece that is 5 inches by 8 inches, if the address is parallel to the 5-inch (shorter) dimension, the piece is 5 inches long and 8 inches high. The aspect ratio of this piece is 0.625, which is not within 1.3 to 2.5, so it is mailable as a nonmachinable letter.

1.6 General Mailability and Right of Refusal

Articles presented for mailing must be prepared under the general and specific standards in this document. The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Additional or other standards can apply to overseas military Post Offices and international mail.

1.7 Mailer's Responsibility

It is the mailer's responsibility to refrain from depositing nonmailable matter in the mail. The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the possession, treatment, transmission, or transfer of particular matter. Information about USPS standards is available from postmasters, business mail entry managers, and the PCSC manager (see [608.8.0, USPS Contact Information](#)).

2.0 Packaging

2.1 General

Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to USPS employees, or damage to other mail. Mailers also must package contents to prevent their deterioration. See [2.2](#) through [2.8](#) for specific types of items. Mailers must follow these additional general standards for packaging:

- a. Cushion fragile items to withstand handling in processing, transportation, and delivery.
- b. Package contents so they do not shift within the mailing container.
- c. Brace and cushion heavy items to prevent damage to other mailpieces.

2.2 Stationery

Stationery-type items thicker than 1 inch or heavier than 1 pound are not accepted in letter-style envelopes. The contents of these packages must be secured by tying, banding, or using partitions on close-fitting interior containers to prevent shifting.

2.3 Odd-Shaped Items in Paper Envelopes

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and

prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at letter prices may be subject to the nonmachinable surcharge under [133.1.10](#) or [233.4.3](#) for First-Class Mail letters, or the nonmachinable prices under [243.5.5](#) for Standard Mail letters. Certain types of odd-shaped items, when properly wrapped, are permitted as automation price letter-size mail subject to the standards in [201.3.0](#). Flat-size automation price mail is subject to the uniform thickness requirement in [301.3.0](#).

2.4 Liquids

Mailers must mark the outer container of a mailpiece containing liquid to indicate the nature of the contents. Mailers must package and mail liquids under the following conditions:

- a. Use screw-on caps, soldering, clips, or similar means to close mailpieces containing liquids. Do not use only friction-top closures (push-down types).
- b. Liquids in steel pails and drums with positive closures, such as locking rings or recessed spouts under screw-cap closures, may be mailed without additional packaging.
- c. Package glass and other breakable containers of liquid with a capacity of more than 4 fluid ounces according to the following requirements:
 1. Cushion the primary container with material sufficient to absorb all leakage in case of breakage.
 2. Place the primary container inside another sealed, leakproof container (secondary container), such as a can or plastic bag.
 3. Use an outer mailing container that is strong enough to protect the contents.
- d. As an alternative to [2.4c](#) above, mailers may use containers certified by the International Safe Transit Association (ISTA) that passed ISTA's Test Procedure 3A. Mailers must provide their ISTA 3A Package-Product Certification Notice at the time of mailing as verification that the mailpieces they are submitting passed the required performance test.

2.5 Aerosols

Aerosols (containers under pressure) are hazardous materials and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under [10.12](#).

2.6 Perishable, Hazardous, and Restricted Items

Mailpieces containing perishable, hazardous (including infectious substances), biological, or restricted materials are subject to standards in [8.0](#) through [11.0](#).

2.7 High-Density Items

High-density items are solid objects (such as tools, hardware, and machine and auto parts) whose weights are comparatively high for their volumes. Package high-density items weighing more than 15 pounds so that the contents do not exert more than 60 pounds per square foot on the smallest side of the mailing container.

601.2.8

2.8 Load Type

The following three terms describe types of loads, based on content, degree of protection, and strength of the mailing container.

- a. An *easy load* contains items of moderate density that either completely fill the mailing container or are packaged in interior containers that completely fill the mailing container. Easy load items are not easily damaged by shock, compression, or puncture.
- b. An *average load* contains moderately concentrated items packaged directly into a mailing container. Mailers can prepackage average load contents by nesting items within partitions or in separate paperboard boxes to stabilize items to prevent shifting and damage.
- c. A *difficult load* contains items that require a high degree of protection to prevent shock, puncture, or distortion to the items or the mailing container. The Postal Service does not accept in paperboard boxes, bags, or wraps difficult loads such as fragile items; delicate instruments; and high-density, small-bulky items.

3.0 Acceptable Mailing Containers**3.1 Envelopes**

Mailers must prepare envelopes according to the following weight limits and conditions:

- a. For mailpieces weighing no more than 1 pound and measuring no more than 1 inch thick, mailers may use letter-style (flat, nonreinforced) envelopes for stationery and similar nonrigid material.
- b. For mailpieces weighing more than 1 pound up to 5 pounds or measuring more than 1 inch thick, mailers may use envelopes if they are sturdier than nonreinforced letter-style envelopes. Acceptable envelopes include those made either from paper equivalent to 28-pound basis weight (or greater) or from extra-strength materials with a Mullen strength of more than 90 pounds per square inch.
- c. Mailers may use envelopes for odd-shaped items if the mailpiece meets the standards for the class of mail (see [2.3](#)).
- d. Envelopes for photographic film are acceptable if made from paper equivalent to 24-pound basis weight or greater.

3.2 Boxes

Boxes are acceptable, subject to these standards:

- a. Paperboard boxes may be used for easy and average loads to 10 pounds.
- b. Metal-stayed paperboard boxes may be used for easy and average loads to 20 pounds.

- c. Solid and corrugated fiberboard boxes may be used according to the limits in the following chart, unless otherwise specified. *The first maximum reached governs the grade of the box used.*

MAXIMUM WEIGHT OF BOX AND CONTENT (pounds)			
Easy or Average Load	Difficult Load	MAXIMUM LENGTH AND GIRTH (inches)	BOX GRADE
20	—	67	12 5
40	20	100	175
65	45	108	200
70	65	108	275
—	70	108	350

- d. Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.
- e. The size of the box must be adequate to contain the items and provide enough space for cushioning material.
- f. Good, rigid, used boxes with all flaps intact are acceptable.
- g. Boxes with difficult loads to out-of-town destinations must be reinforced with banding about every 8 inches in each direction around the package.

3.3 Fiberboard Tubes and Similar Long Containers

Mailers may use fiberboard tubes and similar lengthy containers for mailing if the containers meet the following requirements:

- The length must not exceed 10 times the girth.
- When using friction slide closures as end caps, reinforce closures by encircling all seams with tape. Crimped or taped end closures are acceptable only for lightweight rolled items (such as posters or charts).
- The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight rolled items.
- Sidewall strength of tubes must be equal to solid fiberboard that is:
 - At least 1/16 inch thick for tubes less than 18 inches long.
 - At least 3/32 inch thick for tubes 18 to 32 inches long.
 - At least 5/32 inch thick for tubes more than 32 inches long.

3.4 Paper Bags and Wraps

For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable. For easy and average loads of up to 20 pounds, reinforced bags or bags with a minimum of

601.3.5

70-pound basis weight are acceptable. Nonreinforced loose-fill padded bags are not acceptable as exterior containers, unless the exterior ply is at least 60-pound basis weight.

3.5 Plastic Bags

Plastic bags must be at least 2 mil thick polyethylene or equivalent for easy loads up to 5 pounds; 4 mil thick for easy loads up to 10 pounds.

3.6 Plastic Film

Heat-shrinkable plastic film—either irradiated polyethylene, linear low-density polyolefin, or copolymer—may be used as packaging for mailpieces under the following conditions only:

- a. Film must be at least 3/4 (0.75) mil thick for an easy load up to 5 pounds.
- b. Film must be at least 1-1/4 (1.25) mil thick for an average load up to 5 pounds.
- c. Film must be at least 1-1/2 (1.5) mil thick for an average load parcel up to 10 pounds, only when mailers prepare the parcels on 5-digit/scheme, merged 5-digit/scheme, or finer level pallets.
- d. When requested, mailers must provide written certification that these types of film are being used.

3.7 Cloth Bags

Cloth bags are acceptable for easy and average loads of up to 10 pounds, if the seams of the bags equal the strength of the basic material.

3.8 Difficult Load

The USPS does not accept bags, bales, or wraps with difficult loads. The contents in bags, bales, and wraps must be compressed when possible.

3.9 Bales

Bales are acceptable within postal weight limits, if adequately compressed and reinforced to contain the material.

3.10 Cans and Drums

Mailers may mail items in cans and drums with positive closures (such as clips). Friction closures alone are not acceptable. Mailers must shield protruding devices, such as locking rings, with padding material to prevent injury to USPS employees and damage to equipment or other mail.

4.0 Cushioning, Closure, and Reinforcement**4.1 Volume**

Loose-fill cushioning must overfill the container before closure to hold the item and prevent its movement to an outside surface of the container or to other items in the package. Shock and pressure forces must be dissipated over as much of the surface of the item as possible.

4.2 Multiple Items Within Container

When multiple items are inside a single mailing container, mailers must cushion items to protect them from each other as well as from external forces. Do not package high-density heavy items with fragile items unless extreme care is taken to separate them from each other. Mailers must adequately stabilize heavy items within the package.

4.3 Tape

Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment adhesive closures on envelopes or to cover staples on bags.

4.4 Paper Tape

Paper tape must be at least 60-pound basis weight kraft. The adhesives on gummed tapes must be adequately activated before application and firmly applied with the tape extending at least 3 inches over the adjoining side of the box.

4.5 Tape Size

Except for pressure-sensitive filament tape, tapes used for closure and reinforcement may not be less than 2 inches (or 48 mm metric) wide. Nonreinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.

4.6 Adhesive

Adhesives used for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. When using hot-melt adhesive, apply adhesive using one of these methods:

- a. Apply hot-melt adhesive to 25% of the area where the outer flap lies over the inner flap.
- b. Apply at least four strips of hot-melt adhesive on each part of the box flap where the outer flap overlays the inner flap as follows:
 1. Use strips at least 3/16 inch wide after compression.
 2. Place the strips not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam.
 3. Place all strips along the full width of the inner flap.

4.7 Banding

When banding is used for closure and reinforcement, it must encircle the length and girth of the package at least once. If twine or cord is used for closure and reinforcement, it must be at least 20-pound tensile strength and secured at an intersection at least once on each side. Loose strapping and metal strapping are not acceptable.

4.8 Staples and Steel Stitching

Mailers may use staples or steel stitching to close boxes as follows:

- a. Place the staples or stitching within 1-1/4 inches from the ends of the box.

601.5.1

- b. Space staples or steel stitches not more than 5 inches apart for easy and average loads and not more than 2-1/2 inches apart for difficult loads. If placing staples farther apart, apply strips of 3-inch-wide reinforced tape in the gaps between the staples.
- c. Tightly clinch staples to prevent protrusions. Mailers must remove and replace inadequately clinched staples before mailing.

5.0 Handling, Content, and Extra Service Markings

5.1 Handling, Content, and Extra Service

Certain markings may be used to identify handling, content, and extra service. Unauthorized markings not designating price, class, address, handling, content, or extra service are not permitted. Extraneous information, which can be confused with ZIP Codes, may not be placed next to or directly under the last line of the delivery address. Any obsolete marking on a container to be reused for mailing must be obliterated. The following markings must be placed in an area below the postage and above the addressee's name in the delivery address and to the right of the return address:

- a. Handling markings such as "Fragile" must be applied only to packages containing delicate items such as glass and electrical appliances.
- b. Content markings such as "Perishable" must be applied to any package containing items or substances that can degrade or decompose rapidly such as meat, produce, plants, or certain chemical and hazardous materials samples. Restricted and hazardous articles must be marked and labeled under applicable standards. A container improperly identified by content is not acceptable for mailing (e.g., a box marked "Art Supplies" that contains flammable liquid or a box marked "Bleach" that contains clothing).
- c. Extra service markings such as "Return Receipt Requested" must use the wording or label required by the applicable extra service standards.

5.2 Method

The mailer must mark the package using material that is not readily water soluble or easily smeared or rubbed off. The marking must be readable at a distance of 30 inches. Marking methods or surfaces must permit application and retention of adhesive stamps, postage meter impressions, and postal endorsements made with hand stamp, ballpoint pen, or Number 2 pencil. Any address label or envelope must be firmly affixed to the mailing container, with no more than an 1/8-inch separation between the ends of the label or envelope and the container.

6.0 Mailing Containers—Special Types of Envelopes and Packaging

6.1 Express Mail and Priority Mail Packaging

Express Mail and Priority Mail packaging provided by the USPS must be used only for Express Mail or Priority Mail, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail or Priority Mail packaging is charged the appropriate Express Mail or Priority Mail price.

6.2 Green Diamond Border Envelope

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail price, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in [202.5.7](#).

6.3 Window Envelope

For all letter-size and flat-size mail in window envelopes, every character in the delivery address, including any postal barcode, marking, or endorsement, must be completely visible through the window throughout the full range of movement of the insert bearing the delivery address. Any window envelope used for letter-size or flat-size mail claimed at automation prices or for letter-size mail claimed at Enhanced Carrier Route high density or saturation prices must also meet the barcoding standards for letters and flats in [708.4.0](#). Any window envelope used for letter-size or flat-size mail must meet the following additional standards:

- a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.
- b. A clear space of at least 1/8 inch is required between the address block, which includes any optional endorsement line, and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. See [202.5.7](#) (letters) or [302.4.6](#) (flats) for barcode clearances when the address block contains a barcode. For nonautomation price mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in [202.5.1](#). Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for MLOCR or RVE *FASTforward* processing options for the Move Update standard in [233.3.5](#).
- c. Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print contrast ratio (PRC) standards in [708.4.0](#) to ensure efficient processing and delivery. Glassine may be used for window cover material. All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.

601.6.4

- d. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.
- e. For Registered Mail, the opening on a window envelope must be covered as described in [503.2.4.8](#).

6.4 Reusable Mailpiece

A reusable mailpiece is an envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. Except for reusable mailpieces that originate as permit imprint mailings, the piece must meet these standards:

- a. **Basic Design.** The piece must be designed and constructed to allow the recipient to reconfigure or modify the piece to remove or obscure the address, POSTNET barcode, postage, and any marking or endorsement that applied to the piece when it was originally mailed so that these elements are not mistaken by USPS employees or mail processing equipment as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.
- b. **Distribution.** When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.
- c. **Return.** When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

6.5 Reusable Mailpieces That Originate as Permit Imprint Mailings

As an alternative to the standards in [6.4](#), reusable mailpieces that originate as permit imprint mailings may meet these standards:

- a. **Basic Design.** The piece must be designed and constructed so that the recipient may reconfigure or modify it to remove or obscure the address that applied to the piece when it was originally mailed. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable piece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.
- b. **Distribution.** When reusable mailpieces are originally mailed, postage must be paid with permit imprint and a complete address and corresponding barcode must be located in the address block. Reusable pieces must be entered at a

postal facility as part of a permit imprint mailing. On mailpieces other than window envelopes, the address block for return of the piece (including the delivery address and a corresponding barcode) will be located on the reverse side. If included, prepaid reply postage must be located or obscured so that it is not mistaken by postal mail processing equipment or employees as applying to the originating piece.

- c. Return. When the piece is reconfigured for return from the recipient to the originator, only one complete address with a corresponding barcode located in the address block and a FIM must be visible on the piece. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

7.0 Packaging Standards for Mail Processed at Bulk Mail Centers

7.1 High-Density Items

High-density items (see [2.7](#)) weighing from 20 to 45 pounds must be packaged in fiberboard boxes constructed of a minimum 200-pound test board or equivalent wood, metal, or plastic containers. Plastic, metal, and similar hard containers must be packaged, treated, or otherwise prepared so that their coefficient of friction or ability to slide on a smooth, hard surface is similar to that of a domestic-class fiberboard box of the same approximate size and weight. Closure must be done by staples, heat-shrinking, adhesives, or tape. Boxes without inner packing or containing loose material must be reinforced or banded with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Internal blocking and bracing, including the use of interior containers, cut forms, partitions, dunnage, and liners, must be used as required so that packages are capable of maintaining their integrity without damage to the contents if dropped once on one of their smallest sides on a solid surface from a height of 3 feet. These items from 45 to 70 pounds must be similarly packaged, closed, and reinforced, except that exterior containers must be a minimum of 275-pound test fiberboard or equivalent.

7.2 Books

Books with 24 pages or more, fastened together along one edge between hardback, paperback, or self-covers, and more than 1 inch thick or 1 pound must not be accepted in letter-style nongusseted, flat envelopes. Envelopes meeting the standards in [3.1b](#), or other appropriate packaging materials in [3.0](#), must be used. Void spaces within multiple book containers must be filled with dunnage or otherwise stabilized to prevent shifting or damage to the contents or container. Shipments of books are packaged according to these weight categories:

- a. Up to 5 pounds, closure must be by multiple friction closures, completely clinched staples, heat-sealing, adhesives, tape, or nonmetallic banding. Although shrinkwrap is not acceptable as the only packaging for hardback books exceeding 1 pound or 1 inch thick, it may be used on the exterior of otherwise acceptable containers. Shrinkwrap may be used as the only method of packaging for paperback books up to 3 pounds.

601.7.3

- b. From 5 to 10 pounds, closure must be by tape, nonmetallic banding, or adhesives. Reinforced tape or nonmetallic banding is adequate for both closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps must be tightened until they depress the carton at the edges.
- c. From 10 to 25 pounds, reinforced tape or nonmetallic banding is adequate for closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps tighten until they depress the carton at the edges.
- d. From 25 to 50 pounds, hardbound books must be packaged in 275-pound test fiberboard boxes and paperback books must be packaged in 200-pound test fiberboard boxes.
- e. From 50 to 70 pounds, hardbound books must be packaged in 350-pound test fiberboard boxes and paperback books must be packaged in 275-pound test fiberboard boxes.

7.3 Soft Goods

Boxes containing soft goods (e.g., textiles, clothing, sheets, blankets, pillows and pillowcases, draperies, cloth, and any wearing apparel) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags must be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched staples must be removed. Shrinkwrapping is not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds.

7.4 Sound Recordings

Shipments of recordings (e.g., records and cassette tapes in paper sleeves, paperboard, or chipboard shells) weighing up to 10 pounds must be packed in 70-pound basis weight envelopes for weights up to 3 pounds, or outer corrugated, fiberboard containers for weights up to 10 pounds. When shipments weigh from 20 to 40 pounds, multiple shell containers must be packaged in 175-pound test fiberboard containers or equivalent and closed and reinforced by adhesives, kraft paper tape, equivalent plastic tape, or staples. When shipments weigh from 40 to 65 pounds, multiple shell containers up to 65 pounds must be packaged in 200-pound test fiberboard containers or equivalent and closed and reinforced as described for 20- to 40-pound containers, except that containers must be reinforced about every 8 inches around the package. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

7.5 Magnetic Tapes

Shipments of multiple magnetic tapes and cartridges up to 5 pounds must be packed in outer fiberboard containers or chipboard containers (minimum 0.022 mil). Closure must be by multiple friction closures, completely clinched staples, heat-shrinking or adhesives, or by tape. Paper tape must be a minimum of 60-pound basis weight kraft. Shrinkwrapping is acceptable on the exterior of otherwise acceptable boxes of multiple tape shipments. Standards for shipments weighing from 5 to 20 pounds are similar, except that closure must be only by the

use of adhesives, tape, or staples. Standards are also similar for shipments weighing from 20 to 40 pounds, except that the contents must be placed in 175-pound test containers that are banded or reinforced at two points with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Shipments from 40 to 65 pounds must be similarly packaged, except that fiberboard containers of at least 200-pound test board or equivalent must be used. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

8.0 Nonmailable and Restricted Articles and Substances Generally

8.1 Nonmailable Matter—General

Certain potentially undesirable, harmful, or dangerous matter is nonmailable by statute or regulation. The standards for nonmailable articles and substances and the special conditions under which certain of these articles and substances may be mailed are in 8.0 through 10.0 and 11.0. The standards in 12.0, *Written, Printed, and Graphic Matter Generally*, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, apply to nonmailable matter in written, printed, or graphic form and contain the rules on advising mailers of matter covered in 8.0 through 12.0, 508.8.0, and 508.9.0. The standards in 8.0 through 10.0 and 11.0 apply to the military postal system, its employees, and undelivered mail that is or has been in the official custody of this system and its employees. References to Inspection Service apply to the Postal Inspection Service and authorized employees, not military investigative services.

8.2 Basic Premise

The basic premise of the postal mailability statutes is that anything “which may kill or injure another, or injure the mails or other property...” is nonmailable. Several statutory exceptions to this rule permit mailings of otherwise nonmailable matter under specified conditions. Statutory exceptions apply to live scorpions, poisonous drugs and medicines, poisons for scientific use, switchblade knives, firearms, motor vehicle master keys, locksmithing devices, and abortive and contraceptive devices. The statutes also provide that the USPS may, by regulation, permit the mailing, under required conditions of preparation and packing, of potentially harmful matter not “outwardly or of [its] own force dangerous or injurious to life, health, or property.” The standards in 8.0 summarize the statutory prohibitions and exceptions. The mailability standards that apply to perishable, hazardous, and restricted matter are detailed in 9.0, 10.0, and 11.0, respectively. Publication 52, *Hazardous, Restricted, and Perishable Mail*, contains additional clarification and further describes the conditions of preparation and packaging under which the USPS accepts for mailing potentially harmful matter that is otherwise nonmailable. Publication 52 also contains detailed information on the mailability of specific hazardous materials.

8.3 Other Nonmailable Matter

Matter is nonmailable also when it cannot be delivered because of an illegible, incorrect, or insufficient address, or when it does not meet USPS standards for mail preparation, classification, postage prices, size, or weight.

601.8.4

8.4 Restricted Matter—General

Restricted matter is an article or substance prohibited or limited by Title 18, U.S. Code (liquors, abortive and contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices). It also includes matter not otherwise described in 8.0 through 10.0 and 11.0 that is restricted by 18 USC 1716(a) because it may, under conditions encountered in the mail, be injurious to life, health, or property (obnoxious odors, liquids, powders, and battery-powered devices).

8.5 Harmful Matter—General

Except as provided in this document, any article, composition, or material is nonmailable if it can kill or injure another or injure the mail or other property. Harmful matter includes, but is not limited to:

- a. All types and classes of poisons, including controlled substances.
- b. All poisonous animals except scorpions mailed for medical research purposes or for the manufacture of antivenom; all poisonous insects; all poisonous reptiles; and all types of snakes, turtles, and spiders.
- c. All disease germs or scabs.
- d. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions that may ignite or explode.

8.6 Hazardous Materials

Harmful matter also includes regulated hazardous materials as defined in 10.0 that are likely to harm USPS employees or to destroy, deface, or otherwise damage mail or postal equipment. This includes materials such as caustic poisons (acids and alkalies), oxidizers, or highly flammable liquids, gases, or solids; or materials that are likely, under conditions incident to transportation, to cause fires through friction, absorption of moisture, or spontaneous chemical changes or from retained heat from manufacturing or processing, including explosives or containers previously used for shipping high explosives with a liquid ingredient (such as dynamite), ammunition, fireworks, radioactive materials, matches, or articles emitting obnoxious odors.

8.7 Marking of Restricted Articles or Substances**8.7.1 Content**

Except for firearms and switchblade knives, controlled substances, radioactive materials, and motor vehicle master keys and locksmithing devices, the identity of the content of anything mailed under 8.0 through 10.0 and 11.0 must be plainly and durably marked on the address side of each mailpiece as a condition of mailing. When the content is a hazardous material as defined in 49 CFR, each mailpiece must be marked as required in 10.0.

8.7.2 Addressing

For any matter mailed under the provisions in 8.0 through 10.0 and 11.0, the recipient's name and address must be affixed or applied directly to the mailpiece using a material or method that is not water-soluble and not easily smeared or rubbed off. Except for diagnostic specimen mailpieces using a business reply mail format and nonregulated materials, a return address that includes the sender's

name and address must appear on all matter mailed under 8.0 through 10.0 and 11.0. The return address, when required, must be applied using a material or method that is not water-soluble and not easily smeared or rubbed off.

8.7.3 Warning Label

Except for controlled substances mailed under 11.0, any label or other marking required by federal law or the regulation of any federal agency must be securely affixed or applied to the address side of each mailpiece. See 10.0 for the warning label requirements that apply to the mailing of hazardous materials.

8.8 Mailer Responsibility

The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the shipment of particular matter.

8.9 Statutory System

18 USC 2510, et seq., constitutes a statutory system of regulating interception of wire, oral, or electronic communications. Any person contemplating the mailing of a device primarily useful for surreptitiously effecting such interception should consider the provisions of 18 USC 2510, et seq., particularly section 2512. This statute makes it a crime, except as otherwise provided in 18 USC 2510, et seq., for a person intentionally to send through the mail any device whose design that person knows, or has reason to know, renders the device primarily useful for surreptitious interception of wire, oral, or electronic communications. The statute does not declare that such a device in itself constitutes nonmailable matter but, as indicated, provides criminal penalties for the act of intentionally mailing it.

8.10 Other Laws and Regulations

Particular matter may be mailable under postal statutes and regulations, but customers may have responsibilities under nonpostal statutes and regulations concerned with possession, treatment, transmission, or transfer of such matter (e.g., 49 CFR 100-185 (Department of Transportation Regulations); the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513), 21 USC 801, et seq.; and the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.).

8.11 Refusal of Nonmailable Matter

USPS employees may refuse an article for mailing if the content of the article is described by the mailer or otherwise revealed to be nonmailable.

8.12 Authorizing Mailability

A postmaster may decide whether articles and substances other than written, printed, or graphic matter are nonmailable and, where appropriate, is authorized to refuse to accept for mailing such matter determined to be nonmailable. The mailer may seek a review of the postmaster's decision by the PCSC. The mailer may file a written appeal of the PCSC ruling with the USPS Recorder, Judicial Officer, with a copy or description of the determination or ruling. The rules of procedure for the determination of such appeals are in 39 CFR 953.

601.8.13

8.13 Protecting Employees

A postmaster may take any step reasonable and necessary to protect USPS employees and equipment from potentially dangerous or injurious materials or substances found in the mail.

8.14 Applicability to Military Postal System

[8.0](#) through [10.0](#) and [11.0](#) applies to the military postal system, its personnel, and undelivered mail that is or has been in the official custody of that system and its personnel. References to the Inspection Service refer to the Postal Inspection Service and its authorized employees, not to military investigative services.

9.0 Perishables**9.1 Time Factor**

Mailable perishable matter may be sent through the mail only if it can reach its destination in good condition in the normal transit time between the mailing and address points. Mailable perishable foods that do not rapidly decay or generate obnoxious odors in the mail may be sent at the mailer's risk.

9.2 Preparation of Perishables**9.2.1 Container**

Any container used to mail perishable matter must be constructed to protect and securely contain the contents.

9.2.2 Produce

Fruits and vegetables are not mailable unless presented in dry condition.

9.2.3 Water Ice

Water ice used as a refrigerant must be packed under [2.4](#) as though it were a liquid.

9.2.4 Dry Ice

A parcel containing dry ice (carbon dioxide solid) must be packed in a container that allows the release of carbon dioxide gas. If a fiberboard box is used, enough insulation is necessary to prevent condensation and wetting of the mailing carton.

9.3 Live Animals**9.3.1 Animal Fighting Prohibition**

Under 7 USC 2156, the mailing of a live animal for the purpose of participating in an animal fighting venture is prohibited (regardless of whether such venture is permitted under the laws of the state in which it is conducted). The term *state* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession. Violators can be subject to the criminal penalties in 7 USC 2156. See [11.20](#) for restrictions on mailing accessories used in animal fighting ventures and [12.5.7](#) for restrictions on mailing printed matter related to animal fighting ventures.

9.3.2 Day-Old Poultry

[8-14-08] Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, emus, geese, guinea fowl, partridges, pheasants (pheasants may be mailed only from April through August), quail, and turkeys are acceptable in the mail only if:

- a. They are not more than 24 hours old and are presented for mailing in the original unopened hatchery box from the hatchery of origin.
- b. The date and hour of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof. (For COD shipments made by a hatchery for the account of others, the name or initials and address of the hatchery or the Post Office box number and address of the hatchery must be prominently shown for this standard.)
- c. The box is properly ventilated, of proper construction and strength to bear safe transmission in the mail, and not stacked more than 10 units high.
- d. They are mailed early enough in the week to avoid receipt at the office of address, in case of missed connections, on a Sunday, on a national holiday, or on the afternoon before a Sunday or holiday.
- e. They can be delivered to the addressee within 72 hours of the time of hatching, whether the addressee resides in town or on a rural route or highway contract route.
- f. The shipment bears special handling postage in addition to regular postage, unless sent at the First-Class Mail or Priority Mail prices.
- g. When live, day-old poultry is to be transported by aircraft, all provisions of the airline tariffs are met and air carriers have equipment available to safely deliver shipments within the specified time limits, allowing for delays en route in air and ground transportation.
- h. Day-old poultry, originally shipped by air express or air cargo and then presented for mailing, must be in good condition and prepared as specified in [9.3.2a.](#) through [9.3.2e.](#)
- i. Boxes of day-old poultry of about identical size, securely fastened together to prevent separation in transit, may be accepted for mailing as a single parcel, if such parcel is not more than 100 inches in length and girth combined.

9.3.3 Small Cold-Blooded Animals

Small, harmless, cold-blooded animals (except snakes and turtles) that do not require food or water or attention during handling in the mail and that do not create sanitary problems or obnoxious odors are mailable (e.g., baby alligators and caimans not more than 20 inches long, bloodworms, earthworms, mealworms, salamanders, leeches, lizards, snails, and tadpoles).

9.3.4 Adult Fowl

Disease-free adult fowl may be mailed domestically when shipped under applicable law in accordance with [1.7.](#) Adult chickens, turkeys, guinea fowl, doves, pigeons, pheasants, partridges, and quail as well as ducks, geese, and swans are mailable as follows:

- a. The mailer must send adult fowl by Express Mail in secure containers approved by the manager of Mailing Standards (see [601.8.0](#) for address).
- b. The number of birds per parcel must follow the container manufacturer limits and each bird must weigh more than 6 ounces.
- c. Indemnity may be paid only for loss, damage, or rifling, and not for death of the birds in transit if there is no visible damage to the mailing container.

9.3.5 Warm-Blooded Animals

Warm-blooded animals, except the specified birds under specific conditions in this section, are not mailable (e.g., hamsters, mice, rats, guinea pigs, rabbits, cats, dogs, squirrels, parakeets, and canaries).

9.3.6 Mailed to the Pacific Islands

Animals mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia require a permit issued by the government of the destination country.

9.3.7 Bees

Bees are acceptable in the continental surface mail when shipped under federal and state regulations to ensure that they are free of disease. Packages of honeybees must bear special handling postage, except those sent at a First-Class Mail price. Only queen honeybees may be shipped via air transportation. Each queen honeybee shipped via air transportation may be accompanied by up to eight attendant honeybees.

9.3.8 Other Insects

Other live, nonpoisonous, and nondisease-conveying insects, including flies of the family Drosophilidae, may be sent through the mail when properly prepared for mailing and when shipped under regulations of the U.S. Department of Agriculture. Such insects mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia are also subject to the regulations of the destination country.

9.3.9 Live Scorpions

Live scorpions that are to be used for medical research or the manufacture of antivenin are accepted only in the continental surface mail when packaged in a double mailing container, both parts of which are closed or fastened to prevent escape of the scorpions. The inner container must be of material that cannot be punctured by the scorpions and must be plainly marked "Live Scorpions." Cushioning material must be used when necessary to prevent shifting of the inner container. The outer container must be strong enough to prevent crushing of the package or exposure of the contents during normal handling in the mail. The outer container must be plainly marked "Live Scorpions."

9.3.10 Packaging

Any mailing container used for mailable animals must be made of at least 275-pound test, double wall, corrugated, weather-resistant fiberboard (W5c) or equivalent and must be adequately ventilated. The container must be constructed to prevent escape of the animals while in the mail and to preclude the container and

its contents from being crushed in normal handling. The outside of the container must include a return address and a description of the contents. A container marked "If Undeliverable, Abandon" is not accepted.

9.3.11 Acceptance

The USPS does not accept any shipment of animals that the USPS reasonably believes cannot reach its destination in a viable condition. Such a determination is based on factors including the expected temperatures (weather conditions) while the shipment is in the mail; the types of vehicles on which the shipment is to be transported; the expected transit time; and the types of packaging used for protection against suffocation, crushing, and handling.

9.3.12 Disposal

Any parcel of live animals that cannot be delivered to the addressee or returned to the sender within 72 hours (for live day-old poultry) or within the delivery period marked on the parcel (for other animals) is immediately disposed of under the relevant standards. A parcel not marked with the delivery period is disposed of immediately if it reasonably appears that the animals cannot be returned to the sender in a viable condition.

9.4 Dead Wild Animals

The dead bodies, or parts thereof, of any wild animals, wild birds, or eggs are acceptable for mailing only when they are lawfully killed or taken, and their shipment is not prohibited by law of the United States or of the state, territory, district, or foreign country or subdivision thereof in which killed or taken or offered for shipment. Mailing of fresh game is also subject to these standards.

9.5 Furs, Hides, Skins, And Pelts

A parcel containing the fur, hide, skin, or pelt of a wild animal is mailable only if the matter is properly dried or cured and has no offensive odor, and only if the parcel is plainly marked, labeled, or tagged on the outside with the names and addresses of the shipper and addressee. The parcel must bear any endorsement required by state laws. Hides and pelts must be wrapped when necessary to prevent damage to other mail.

9.6 Mailing Plants

9.6.1 Mailability

In general, plants and plant products are mailable within the United States and its territories and possessions, subject to certain prohibitions imposed under U.S. agriculture and conservation statutes. To the extent specified below, when such prohibitions make shipment of plants or plant products unlawful, those articles constitute nonmailable matter. More detailed information is in Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter*.

9.6.2 Nonmailable Quarantined Matter

Under 39 USC 3014(b), any plant, plant product, or other article capable of carrying a dangerous plant disease or insect infestation is nonmailable from a quarantined area, if shipping such item by common carrier is prohibited by a U.S. Department of Agriculture (USDA) quarantine issued under 7 USC 161, except, any such item is mailable from a quarantined area if:

601.9.6.3

- a. Its movement by common carrier is allowed under conditions prescribed in the quarantine notice or in other USDA regulations, issued under 7 USC 161, governing its inspection, disinfection, certification, and other conditions for its movement.
- b. Its movement by mail complies with all such conditions.

9.6.3 Additional Quarantined Matter

Any plant, article, or matter, the importation or interstate shipment of which is prohibited under the Act of August 20, 1912 (37 Stat. 315, chapter 308; 7 USC 151 et seq.), commonly known as the Plant Quarantine Act, is made nonmailable by 39 USC 3015(c).

9.6.4 Illegally Taken Plants

Any plant, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372), is made nonmailable by 39 USC 3015(d).

9.6.5 Criminal Penalties

18 USC 1716B provides criminal penalties for mailing anything nonmailable under 39 USC 3014(b), unless the item is excepted under USPS regulations. 18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(c) and (d).

9.6.6 USDA Notices and Regulations

USDA quarantine notices, issued under 7 USC 161, are published in the *Federal Register* and codified in 7 CFR (e.g., 7 CFR 301 and 318). Details on these and other USDA regulations may be obtained by writing to the USDA Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs (see [608.8.0](#) for address).

9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife**9.7.1 Nonmailable Matter**

More detailed information is in Publication 14. Under the respective provisions of 39 USC 3015(a), (b), and (d), the following items are nonmailable:

- a. Any injurious animal, the importation or interstate shipment of which is prohibited under 18 USC 42.
- b. Any plant pest, the movement of which is prohibited under section 103 or 104 of the Federal Plant Pest Act (7 USC 150bb or 150cc).
- c. Any fish or wildlife, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372).

9.7.2 Criminal Penalties

18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(a), (b), or (d).

10.0 Hazardous Materials**10.1 Definitions**

The following definitions apply:

- a. *Hazardous material* is any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation. In international commerce, hazardous materials are known as “dangerous goods.”
- b. *Limited quantity* is the maximum amount of a specific hazardous material that is exempted from the labeling or packaging requirements in 49 CFR. Not every hazardous material is eligible to be shipped as a limited quantity. Almost all limited quantity materials are nonmailable.
- c. *ORM-D (Other Regulated Material) material* is a limited quantity of a hazardous material that presents a limited hazard during transportation due to its form, quantity, and packaging. In almost all instances, the proper shipping name for an ORM-D material is consumer commodity. Not all hazardous material permitted to be shipped as a limited quantity can qualify as an ORM-D material. ORM-D materials having the proper shipping name of “consumer commodity” are mailable subject to USPS quantity and packaging standards.
- d. *Consumer commodity* is a hazardous material that is packaged and distributed in a quantity and form intended or suitable for retail sale and designed for consumption by individuals for their personal care or household use purposes. This term can also include certain drugs or medicines. Not all hazardous material permitted to be shipped as a limited quantity can qualify as a consumer commodity.
- e. *Air transportation requirements*, for the purposes of [10.0](#) only, apply to all mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail prices. All mailable hazardous materials sent at those prices must meet the requirements that apply to air transportation. Mailable hazardous materials sent at any of those prices may or may not be transported via air depending on the distance between the point of origination and the point of destination, and the ability of the USPS to obtain an air carrier between those points.
- f. *Surface transportation requirements*, for the purposes of [10.0](#) only, apply to all mailable hazardous materials sent at the Standard Mail or Package Services prices. All mailable hazardous materials sent at the Standard Mail or Package Services prices must meet the requirements that apply to surface transportation.
- g. *Primary receptacle* is the container (e.g., tube, vial, bottle) that holds the hazardous material.
- h. *Secondary container* is the packaging component into which the primary receptacle(s) and any required absorbent and cushioning material is securely placed. The packaging of certain mailable hazardous materials does not require the use of a secondary container.

601.10.2

- i. *Outer shipping container* is the exterior packaging component into which a primary receptacle, along with any required absorbent and cushioning material, and the secondary container (if required) are securely placed. The outer shipping container bears the addressing information along with all required markings.

10.2 U.S. Department of Transportation Regulations of Hazardous Material

The U.S. Department of Transportation (DOT) regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. The DOT regulations for the transport of hazardous materials are codified in Title 49, Code of Federal Regulations (49 CFR) 100–185. USPS mailing standards for hazardous materials generally adhere to 49 CFR, but also include many additional limitations and prohibitions.

10.3 USPS Standards for Hazardous Material

The USPS standards generally restrict the mailing of hazardous materials to ORM-D materials with the proper shipping name of “consumer commodity” that meet USPS quantity limitations and packaging requirements. The few non-ORM-D materials permitted to be mailed are subject to the standards in [10.0](#). Detailed information on the mailability of specific hazardous materials is contained in Publication 52, *Hazardous, Restricted, and Perishable Mail*.

10.4 Hazard Class

Every hazardous material is assigned to one of nine hazard classes identified in 49 CFR 172.101 and 173. Some hazard classes are further separated into divisions based on their physical or chemical properties. For postal purposes, [Exhibit 10.4](#) generally summarizes the mailability of hazardous materials by hazard class.

Exhibit 10.4 DOT Hazard Classes and Mailability Summary

CLASS	HAZARD CLASS NAME AND DIVISION	TRANSPORTATION METHOD		
		Domestic Mail Air Transportation	Domestic Mail Surface Transportation	International Mail
1	Explosives Division - 1.1 Mass Explosive Hazard 1.2 Projection Hazard 1.3 Fire Hazard and/or Minor Blast/Minor Projection Hazard 1.4 Minor Blast Hazard 1.5 Very Insensitive With Mass Explosion Hazard 1.6 Extremely Insensitive With No Mass Explosion Hazard	Prohibited	Prohibited except with written permission as allowed in 10.11.2	Prohibited
2	Gases Division - 2.1 Flammable Gases 2.2 Nonflammable, Nontoxic Gases 2.3 Toxic Gases	<i>Division 2.1 and 2.3:</i> Prohibited. <i>Division 2.2:</i> Only ORM-D material per 10.12.2	<i>Divisions 2.1 and 2.2:</i> Only ORM-D material per 10.12.2 . <i>Division 2.3:</i> Prohibited	Prohibited
3	Flammable and Combustible Liquids	<i>Flammable liquids:</i> Prohibited. <i>Combustibles:</i> Only ORM-D material per 10.13.3	<i>Flammable liquids:</i> Only ORM-D material per 10.13.2 . <i>Combustibles:</i> Only ORM-D material per 10.13.3	Prohibited
4	Flammable Solids Division - 4.1 Flammable Solids 4.2 Spontaneously Combustible 4.3 Dangerous When Wet	Prohibited	Only ORM-D material per 10.14.2	Prohibited
5	Oxidizing Substances, Organic Peroxides Division - 5.1 Oxidizing Substances 5.2 Organic Peroxides	Only ORM-D material per 10.15.2	Only ORM-D material per 10.15.2	Prohibited
6	Toxic Substances and Infectious Substances Division - 6.1 Toxic Substances 6.2 Infectious Substances	<i>Division 6.1:</i> Only ORM-D material per 10.16.2 . <i>Division 6.2:</i> Only per 10.17	<i>Division 6.1:</i> Only ORM-D material per 10.16.2 . <i>Division 6.2:</i> Only per 10.17	<i>Division 6.1:</i> Prohibited. <i>Division 6.2:</i> Only mailable per IMM 135
7	Radioactive Materials	Prohibited	Only in limits per 9.0 and Publication 52	Only mailable in limits per IMM 135
8	Corrosives	Only ORM-D material per 10.19.2	Only ORM-D material per 10.19.2	Prohibited
9	Miscellaneous Hazardous Materials	Only ORM-D material per 10.20	Only ORM-D material per 10.20	Prohibited, except magnetized materials per IMM 136

601.10.5

10.5 Mailer Responsibility for Mailing Hazardous Materials

Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of hazardous materials. Anyone who mails, or causes to be mailed, a nonmailable or improperly packaged hazardous material can be subject to legal penalties, including but not limited to those specified in 18 USC.

10.6 Mailability Rulings for Hazardous Materials

Generally, the acceptability for mailing chemicals and other types of hazardous materials depends on container fluid/vapor capacities, the ability of the complete mailpiece to contain the material, and the method of absorbing and containing the product in case of accidental leakage of the primary receptacle. To determine mailability of a specific material, a mailer must submit a material safety data sheet (MSDS) and the following information to the Pricing and Classification Service Center (PCSC):

- a. Name of material, hazard class, and assigned United Nations (UN) or North America (NA) identification number.
- b. Chemical composition by percentage of ingredient.
- c. Flashpoint.
- d. Toxic properties.
- e. Irritant action when inhaled, swallowed, or contacted by eyes or skin.
- f. Special precautions necessary to permit handling without harm to USPS employees or damage to property or other mail.
- g. Explanation of warning labels and shipping papers required by state or federal regulations.
- h. Proposed packaging method, including the addressing and required markings.
- i. Proposed number of pieces to be mailed, class of mail, and Post Office(s) of mailing.

10.7 Warning Labels for Hazardous Materials

With few exceptions as noted in these standards, most hazardous materials acceptable for mailing fall within the Other Regulated Materials (ORM-D) regulations of CFR 49 173.144, which do not require DOT hazard class warning labels. Except for Division 6.2 materials under [10.17.4](#) and dry ice under [10.20.4](#), any hazardous material bearing or required to bear a DOT hazard class warning label under the requirements in 49 CFR is prohibited from mailing. Mailable ORM-D material must be marked as required in [10.8](#). Mailable hazardous material must bear DOT handling labels (e.g., orientation arrows, magnetized materials) when applicable.

10.8 Package Markings for Hazardous Materials

Each mailpiece containing a mailable hazardous material must be plainly and durably marked on the address side with the required shipping name and UN identification number. The UN identification number is not required on a mailpiece that contains an ORM-D material. A mailable ORM-D material must be marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately following or below the proper shipping name. The proper shipping name for a

mailable ORM-D material is “consumer commodity.” The designation “ORM-D” or “ORM-D AIR”, as required, must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the designation. Mailable ORM-D materials sent as Standard Mail or Package Services must also be marked on the address side as “Surface Only” or “Surface Mail Only.”

10.9 Shipping Papers for Hazardous Materials

A shipper’s declaration for dangerous goods (shipping paper) prepared under 49 CFR 172.200 through 172.205 is required for certain types of hazardous materials when mailed. The shipping paper must be completed and signed in triplicate by the mailer. It must be affixed to the outside of the mailpiece within an envelope or similar carrier that can be easily opened and resealed to allow viewing of the document. Shipping papers are required as follows:

- a. *Air transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and diagnostic specimens sent under [10.17.5](#), mailpieces containing mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail prices must include a shipping paper.
- b. *Surface transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and mailable ORM-D materials, mailpieces containing mailable hazardous materials sent at the Standard Mail or Package Services prices must include a shipping paper.

10.10 Air Transportation Prohibitions for Hazardous Materials

All mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail prices must meet the requirements for air transportation. The following types of hazardous materials that are prohibited from carriage on air transportation must not be sent at the First-Class Mail, Priority Mail, or Express Mail prices:

- a. Anything susceptible to damage or that can become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes.
- b. Magnetic materials that have a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the outer packaging.
- c. Flammable materials (gases, liquids, and solids).
- d. Radioactive materials.
- e. Materials excluded from air shipment by DOT regulations (49 CFR 100-185) or of the applicable state (country) or air carrier operator variations. Certain restricted articles, as described in 49 CFR 100-185 and the operator variations of the air carriers, may be accepted for air transportation if properly packaged. These articles must be labeled and bear a shipper's declaration in triplicate, as required by 49 CFR 172.204, or must be marked according to the air carrier's operator variations. Refer to the technical instruction of the International Civil Aviation Organization (ICAO) for air carrier operator variations.

601.10.11

10.11 Explosives (Hazard Class 1)**10.11.1 Definition**

An *explosive* is any substance, article, or device that is designed to function by explosion (i.e., an extremely rapid release of gas and heat) or that, by chemical reaction within itself, is able to function in a similar manner even if not designed to function by explosion, unless the substance or article is otherwise classed under the provisions in 49 CFR. Hazard class 1 has six divisions as shown in [Exhibit 10.4](#). No further explanation of the six divisions is provided in these standards because explosives are prohibited in the mail except as permitted in [10.11.2](#).

10.11.2 Mailability

Explosives are prohibited in international mail. Explosives are prohibited in the domestic mail via air transportation. For domestic surface transportation, explosives are prohibited except for certain Division 1.4S toy propellant devices and safety fuses specifically approved by the manager of Mailing Standards (see [608.8.0](#) for address) before mailing. A mailable explosive must meet the packaging and marking requirements provided with the manager's approval. A shipping paper is required.

10.12 Gases (Hazard Class 2)**10.12.1 Definition**

Hazard class 2 consists of three divisions:

- a. Division 2.1, Flammable Gases. A material that is a gas at 68°F (20°C) or less and 14.7 psi (101.3 kPa) of pressure. Flammable gases also include materials that have a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa) and that are ignitable at 14.7 psi (101.3 kPa) when in a mixture of 13% or less by volume with air or that have a flammable range at 14.7 psi (101.3 kPa) with air of at least 12% regardless of the lower limit. These conditions must be established in accordance with ASTM E681-85, Standard Test Method for Concentration Limits of Flammability of Chemicals, or other approved equivalent method. The flammability of aerosols must be determined using the tests specified in 49 CFR 173.306(j).
- b. Division 2.2, Nonflammable, Nontoxic Gases. A material that does not meet the definition of Division 2.1 or 2.3 and exerts in its packaging an absolute pressure of 40.6 psi (280 kPa) or greater at 68°F (20°C).
- c. Division 2.3, Toxic Gases. A material that is poisonous by inhalation and is a gas at 68°F (20°C) or less and a pressure of 14.7 psi (101.3 kPa) or a material that has a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa).

10.12.2 Mailability

Gases are prohibited in international mail. Toxic gases in Division 2.3 are prohibited in domestic mail. Flammable gases in Division 2.1 are prohibited in domestic mail via air transportation, but are permitted via surface transportation if the material can qualify as an ORM-D material and meet the standards in [10.12.3](#) and [10.12.4](#). Nonflammable gases in Division 2.2 are generally permitted in the domestic mail via air or surface transportation if the material can qualify as an ORM-D material and meet the standards in [10.12.3](#) and [10.12.4](#).

10.12.3 Container

An other-than-metal primary receptacle containing a mailable gas may be acceptable if the water capacity of the primary receptacle is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the primary receptacle meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal primary receptacles that have a water capacity up to 33.8 fluid ounces (1 liter or 61.0 cubic inches), depending on their internal pressure. A DOT 2P container must be used as the primary receptacle if the internal pressure is from 140 to 160 psi at 130°F (55°C). A DOT 2Q container must be used as the primary receptacle if the pressure is from 161 to 180 psi at 130°F (55°C). A container with an internal pressure over 180 psi at 130°F (55°C) is prohibited from mailing. Mailable flammable compressed gases are restricted to 33.8 fluid ounces (1 liter) per mailpiece. Mailable nonflammable compressed gases are permitted in individual 33.8 fluid ounce (1 liter) containers that must be securely packed within an outer shipping container. Each mailpiece must not exceed a total weight of 25 pounds.

10.12.4 Marking

For surface transportation, packages of mailable gases must be clearly marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name (consumer commodity). For air transportation, packages must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and must also bear a shipper's declaration for dangerous goods.

10.13 Flammable and Combustible Liquids (Hazard Class 3)

10.13.1 Definitions

The terms used in the standards that apply to hazard class 3 are defined as follows:

- a. *Flammable liquid* means a liquid that has a flashpoint of not more than 141°F (60.5°C), or any material in a liquid phase that has a flashpoint at or above 100°F (38°C).
- b. *Combustible liquid* means any liquid that does not meet the definition of any other hazard class and has a flashpoint above 141°F (60.5°C) and below 200°F (93°C). Note: A flammable liquid with a flashpoint at or above 100°F (38°C) that does not meet the definition of any other hazard class may be reclassified as a combustible liquid per 49 CFR 173.120(b).

10.13.2 Flammable Liquid Mailability

Flammable liquid is prohibited in international mail. Flammable liquid with a flashpoint of 20°F (-7°C) or below is prohibited in domestic mail. Other flammable liquid is prohibited in domestic mail via air transportation but is permitted via surface transportation if the material can qualify as an ORM-D material and meet the following conditions as applicable:

- a. The flashpoint is above 20°F (-7°C) but no more than 73°F (23°C); the liquid is in a metal primary receptacle not exceeding 1 quart, or in another type of primary receptacle not exceeding 1 pint, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed within a securely sealed secondary container

601.10.13.3

that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

- b. The flashpoint is above 73°F (23°C) but less than 100°F (38°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are placed within a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

10.13.3 Combustible Liquid Mailability

Combustible liquid is prohibited in international mail. Combustible liquid is permitted in domestic mail if the material can qualify as an ORM-D material and meet the following conditions as applicable:

- a. For surface transportation, if the flashpoint is 100°F (38°C) but no more than 141°F (60.5°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.
- b. For surface or air transportation, if the flashpoint is above 141°F (60.5°C) but no more than 200°F (93°C); the liquid is in a primary receptacle not exceeding 1 gallon per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “ORM-D” or “ORM-D AIR,” as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as “Surface Only” or “Surface Mail Only.” For air transportation, each mailpiece must bear a shipper’s declaration for dangerous goods.
- c. For air or surface transportation, if the flashpoint is above 200°F (93°C) the material is not regulated as a hazardous material. Such nonregulated materials must be properly and securely packaged to prevent leakage under the general packaging requirements in [2.0, Packaging](#).

10.13.4 Cigarette Lighters

A cigarette lighter equipped with an ignition element and containing fuel is a Class 3 flammable liquid. A cigarette lighter that contains a flammable gas is classed as a Division 2.1 flammable gas. A cigarette lighter containing either flammable liquid or flammable gas is permitted only in domestic mail via surface transportation when all of the following conditions are met:

- a. The design of the lighter and its packaging are approved by the DOT Associate Administrator for Hazardous Material Safety, per 49 CFR 173.21(i) and 173.308; and a DOT Approval Number (T-Number) is issued.
- b. The prospective mailer of the lighter submits to the PCSC manager a written request for authorization to mail the lighter, accompanied by a legible photocopy of the official DOT notice conveying the approval described in [10.13.4a](#) and a specimen of the actual lighter, the packaging materials in which each lighter is to be mailed, the number of mailpieces and mailing location; and the mailer receives from the PCSC manager a letter approving the requested authorization for mailing.
- c. When presented for mailing, the address side of the mailpiece containing the lighter prominently displays the T-Number, the proper shipping name “Lighter(s)” or “Lighter(s) for Cigarette,” and the marking “Surface Only” or “Surface Mail Only”; all preparation and packaging requirements in the PCSC manager's approval letter are met; and a legible photocopy of the PCSC manager's approval letter accompanies the mailing.

10.13.5 Special Permit Authorization DOT–SP 9275

Manufacturers and distributors seeking to mail parcels via air transportation in accordance with Department of Transportation Special Permit 9275 must submit a written request for approval to the manager, Mailing Standards (see [608.8.0](#) for address). Approval to mail parcels using DOT–SP 9275 allows the mailer to use First-Class Mail, Priority Mail, or Parcel Select services for shipping in compliance with all DOT regulations in DOT–SP 9275 and the following mailing requirements:

- a. Mailers must present a current copy of their DOT Special Permit Authorization letter with a written request for approval to the manager, Mailing Standards.
- b. Once approved, mailers must present a copy of their approval letter from the manager, Mailing Standards (to be kept on file at the office of mailing) at the time of their first mailing at any given postal facility, along with a copy of their current DOT Special Permit Authorization letter. It is the mailers responsibility to provide the office of mailing with updated DOT Special Permit approval letters. The Postal Service may refuse mailings not supported by a current DOT authorization letter.
- c. Mailers must enter parcels using First-Class Mail, Priority Mail, or Parcel Select service via a USPS-authorized manifest mailing system (MMS) (see [705.2.0](#)).
- d. Mailers must label each parcel on the address side with “USPS Approved DOT–SP 9275” using at least 14-point type.
- e. Parcels must weigh 10 pounds or less. Each inner package (receptacle) may not exceed 16 ounces of flammable liquid or 1 pound of solids containing flammable liquid.
- f. Mailers must ensure that all addressees are notified that they are not authorized to remail the contents of the parcel via the Postal Service under DOT–SP 9275. Mailers must include the following notice: “Flammable substances contained in these packages may be mailed only by consumers (the addressee) via surface transportation in accordance with [10.13](#). Full responsibility rests with the mailer to comply with all postal and nonpostal statutes and regulations regarding mail.

601.10.14

Information regarding postal statutes, regulations, and mailing requirements is available from your local Postmaster or Postal Service Business Mail Entry Manager, and at the Postal Service's mailing standards Web site at pe.usps.com.”

- g. Mailers must comply with the warning and labeling requirements in 21 CFR Part 700 (740.1 and 701.3) when mailing each parcel.

10.14 Flammable Solids (Hazard Class 4)

10.14.1 Definitions

Hazard class 4 consists of three divisions:

- a. Division 4.1, Flammable Solids. Any solid material other than one classed as an explosive that, under conditions normally incident to transportation, is likely to cause fires through friction or retained heat from manufacturing or processing, or that can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.
- b. Division 4.2, Spontaneously Combustible. A liquid or solid pyrophoric material that even in small amounts and without an external ignition source can ignite within 5 minutes after coming in contact with air, or a self-heating material that, when in contact with air and without an energy supply, is liable to self-heat.
- c. Division 4.3, Dangerous When Wet. A material that, by contact with water, is likely to become spontaneously flammable or to give off flammable or toxic gas at a price greater than 1 liter per kilogram of the material per hour.

10.14.2 Mailability

Flammable solids are prohibited in international mail. Flammable solids are prohibited in domestic mail via air transportation. A flammable solid that can qualify as an ORM-D material is permitted in domestic mail via surface transportation if the material is contained in a secure primary receptacle having a weight of 1 pound or less; the primary receptacle(s) is packed in a strong outer shipping container with a total weight of 25 pounds or less per mailpiece; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

10.14.3 Matches

Matches are classified as flammable solids. Strike-anywhere matches are prohibited in international and domestic mail. Safety matches (book, card, or strike-on-box) are prohibited in international mail, and in domestic mail via air transportation, but are permitted in domestic mail via surface transportation if:

- a. They do not ignite spontaneously under conditions normally incident to transportation or when subjected for 8 consecutive hours to a temperature of 200°F (93°C).
- b. They cannot be readily ignited by friction unless struck on their own or a similar box, card, or book.
- c. They are tightly packed in a securely sealed primary receptacle to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The primary receptacle(s) is placed securely within an outer

shipping container made of fiberboard, wood, or other equivalent material. Multiple primary receptacles may be placed in a single outer shipping container. The address side of the mailpiece must be marked "Surface Only" or "Surface Mail Only" and "Book Matches," "Strike-on-Card Matches," or "Card Matches," as appropriate. A shipping paper is not required.

- d. The gross weight of each mailpiece is not more than 25 pounds.

10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)

10.15.1 Definition

Hazard class 5 consists of two divisions:

- a. Division 5.1, Oxidizing Substances. A material that may, generally by yielding oxygen, cause or enhance the combustion of other materials.
- b. Division 5.2, Organic Peroxides. Any organic compound that contains oxygen in the bivalent structure and that may be considered a derivative of hydrogen peroxide, where one or more of the hydrogen atoms have been replaced by organic radicals.

10.15.2 Mailability

Oxidizing substances and organic peroxides are prohibited in international mail. For domestic mail, a material that can qualify as an ORM-D material is permitted via air or surface transportation. Liquid materials must be enclosed within a primary receptacle having a capacity of 1 pint or less; the primary receptacle(s) must be surrounded by absorbent cushioning material and held within a leak-resistant secondary container that is packed within a strong outer shipping container. Solid materials must be contained within a primary receptacle having a weight capacity of 1 pound or less; the primary receptacle(s) must be surrounded with cushioning material and packed within a strong outer shipping container. Each mailpiece may not exceed a total weight of 25 pounds. The address side of each mailpiece must be plainly and durably marked with "ORM-D AIR" or "ORM-D," as applicable, immediately following or below the proper shipping name. A mailable Class 5 material sent via surface transportation must be marked "Surface Mail" or "Surface Mail Only" on the address side. A mailable material sent via air transportation must bear a shipper's declaration for dangerous goods.

10.16 Toxic Substances (Hazard Class 6, Division 6.1)

10.16.1 Definitions

The terms used in the standards for Division 6.1 material are:

- a. *Toxic substance* is a poisonous material, other than a gas, that is known to be so toxic to humans as to cause death, injury, or harm to human health if swallowed, inhaled, or contacted by the skin.
- b. *Oral toxicity* applies to a liquid with a lethal dose (LD₅₀) for acute oral toxicity of not more than 500 mg/kg or a solid with an LD₅₀ for acute oral toxicity of not more than 200 mg/kg that when administered by mouth is likely to cause death within 14 days in half of the test animals.

601.10.16.2

- c. *Dermal toxicity* applies to a material with an LD₅₀ for acute dermal toxicity of not more than 1,000 mg/kg that when administered by continuous contact with bare skin is likely to cause death within 14 days in half of the test animals.
- d. *Inhalation toxicity* applies to a dust or mist with a lethal concentration (LC₅₀) for acute inhalation toxicity of not more than 10 mg/L; or a saturated vapor concentration in air at 68°F (20°C) of more than one-fifth of the LC₅₀ for acute toxicity on inhalation of vapors and with an LC₅₀ for acute inhalation toxicity of vapors of not more than 5,000 ml/m³; that when administered by continuous inhalation for 1 hour is likely to cause death within 14 days in half of the test animals.
- e. *Irritating material* is any liquid or solid substance (e.g., tear gas) that gives off intense fumes and causes extreme irritation and impairment to a person's ability to function.

10.16.2 Mailability

Toxic substances or poisons are prohibited in international mail. For domestic mail, a Division 6.1 toxic substance or poison that can qualify as an ORM-D material is permitted when packaged under the applicable requirements in [10.16.4](#). Certain other poisonous materials are permitted to be mailed only between the authorized parties and under the conditions in [10.16.3](#).

10.16.3 Authorized Parties

A Division 6.1 toxic substance having an LD₅₀ for oral toxicity of greater than 5mg/kg but less than or equal to 50 mg/kg is mailable only if packaged under the applicable requirements in [10.16.4](#) and when sent between authorized parties and under specified conditions, as follows:

- a. Toxic substances for scientific use (not outwardly or of their own force dangerous or injurious to life, health, or property) may be sent only between manufacturers, dealers, bona fide research or experimental scientific laboratories, and employees of federal, state, or local governments who have official use for such poisons and are designated by the agency head to receive or send such poisons. For air transportation, a shipper's declaration for dangerous goods is required.
- b. Poisonous drugs and medicines may be sent only from the manufacturer or dealer of the drugs and medicines to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians (18 USC 1716). In limited circumstances, when the mailing is initiated by a drug manufacturer or the drug manufacturer's registered agent, customers may return prescription drugs to the manufacturer or its registered agent as indicated in [11.11.4](#) and [11.11.5](#).

10.16.4 Packaging and Marking

The following requirements must be met, as applicable:

- a. A toxic substance that can qualify as an ORM-D material and does not exceed a total capacity of 8 ounces per mailpiece is permitted if: the material is held in a primary receptacle(s); enough cushioning material surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle(s) are packed in another securely sealed secondary container that is

placed within a strong outer shipping container. Each mailpiece must be plainly and durably marked on the address side with “ORM-D” or “ORM-D AIR,” as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as “Surface Only” or “Surface Mail Only.”

- b. Other toxic substances and poisons are permitted to be sent between the authorized parties and under the conditions in [10.16.3](#) when they do not exceed 8 ounces per mailpiece and if: the material is held in a leak-resistant primary receptacle(s); sufficient absorbent and cushioning material completely surround each primary receptacle; the primary receptacle(s) and the absorbent and cushioning materials are firmly held within a leakproof (for liquids) or siftproof (for solids) secondary container; the secondary container is firmly and securely held within a strong outer shipping container of 200-pound grade corrugated fiberboard or equivalent strength. The address side of each mailpiece must be marked with the proper shipping name and UN (or NA) identification number of the material (unless exempted by [11.11.6](#)). Mailable materials sent via surface transportation must be marked on the address side as “Surface Only” or “Surface Mail Only.” Each mailpiece must bear a shipping paper.

10.16.5 Irritants

Irritants are prohibited in international mail and domestic mail.

10.17 Infectious Substances (Hazard Class 6, Division 6.2)

10.17.1 General

Division 6.2 materials include infectious substances, biological products, regulated medical waste, sharps medical waste, used health care products, and forensic materials. Division 6.2 materials are not permitted in international mail or domestic mail, except when they are intended for medical or veterinary use, research, or laboratory certification related to the public health; and only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit. Mailable Division 6.2 materials sent as international mail must meet the standards in the *International Mail Manual*. For domestic mail, mailable Division 6.2 materials must meet the applicable standards in [10.17](#). Unless otherwise noted, all mailable Division 6.2 materials must meet the mail preparation requirements for air transportation.

10.17.2 Definitions

The terms used in the standards for Division 6.2 materials are defined as follows:

- a. *Infectious substance* means a material known or reasonably expected to contain a pathogen. A pathogen is a microorganism that can cause disease in humans or animals. Examples of pathogens include bacteria, viruses, fungi, and other infectious agents. An infectious substance must be assigned to one of the following two categories:
 1. *Category A*: An infectious substance transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure occurs. Category A infectious substances are not mailable. A Category A infectious substance

is assigned the identification number UN 2814 or UN 2900, based on the known medical history or symptoms of the source patient or animal, endemic local conditions, or professional judgment concerning the individual circumstances of the source human or animal.

2. *Category B*: An infectious substance that does not meet the criteria for inclusion in Category A. A mailpiece known or suspected to contain a Category B infectious substance must bear the proper shipping name “Biological substance, Category B” on the address side of the mailpiece and must be assigned to and marked with identification number UN 3373 or, for regulated medical waste and sharps medical waste, identification number UN 3291.
 - b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product or arsphenamine or derivative of arsphenamine (or any other trivalent arsenic compound) intended to prevent, treat, or cure a disease or condition of humans or animals. A biological product includes a material subject to regulation under 42 U.S.C. 262 or 21 U.S.C. 151-159. Unless otherwise excepted, mark these mailpieces with identification number UN 3373 when they contain a biological product known or reasonably expected to contain a pathogen that meets the definition of a Category B infectious substance.
 - c. *Cultures* are infectious substances that result from a process by which pathogens are intentionally propagated. This definition does not include a human or animal patient specimen as defined in [10.17.2e](#).
 - d. *Exempt human or animal specimen* means a human or animal sample (including, but not limited to, secretta, excreta, blood and its components, tissue and tissue fluids, and body parts) transported for routine testing not related to the diagnosis of an infectious disease. Typically, exempt human specimens are specimens for which there is a low probability that the sample is infectious, such as specimens for drug or alcohol testing; cholesterol testing; blood glucose level testing; prostate-specific antigens (PSA) testing; testing to monitor heart, kidney, or liver function; pregnancy testing; and testing for diagnosis of noninfectious diseases such as cancer biopsies. Exempt human or animal specimens are not subject to regulation as hazardous materials but must be packaged according to [10.17.9](#).
 - e. *Patient specimen* means material that is collected directly from humans or animals and transported for purposes such as diagnosis and research. Patient specimens include excreta, secretta, blood and its components, tissue and tissue swabs, body parts, and specimens in transport media (such as transwabs, culture media, and blood culture bottles).
 - f. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, and other similar material. Mark these mailpieces with identification number UN 3291.

- g. *Sharps medical waste*, for USPS purposes, means a medical waste object that is capable of cutting or penetrating skin or packaging material and that is contaminated with a pathogen or may become contaminated with a pathogen derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Mark these mailpieces with identification number UN 3291.
- h. *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A toxin known or suspected to contain a Category A infectious substance is not mailable. A toxin known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.5. Toxins from plant, animal, or bacterial sources that do not contain an infectious substance, and are not contained in an infectious substance, may be considered for classification as Division 6.1 toxic substances under 10.16.
- i. *Used health care product* means a medical, diagnostic, or research device or piece of equipment, or a personal care product used by consumers, medical professionals, or pharmaceutical providers that does not meet the definition of a diagnostic specimen, biological product, regulated medical waste, or sharps waste, is contaminated with potentially infectious body fluids or materials, and is not decontaminated or disinfected to remove or mitigate the infectious hazard prior to transport.

10.17.3 Nonregulated Materials

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in 10.17.8 are met:

- a. A biological product, including an experimental or investigational product or component of a product, subject to Federal approval, permit, review, or licensing requirements, such as those required by the Food and Drug Administration of the U.S. Department of Health and Human Services or the U.S. Department of Agriculture. A biological product known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.4. A biological product known or suspected to contain a Category A infectious substance is not mailable.
- b. Blood collected for the purpose of blood transfusion or the preparation of blood products; blood products; plasma; plasma derivatives; blood components; tissues or organs intended for use in transplant operations; and human cell, tissues, and cellular and tissue-based products regulated under the Public Health Service Act (42 U.S.C. 264-272) or the Food, Drug, and Cosmetic Act (21 U.S.C. 332 et seq.).
- c. Blood, blood plasma, and blood components collected for the purpose of blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has

601.10.17.3

reason to believe it contains a Category B infectious substance, in which case the test sample must be shipped as a Category B infectious substance. Materials known or suspected to contain a Category A infectious substance are not mailable.

- d. Dried blood spots, collected by applying a drop of blood to absorbent material, or dried specimens for fecal occult blood detection. (These materials are not classified as exempt human or animal specimens.)
- e. Forensic material containing a biological material, such as tissue, body fluid, excreta, or secreta, not expected to contain a Category A or Category B infectious substance and transported on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency. A forensic material known or suspected to contain a Category B infectious substance must be shipped as a Category B infectious substance. A forensic material known or suspected to contain a Category A infectious substance is not mailable.

All materials mailable under the provisions in [10.17](#) must be properly packaged. [Exhibit 10.17.3](#) lists the specific reference in [10.17](#) under which each type of mailable material must be packaged.

Exhibit 10.17.3 Packaging Standards for Division 6.2 Infectious Substances

MATERIAL BEING MAILED	PACKAGING STANDARDS		
	Nonregulated	Category A	Category B
Blood for Transfusion	10.17.8	nm	10.17.4
Biological Product	10.17.8	nm	10.17.4
Culture or Stock	10.17.8	nm	10.17.4
Patient Specimen	n/a	nm	10.17.4
Exempt Human or Animal Specimen	10.17.9	n/a	n/a
Forensic Material	10.17.8	nm	10.17.4
Regulated Medical Waste	10.17.5	nm	10.17.5
Sharps Waste	10.17.5	nm	10.17.5
Toxin*	10.16.4	nm	10.17.4
Treated Medical Waste	10.17.8	n/a	n/a
Used Health Care Product	10.17.6	nm	10.17.6

nm = Not mailable.

n/a = Not applicable.

* *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classified as Division 6.2; described as an infectious substance; and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A Division 6.1 toxin that can qualify as an ORM-D material is permitted when packaged under [10.16.3](#) or [10.16.4](#).

10.17.4 Packaging Category B Infectious Substances

A material that is classified as a Category B infectious substance and that meets the definition in [10.17.2a2](#) must be triple-packaged, meeting the packaging requirements in 49 CFR 173.199, and sent as First-Class Mail, Priority Mail, or Express Mail. Each primary receptacle containing a liquid must be leakproof and surrounded by absorbent material sufficient to protect the primary receptacle and absorb the total amount of liquid should the primary receptacle leak or break. Each primary receptacle containing a solid must be siftproof. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 1 liter (34 ounces) of a liquid specimen or 4 kg (8.8 pounds) of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 4 liters (1 gallon) for liquids or 4 kg (8.8 pounds) for solids may be enclosed in a single secondary container. In addition:

- a. The secondary container must be marked with the international biohazard symbol shown in Exhibit [10.17.5d3](#).
- b. The primary receptacle or secondary packaging must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi) in the range of -40° C to 55° C (-40° F to 130° F).

601.10.17.5

- c. All mailpieces sent under [10.17.4](#) must be marked on the address side with the shipping name "Biological substance, Category B" and "UN 3373" as outlined in 49 CFR 173.199 (a)(5). Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#) must be marked UN 3291. See [10.17.5](#).
- d. Orientation arrows are not required on these mailpieces but may be used.
- e. The outer packaging must show the name and telephone number of a person who is knowledgeable about the material shipped and has comprehensive emergency response and incident mitigation information, or of someone who has immediate access to the person with such knowledge and information.

10.17.5 Sharps Waste and Other Mailable Regulated Medical Waste

Regulated medical waste and sharps medical waste known or suspected to contain a Category A infectious substance is not mailable. Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#), and containing materials classified as Category B infectious substances, must be marked UN 3291 and are permitted for mailing only using merchandise return service (see [507.11.0](#)) with First-Class Mail or Priority Mail service, subject to the following requirements:

- a. *Authorization.* Each vendor of a complete regulated medical waste or sharps waste mailing container system (including all component parts required to safely mail such waste to a storage or disposal facility) must obtain authorization from the USPS prior to mailing. Before applying for authorization, each type of mailing container system must be tested and certified under the standards in [10.17.5e](#) by an independent testing facility. The vendor in whose name the authorization is being sought must submit a written request to the manager, Mailing Standards, USPS Headquarters (see [608.8.0, USPS Contact Information](#), for address). The request for authorization must contain the following:
 - 1. An irrevocable \$50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the vendor ceases doing business before all its waste container systems are disposed of or to cover cleanup costs if spills occur while the containers are in USPS possession. The surety bond or letter of credit must be issued in the name of the vendor seeking the authorization and must name the USPS as the beneficiary or obligee. Vendors that market their containers to distributors are responsible for disposal and cleanup costs attributed to those containers. In addition, vendors must provide a list of distributors, including firm names, addresses, and telephone numbers, to the Postal Service on request.
 - 2. Address of the headquarters or general business office of the vendor seeking the authorization.
 - 3. Name, address, and phone number of each storage and disposal site.
 - 4. List of all types of mailing container systems to be covered by the request, a complete sample of each mailing container system, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in [10.17.5e](#).

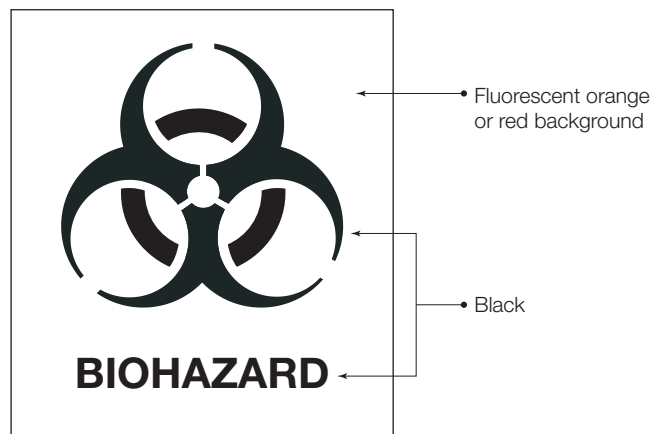
5. Copy of the proposed waste shipping paper to be used with each mailing container system.
 6. 24-hour toll free telephone number for emergencies.
 7. List of the types of waste to be mailed for disposal in each mailing container system.
 8. Copy of the merchandise return service label to be used with each mailing container system and verification that the merchandise return service permit fee and accounting fee have been paid.
 9. Address of the Post Office or postage due unit where the containers are delivered.
- b. *Packaging.* Regulated medical waste and sharps medical waste that also meets the definition of a Category A infectious substance is not mailable. A medical waste material treated by steam sterilization, chemical disinfections, or other appropriate method so that it no longer contains a Category A or Category B infectious substance must be packaged under [10.17.8](#). The packaging for regulated medical waste and sharps medical waste containing or suspected of containing a Category B infectious substance is subject to these standards:
1. Sharps medical waste and regulated medical waste meeting the definitions in [10.17.2e](#) and [10.17.2g](#) must be collected in a rigid, securely sealed, and leakproof primary receptacle. For sharps waste, the primary receptacle must also be puncture-resistant and may not have a maximum capacity that exceeds 3 gallons in volume. For regulated medical waste, the primary receptacle may not have a maximum capacity that exceeds 5 gallons in volume. Each primary receptacle may not contain more than 50 ml (1.66 ounces) of residual waste liquid. Each primary receptacle must display the international biohazard symbol shown in [Exhibit 10.17.5d3](#). Package testing results must show that the contents did not penetrate through the primary container during package testing and that the primary container can maintain its integrity at temperatures as low as 0°F and as high as 120°F.
 2. The primary receptacle must be packaged within a watertight secondary container or containment system. The secondary container may consist of more than one component. If one of the components is a plastic bag, the bag must be at least 4 mil in thickness and must be used in conjunction with a fiberboard box. A plastic bag by itself does not meet the requirement for a secondary container. Several primary receptacles may be enclosed in a secondary container. The primary receptacle(s) must fit securely and snugly within the secondary container to prevent breakage during ordinary processing.
 3. The secondary container must be enclosed in a strong outer shipping container constructed of 200-pound grade corrugated fiberboard. The joints and flaps of the outer shipping container must be securely taped, glued, or stitched to maintain the integrity of the container. When tape or glue is used to secure an outer shipping container, the material must be

601.10.17.5

- water-resistant. Fiberboard boxes with interlock bottom flaps (i.e., easy-fold) are not permitted as outer shipping containers unless reinforced with water-resistant tape. The secondary container must fit securely and snugly within the outer shipping container to prevent breakage during ordinary processing.
4. There must be enough material within the primary receptacle to absorb and retain three times the total liquid allowed within the primary receptacle (150 ml per primary receptacle) in case of leakage.
 5. Each mailpiece must not weigh more than 25 pounds. Medical Professional Packages as identified in [10.17.5c](#), may not weigh more than 35 pounds. The container's maximum allowable weight must be printed on the outside of the box and on the assembly and closure instructions included with each mailpiece. The mailpiece must be tested at the maximum allowable weight identified by the vendor.
 6. In each mailing container system, the authorized vendor must include a step-by-step instruction sheet that clearly details the proper sequence and method of container system assembly prior to mailing to prevent package failure during transport due to improper assembly. The instruction sheet must also include a customer service telephone number, or provide specific information on where such a telephone number is located elsewhere on the container system, for third-party end users to contact if they have assembly questions or find a component part is missing.
- c. *Medical Professional Packages*. Medical Professional Packages, while intended for use by small medical offices, is not limited to use by medical offices only. One primary receptacle larger than 5 gallons in volume may be used for mailing pre-primary sharps receptacles (sharps receptacles normally used in doctors' offices) and other regulated medical waste under the following conditions:
1. The mailpiece must meet all the requirements in [10.17.5](#) except for the primary receptacle capacity limits of [10.17.5b1](#).
 2. Only rigid, securely closed, puncture and leak-resistant pre-primary sharps receptacles that meet or exceed Occupational Safety and Health Administration standards as identified in 29 CFR 1910.1030, may be placed inside the primary receptacle. Each pre-primary sharps container may contain no more than 50 ml (1.66 ounces) of residual waste liquid. Several pre-primary sharps receptacles may be enclosed in the single primary receptacle.
 3. Multiple tie-closed plastic bags of regulated medical waste may be placed inside the single primary receptacle.
 4. The primary receptacle must be lined with a plastic bag at least 4 mil in thickness and must include sufficient absorbent material within the liner to absorb all residual liquid in the primary receptacle.
 5. The mailpiece must not weigh more than 35 pounds.
- d. *Mailpiece Labeling, Marking, and Documentation*. Regulated medical waste and sharps waste must meet the following requirements:

1. For Medical Professional Packages, the additional marking “Medical Professional Packaging” must be clearly printed in lettering at least 2 inches high on the address side of the outer shipping container.
2. Each primary receptacle and outer shipping container must bear a label, which cannot be detached intact, showing: (a) the company name of the vendor to which the mailing authorization is issued; (b) the USPS Authorization Number, and; (c) the container ID number (or unique model number) signifying that the packaging material is certified and that the vendor obtained the authorization required by 10.17.5a. Place the label on the top or on a side of the container.
3. The primary receptacle(s) and the outer shipping container must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in Exhibit 10.17.5d3. The symbol on the outer shipping container must be at least 3 inches high and 4 inches wide.

Exhibit 10.17.5d3 International Biohazard Symbol



4. Each mailpiece must have a four-part waste shipping paper. The shipping paper must be affixed to the outside of the mailpiece in an envelope or similar carrier that can be easily opened and resealed to allow review of the document. The shipping paper must comply with all applicable requirements imposed by the laws of the state from which the container system is mailed. At a minimum, the information in Exhibit 10.17.5d4 must be on the shipping paper.

601.10.17.5

Exhibit 10.17.5d4 Shipping Paper for Regulated Medical Waste and Sharps Waste Containers

SECTION	INFORMATION REQUIRED
1. Generator (Mailer)	<p>a. Name.</p> <p>b. Complete address (not a Post Office box).</p> <p>c. Telephone number.</p> <p>d. Description of contents of mailing container. "Regulated Medical Waste" or "Regulated Medical Waste-Sharps" is required as appropriate.</p> <p>e. Date container was mailed.</p> <p>f. State permit number of approved facility in which contents are to be disposed of.</p>
2. Destination Facility (Disposal Site)	Complete address (not a Post Office box)
3. Generator's (Mailer's) Certification	<p>The following certification statement must be printed on the shipping paper:</p> <p>"I certify that this container has been approved for the mailing of [insert either "regulated medical waste" or "sharps waste," as appropriate], has been prepared for mailing in accordance with the directions for that purpose, and does not contain excess liquid or nonmailable material in violation of the applicable Postal Service regulations. I AM AWARE THAT FULL RESPONSIBILITY RESTS WITH THE GENERATOR (MAILER) FOR ANY VIOLATION OF 18 USC 1716 WHICH MAY RESULT FROM PLACING IMPROPERLY PACKAGED ITEMS IN THE MAIL. I also certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in proper condition for carriage by air according to the national governmental regulations."</p> <p>This statement must be followed by printed or typewritten name of generator (mailer), signature of generator, and date signed.</p>
4. Destination Facility (Storage or Disposal Site)	<p>The following certification statement of receipt, treatment, and disposal must be printed on the shipping paper:</p> <p>"I certify that the contents of this container have been received, treated, and disposed of in accordance with all local, state, and federal regulations."</p> <p>This statement must be followed by printed or typewritten name of an authorized recipient at destination facility, signature of authorized recipient, and date signed.</p>
5. Transporter Intermediate Handler Other Than the Postal Service (If Different From Destination Facility)	<p>a. Name.</p> <p>b. Complete address (not a Post Office box).</p> <p>c. Printed or typewritten name of transporter or intermediate handler.</p> <p>d. Signature of transporter or intermediate handler and date signed.</p>
6. Serialized Waste Shipping Papers	Each waste shipping paper or mail disposal service shipping record must be serialized using a unique numbering system for identification purposes.
7. Comment Area	Each shipping paper must contain an area designated for entering comments or noting discrepancies.
8. Completion and Distribution of Waste Shipping Paper	<p>Each shipping paper must contain instructions for properly completing the four-part form.</p> <p>Copies of the form must be distributed as follows:</p> <p>a. One copy must be kept by generator (mailer).</p> <p>b. One copy must be kept by transporter or intermediate handler for 90 days.</p> <p>c. One copy must be kept by destination facility for 90 days.</p> <p>d. One copy must be mailed to generator by destination facility.</p>
9. Emergency Telephone Number	<p>Each shipping paper must bear the following statement with appropriate information:</p> <p>"IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE, CALL 1-800-###-####."</p>

5. The outer shipping container must bear a properly prepared merchandise return service label (see [507.11.0](#)). The merchandise return service permit must be held in the same name as that of the authorized medical waste vendor.
 6. The outer shipping container must be marked on two opposite side walls with the package orientation marking in 49 CFR 173.312 to identify the proper upright position of the mailpiece during handling.
 7. Mailpieces containing regulated medical waste or sharps waste must be marked on the address side with the correct UN number and proper shipping name (e.g., “Regulated Medical Waste, UN 3291” or “Regulated Medical Waste—Sharps, UN 3291”).
 8. Vendors must retrieve mailpieces held at processing facilities due to improper labeling such as no return address or due to improperly completed shipping papers.
- e. *Package Testing.* Vendors must submit to the manager, Mailing Standards (see [608.8.0](#) for address), package testing results from an independent testing facility for each package for which the vendor is requesting authorization. In addition, vendors must submit package testing results from an independent testing facility when the design of a container system changes or every 24 months, whichever occurs first. The test results must show that if every mailpiece prepared for mailing were subject to the environmental and test conditions in 49 CFR and the additional test requirements in [10.17.5f](#), no contents would be released into the environment and the effectiveness of the packaging would not be significantly reduced. The Postal Service may require proof of accreditation or other documentation to support the credentials of an independent testing facility.
- f. *Testing Criteria.* Packages tested for approval as Medical Professional Packages may not be tested using pre-primary containers that are currently, or have previously been, approved as USPS primary containers. Test reports must identify by brand name the pre-primary containers used during testing. Each mailpiece must pass each of the tests described below:
1. *Leak-proof test.* The test must be conducted on one primary receptacle with the lid in place, without the secondary and outer packaging. The test duration must be at least 5 minutes and must be conducted at 20 kPa (3 psi). The pass/fail criterion is: no air leakage from anywhere other than the closure of the primary receptacle. Air leakage at the closure is not considered a failure if the primary receptacle passes the test for watertightness as determined by placing 50 ml of deionized water into the primary receptacle, securing the closure, and then turning the container on its side and observing for any evidence of leakage. Any evidence of water leaking from the primary receptacle is a failure.
 2. *Stacking test.* One mailpiece must withstand the test in 49 CFR 178.606. The dynamic compression test must be conducted on the empty, unsealed mailpiece assembled for mailing, without the primary receptacle(s). The test mass is the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on

601.10.17.5

the assembly and closing instructions. A compensation factor of 1.5 must be used to compute the test load, based on the vendor-identified weight. The pass/fail criteria are: no buckling of the sidewalls sufficient to cause damage to the contents in the primary receptacle, and in no case does the deflection exceed 1 inch.

3. *Vibration test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.608. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions. The test sample is prepared as it would be for mailing. The pass/fail criterion is: no rupture, cracking, or splitting of any primary receptacle.
4. *Wet drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609e. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and subjected to a water spray as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
5. *Cold drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609f. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and chilled as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
6. *Impact test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609h. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. The mailpiece is prepared as it would be for mailing. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
7. *Puncture-resistant test.* Package testing results must show that during all of the previous tests, the contents did not penetrate through the primary receptacle.

8. *Temperature test.* Package testing results must show that each primary receptacle maintained its integrity when exposed to temperatures as low as 0°F and as high as 120°F.
 9. *Absorbency test.* Package testing results must show that the primary receptacle(s) contain enough absorbent material to absorb three times the total liquid allowed within the primary receptacle in case of leakage. Absorbency is determined by pouring 150 ml of deionized water into the primary receptacle(s), then turning the receptacle(s) upside down and observing for any evidence of free liquid not absorbed on contact. Any evidence of free liquid is a failure.
 10. *Watertight test.* Package testing results must show that no leakage occurred when 50 ml of deionized water was placed into the secondary containment system and the entire system turned upside down for 5 minutes.
- g. *Suspension of Authorization.* The Postal Service may suspend a vendor's authorization based on information that a mailpiece no longer meets the standards for mailing sharps medical waste and regulated medical waste containers, or that the mailpiece poses an unreasonable safety risk to Postal Service employees or the public. The suspension can be made immediately, making the mailpiece nonmailable immediately. The vendor may contest a decision to suspend authorization by writing to the manager, Mailing Standards (see [608.8.0](#) for address), within 7 days from the date of the letter of suspension. The appeal should provide evidence demonstrating why the decision should be reconsidered. Any order suspending authorization remains in effect during an appeal or other challenge. When a vendor is notified that its authorization to mail sharps or other regulated medical waste containers has been suspended, the vendor must immediately:
1. Recall all identified containers.
 2. Notify all customers that they cannot mail the identified containers.
 3. Suspend sales and distribution of all identified containers.
 4. Collect the identified containers from distributors, consumers, and the Postal Service without using the mail and in accordance with all federal and state regulations.

10.17.6 Packaging Used Health Care Products

A used health care product known or reasonably suspected to contain a Category A material is not mailable. A used health care product not suspected to contain an infectious material, or that is known or suspected to contain a Category B infectious substance, and is being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Express Mail subject to the following packaging requirements:

- a. Each used health care product must be drained of liquid to the extent possible and placed in a watertight primary receptacle designed and constructed to ensure that it remains intact under normal conditions of transport. For a used health care product capable of cutting or penetrating skin or packaging material, the primary receptacle must be capable of retaining the product

601.10.17.7

without puncture of the packaging under normal conditions of transport. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).

- b. Each primary receptacle must be placed inside a watertight secondary container designed and constructed to ensure that it remains intact under normal conditions of transport. The secondary container must also be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- c. The secondary container must be placed inside an outer shipping container with sufficient cushioning material to prevent movement between the secondary container and the outer shipping container. An itemized list of the contents of the primary receptacle and information concerning possible contamination with a Division 6.2 material, including its possible location on the product, must be placed between the secondary container and the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

10.17.7 Packaging Forensic Material

Forensic material containing a biological material, such as tissue, body fluid, excreta, or secreta, and sent on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency must be packaged under [10.17.8](#) when it is not known or suspected to contain a Category A or Category B infectious substance. Forensic material known or suspected to contain a Category A infectious substance is not mailable. Forensic material known or suspected to contain a Category B infectious substance as identified in [10.17.4](#) is mailable as First-Class Mail, Priority Mail, or Express Mail when triple-packaged in a primary receptacle, secondary container, and a rigid outer shipping container as follows:

- a. The forensic material must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary container from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- b. The primary receptacle and the absorbent and cushioning material must be enclosed in a watertight and securely sealed secondary container. The secondary container must also display the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- c. The secondary container must be firmly and snugly packed within a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required.

10.17.8 Packaging Nonregulated Materials

Nonregulated materials as defined in [10.17.3](#) are not subject to regulation as hazardous materials but must be properly packaged when presented for mailing. Regulated medical waste, sharps medical waste, and used health care products must be packaged and mailed under [10.17.5](#) and [10.17.6](#). Exempt human and animal specimens must be packaged under [10.17.9](#). Nonregulated materials are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail.

Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#). The primary receptacle and the absorbent and cushioning material must be snugly enclosed in a rigid outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Nonregulated material specimens and biological products are subject to the following packaging standards:

- a. *Liquid Patient Specimens and Biological Products*. Mailers must package a liquid nonregulated patient specimen, a forensic specimen, or a biological product (such as polio vaccine) as follows:
 1. *Not exceeding 50 ml*. A patient specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
 2. *Exceeding 50 ml*. A liquid patient specimen, forensic material, or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#). The secondary container must be securely and snugly

601.10.17.9

enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

- b. *Solid (or Dry) Specimen.* A solid or dry specimen, such as a saliva swab, blood spot, fecal smear, culture or stock, or forensic material, must be completely dried before packaging in a mailing container or envelope. Cushioning material to withstand shock and pressure changes is required only if the dry specimen is placed in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container with a siftproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary receptacle. A shipping paper and a content marking on the outer shipping container are not required.

10.17.9 Packaging Exempt Human or Animal Specimens

Exempt human or animal specimens as defined in [10.17.2d](#) are not subject to regulation as hazardous materials but when presented for mailing must be triple-packaged in leakproof (for liquids) or siftproof (for solids) primary receptacles. Sufficient cushioning and absorbent materials must surround each primary receptacle containing liquid. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 500 ml of a liquid specimen or 500 grams of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml (for liquids) or 500 grams (for solids) may be enclosed in a single secondary container. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper is not required. The outer shipping container must be marked on the address side with the words “Exempt human specimen” or “Exempt animal specimen,” as appropriate. In addition, at least one surface of the outer packaging must have a minimum dimension of 3.9 inches x 3.9 inches (100 mm x 100 mm). Exempt human and animal specimens are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail.

10.18 Radioactive Materials (Hazard Class 7)

Radioactive materials are prohibited in international mail and domestic mail if required to bear the DOT Radioactive White-I, Radioactive Yellow-II, or Radioactive Yellow-III label (49 CFR 172.436, 172.438, or 172.440, respectively) or if it contains quantities of radioactive material in excess of those authorized in Publication 52,

Hazardous, Restricted, or Perishable Mail. Radioactive materials are prohibited in domestic mail via air transportation. For international mail, the standards in IMM 135 apply.

10.19 Corrosives (Hazard Class 8)

10.19.1 Definition

A *corrosive* is any liquid or solid that causes visible destruction or irreversible alteration in human skin tissue at the site of contact or a liquid that has a severe corrosion rate on steel.

10.19.2 Mailability

Corrosives are prohibited in international mail. A corrosive that can qualify as an ORM-D material is permitted in domestic mail via air or surface transportation subject to these limitations:

- a. **Liquid Corrosive.** A liquid mixture must be 1 pint or less and must contain 15% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive material. Primary receptacles must be securely sealed compatible glass bottles that are enclosed within securely sealed metal or plastic secondary containers. The secondary container must be packed within a strong outer shipping container that does not exceed 25 pounds per mailpiece.
- b. **Solid Corrosive.** A solid mixture must be 10 pounds or less per primary receptacle and must contain 10% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive solid. The primary receptacle(s) and secondary container must be securely sealed compatible siftproof containers packed in strong outer shipping container. The total weight of a mailable solid corrosive cannot exceed 25 pounds per mailpiece.

10.19.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name. For air transportation, the mailpiece must be plainly and durably marked on the address side with "ORM-D AIR" immediately following or below the proper shipping name and must bear a shipper's declaration for dangerous goods.

10.19.4 Nonspillable Wet Electric Storage Batteries

A battery containing liquid electrolyte is prohibited from mailing unless the battery casing is completely sealed to prevent the liquid corrosive from spilling during handling. Nonspillable batteries with UN2800 are prohibited in international mail, but may be sent as domestic mail via air or surface transportation under the following conditions:

- a. The nonspillable battery must be protected from short circuits, surrounded with sufficient cushioning material, and securely packaged in a strong fiberboard box that serves as the outer shipping container.
- b. The outer shipping container must be marked "NONSPILLABLE BATTERY, UN2800" on the address side.

601.10.20

- c. The nonspillable battery must be capable of withstanding the vibration and pressure differential tests cited in 49 CFR 173.159(d)(i) and (ii).
- d. Only one nonspillable battery is allowed per mailpiece and the weight of the mailpiece cannot exceed 25 pounds.

10.20 Miscellaneous Hazardous Materials (Hazard Class 9)

10.20.1 Definition

A *miscellaneous hazardous material* is a substance or article that presents a hazard during transportation but does not meet the definition of any other hazard class. Examples of miscellaneous hazardous materials (not all of which are mailable) include solid dry ice, elevated temperature substances, environmentally hazardous substances, life-saving appliances, and asbestos.

10.20.2 Mailability

A miscellaneous hazardous material is prohibited in international mail. A miscellaneous hazardous material that can qualify as an ORM-D material is permitted for domestic mail via air or surface transportation, subject to the applicable 49 CFR requirements.

10.20.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name. For air transportation, a mailable material must be plainly and durably marked on the address side with "ORM-D AIR" immediately following or below the proper shipping name and bear a shipper's declaration for dangerous goods.

10.20.4 Dry Ice

Dry ice (carbon dioxide solid) is prohibited in international mail. Dry ice is permitted in the domestic mail via air or surface transportation when used as a refrigerant to cool the contents of a mailpiece. A mailpiece containing dry ice must be packed in a container that is designed to permit the release of carbon dioxide gas and prevent a build-up of pressure that could rupture the parcel. Containers must conform to 49 CFR 173.217 and 175.10(a)(13). Additionally, the following applies:

- a. Air Transportation Requirements. Each mailpiece may not contain more than 5 pounds of dry ice. The address side of each mailpiece must be clearly marked "Carbon Dioxide Solid, UN1845" or "Dry Ice, UN1845" along with the net weight of the dry ice and the identity of the contents being cooled. A shipper's declaration prepared in triplicate and a DOT Class 9 warning label for miscellaneous hazardous materials must be affixed to the outside of the mailpiece.
- b. Surface Transportation Requirements. The amount of dry ice per mailpiece may exceed 5 pounds. The address side of each mailpiece must be clearly marked "Carbon Dioxide Solid" or "Dry Ice" and "Surface Only" or "Surface Mail Only" along with the net weight of the dry ice and the identity of the contents being cooled. A shipper's declaration and a DOT Class 9 warning label are not required for the dry ice.

10.20.5 Primary Lithium (Non-Rechargeable) Cells and Batteries

Small consumer-type primary lithium cells or batteries (lithium metal or lithium alloy) like those used to power cameras and flashlights are mailable with the following restrictions. Each cell must contain no more than 1.0 gram (g) of lithium content per cell. Each battery must contain no more than 2.0 g aggregate lithium content per battery. Additionally, each cell or battery must meet the requirements of each test in the *UN Manual of Tests and Criteria*, Part III, and subsection 38.3 as referenced in DOT's hazardous materials regulation at 49 CFR 171.7. All primary lithium cells and batteries must be mailed within a firmly sealed package separated and cushioned to prevent short circuit, movement, or damage. Except for batteries installed in equipment, they must be in a strong outer package. All outer packages must have a complete delivery and return address. Primary lithium cells and batteries are mailable as follows:

- a. Via surface transportation when the cells or batteries (not packed with or installed in equipment) are "in the originally sealed packaging." They are forbidden aboard passenger aircraft. The outside of the package must be marked on the address side "Surface Mail Only, Primary Lithium Batteries - Forbidden for Transportation Aboard Passenger Aircraft." The mailpiece must not exceed 5 pounds.
- b. Via surface or air transportation when the cells or batteries are properly packed with or properly installed in the equipment they operate and the mailpiece has no more than the number of batteries needed to operate the device. Cells or batteries properly installed in the device they operate must be protected from damage and short circuit, and the device must be equipped with an effective means of preventing accidental activation. The outside of the package must be marked on the address side "Package Contains Primary Lithium Batteries." The mailpiece must not exceed 11 pounds.

10.20.6 Secondary Lithium-ion (Rechargeable) Cells and Batteries

Small consumer-type lithium-ion cells and batteries like those used to power cell phones and laptop computers are mailable with the following restrictions. Each cell must contain no more than 1.5 g of equivalent lithium content per cell. Each battery must contain no more than 8.0 g aggregate quantity of equivalent lithium content per battery. Additionally, each cell or battery must meet the requirements of each test in the *UN Manual of Tests and Criteria*, Part III, and subsection 38.3 as referenced in the DOT's hazardous materials regulation at 49 CFR 171.7. All secondary lithium-ion cells and batteries must be mailed in a firmly sealed package separated and cushioned to prevent short circuit, movement, or damage. Except for batteries installed in equipment, they must be in a strong outer package. All outer packages must have a complete delivery and return address. These cells and batteries are mailable as follows:

- a. Via surface or air transportation when individual cells or batteries are mailed or when properly packed with or properly installed in the equipment they operate. Cells or batteries properly installed in the device they operate must be protected from damage and short circuit, and the device must be equipped with an effective means of preventing accidental activation. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."

601.10.20.7

- b. The mailpiece must not contain more than 3 batteries.

10.20.7 Damaged or Recalled Batteries

Damaged or recalled batteries are prohibited from mailing unless approved by the manager, Mailing Standards.

Exhibit 10.20.7 Lithium Battery Mailability Chart

PRIMARY LITHIUM BATTERIES	SURFACE TRANSPORTATION	AIR TRANSPORTATION	MAILPIECE WEIGHT LIMIT	INTERNATIONAL APO/FPO
<i>Small non-rechargeable consumer-type batteries</i>				
Without the equipment they operate (individual batteries)	Mailable	Prohibited	5 lb.	Prohibited
Packed with equipment but not installed in equipment	Mailable	Mailable	11 lb.	Mailable
Contained (properly installed in equipment)	Mailable	Mailable	11 lb.	Mailable

Note 1: Each primary cell must not contain more than 1g lithium content.

Note 2: Each primary battery must not contain more than 2g lithium content.

SECONDARY LITHIUM-ION BATTERIES	SURFACE TRANSPORTATION	AIR TRANSPORTATION	MAILPIECE BATTERY LIMIT	INTERNATIONAL APO/FPO
<i>Small rechargeable consumer-type batteries</i>				
Without the equipment they operate (individual batteries)	Mailable	Mailable	No more than 3 batteries	Mailable
Packed with equipment but not installed in equipment	Mailable	Mailable	No more than 3 batteries	Mailable
Contained (properly installed in equipment)	Mailable	Mailable	No more than 3 batteries	Mailable

Note 3: Each secondary cell must not contain more than 1.5g equivalent lithium content.

Note 4: Each secondary battery must not contain more than 8g equivalent lithium content.

Note 5: For secondary batteries (lithium-ion) there is a limit of 3 batteries per mailpiece.

10.21 Other Regulated Materials – Magnetized Materials

A magnetized material is not classified within any of the nine hazard classes. Such material is regulated as a hazardous material only if offered for carriage on air transportation and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Regulated magnetized materials are mailable subject to the following limitations:

- a. Definition. A magnetized material is any article that has a magnetic field strength capable of causing the deviation of aircraft instruments. A magnetized material is regulated as a hazardous material when it is presented for air transportation and has a measurable magnetic field strength greater than 0.00525 gauss at 15 feet. Magnetized materials include magnets and magnetized devices such

as magnetrons and light meters of sufficient strength to possibly cause erroneous aircraft compass readings. If the maximum field strength observed at a distance of 7 feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree), the article is not restricted as a magnetized material.

- b. **Mailability.** Regulated magnetized material is prohibited in international mail. A material with a measurable magnetic field strength greater than 0.00525 gauss at 15 feet is prohibited from domestic mail via air transportation. Mailable materials must be packaged and marked as specified in Publication 52, *Hazardous, Restricted, and Perishable Mail*. Mailable material permitted via air transportation must bear a shipper's declaration for dangerous goods. Magnetized material is not regulated as a hazardous material when transported via surface transportation.

11.0 Other Restricted and Nonmailable Matter

11.1 Pistols, Revolvers, and Other Concealable Firearms

11.1.1 Definitions

The terms used in this standard are defined as follows:

- a. *Handgun* means any pistol, revolver, or other firearm or device the mailing of which is regulated by this standard.
- b. *Pistol or revolver* means a handgun styled to be fired by the use of a single hand and to fire or otherwise expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.
- c. *Firearm* means any device, including a starter gun, designed to, or that may readily be converted to, expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.
- d. *Other firearms capable of being concealed on the person* include, but are not limited to, short-barreled shotguns and short-barreled rifles.
- e. *Short-barreled shotgun* means a shotgun that has one or more barrels less than 18 inches long. The term *short-barreled rifle* means a rifle that has one or more barrels less than 16 inches long. These definitions include any weapon made from a shotgun or rifle, whether by alteration, modification, or otherwise, if such weapon as modified has an overall length of less than 26 inches. A short-barreled shotgun or rifle of greater dimension may be regarded as nonmailable when it has characteristics to allow concealment on the person.
- f. *Licensed manufacturer* and *licensed dealer* mean, respectively, a manufacturer of firearms or a bona fide dealer of firearms, duly licensed by the Bureau of Alcohol, Tobacco and Firearms of the Department of the Treasury, under the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.

601.11.1.2

- g. *Antique firearm* means any firearm (including those with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898, or any replica thereof, if such replica:
1. Is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.
 2. Uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and that is not readily available in the ordinary channels of commercial trade.

11.1.2 Handguns

Pistols, revolvers, and other firearms capable of being concealed on the person (referred to as *handguns*) are nonmailable unless mailed between the parties listed in [11.1.3](#) and [11.1.5](#) after the filing of an affidavit or statement required by [11.1.4](#) and [11.1.6](#).

11.1.3 Authorized Persons

Subject to [11.1.4](#), handguns may be mailed by a licensed manufacturer of firearms, a licensed dealer of firearms, or an authorized agent of the federal government or the government of a state, territory, or district, only when addressed to a person in one of the following categories for use in the person's official duties:

- a. Officers of the Army, Coast Guard, Air Force, Navy, Marine Corps, or Organized Reserve Corps.
- b. Officers of the National Guard or militia of a state, territory, or district.
- c. Officers of the United States or of a state, territory, or district, whose official duty is to serve warrants of arrest or commitment.
- d. USPS employees authorized by the Chief Postal Inspector.
- e. Officers and employees of enforcement agencies of the United States.
- f. Watchmen engaged in guarding the property of the United States, a state, territory, or district.
- g. Purchasing agent or other designated member of agencies employing officers and employees included in [11.1.3c.](#) through [11.1.3e.](#)

11.1.4 Affidavit of Addressee

Any person proposing to mail a handgun under [11.1.3](#) must file with the postmaster, at the time of mailing, an affidavit signed by the addressee setting forth that the addressee is qualified to receive the firearm under a particular category of [11.1.3a.](#) through [11.1.3g.](#) and that the firearm is intended for the addressee's official use. The affidavit must also bear a certificate stating that the firearm is for the official duty use of the addressee, signed by one of the following, as appropriate:

- a. For officers of Armed Forces, by the commanding officer.
- b. For officers and employees of enforcement agencies, by the head of the agency employing the addressee to perform the official duty with which the firearm is to be used.

- c. For watchmen, by the chief clerk of the department, bureau, or independent branch of the government of the United States, the state, the territory, or the district by which the watchman is employed.
- d. For the purchasing agent or other designated member of enforcement agencies, by the head of such agency, that the firearm is to be used by an officer or employee included in 11.1.3c. through 11.1.3e, *Authorized Persons*.

11.1.5 Manufacturers and Dealers

Handguns may also be mailed between licensed manufacturers of firearms and licensed dealers of firearms in customary trade shipments, or for repairing or replacing parts.

11.1.6 Certificate of Manufacturers and Dealers

A licensed manufacturer or dealer need not file the affidavit under 11.1.4, but must file with the postmaster a statement on Form 1508 signed by the mailer that he or she is a licensed manufacturer or dealer of firearms, that the parcels containing handguns (or major component parts thereof) are customary trade shipments or contain such articles for repairing or replacing parts, and that to the best of his or her knowledge or belief the addressees are licensed manufacturers or dealers of firearms.

11.1.7 FBI Crime Detection Bureaus

Handguns may be mailed without regard to 11.1.3 through 11.1.6 if:

- a. Addressed to the Federal Bureau of Investigation (FBI), or its director, or to the scientific laboratory or crime detection bureau of any agency whose members are federal law enforcement officers or officers of a state, territory, or district authorized to serve warrants of arrest or commitment; or
- b. Offered by an authorized agent of the federal government as an official shipment to any qualified addressee in categories 11.1.3a. through 11.1.3g, or to a licensed manufacturer or dealer of firearms or to a federal agency.

11.2 Antique Firearms

Antique firearms sent as curios or museum pieces may be accepted for mailing without regard to 11.1.3 through 11.1.6.

11.3 Rifles and Shotguns

Although unloaded rifles and shotguns not precluded by 11.1.1e and 11.1.2 are mailable, mailers must comply with the Gun Control Act of 1968, Public Law 90-618, 18 USC 921, et seq., and the rules and regulations promulgated thereunder, 27 CFR 178, as well as state and local laws. The mailer may be required by the USPS to establish, by opening the parcel or by written certification, that the gun is unloaded and not precluded by 11.1.1e.

11.4 Legal Opinions on Mailing Firearms

Postmasters are not authorized to give opinions on the legality of any shipment of rifles or shotguns. Contact the nearest office of the Bureau of Alcohol, Tobacco and Firearms for further advice.

601.11.5

11.5 Knives and Sharp Instruments**11.5.1 Mailability**

Knives (including sharp-pointed instruments such as stiletos that lack cutting edges) with a blade that opens automatically by hand pressure applied to a button or other device in the handle, or by operations of inertia, gravity, or both, or with a detachable blade propelled by a spring-operated mechanism, are mailable only when sent to:

- a. The respective government's or organization's designated supply or procurement officers and employees ordering, procuring, or buying such knives for use with the activities of the federal government; the National Guard, the Air National Guard, or the militia of a state, territory, or the District of Columbia; or the municipal government of the District of Columbia or of the government of any state or territory, or of any county, city, or other political subdivision of a state or territory.
- b. Manufacturers of such knives, or bona fide dealers of such knives, in connection with a shipment made under an order from any person designated in [11.5.1a](#).

11.5.2 Addressee Identification

Before delivering a shipment (or parcel) that contains an article or articles described in [11.5.1](#), a USPS employee may require that the recipient identify himself or herself as in one of the categories in [11.5.1a](#).

11.5.3 Wrapping

Sharp-pointed or sharp-edged instruments such as knives, tools, ice picks, and razor blades, that are otherwise mailable, must be wrapped to protect their points and edges from cutting through the outer carton in which they are mailed.

11.6 Prohibited Parcel Marking

For any parcel containing a firearm or a ballistic or switchblade knife, any marking that indicates the contents is not permitted on the outside wrapper or container.

11.7 Intoxicating Liquor

A potable beverage is nonmailable if it is of 0.5% or more alcoholic content by weight, which is taxable under Chapter 51, Internal Revenue Service Code. The product may be mailed if it conforms to applicable requirements of the Internal Revenue Service and Food and Drug Administration and is not an alcoholic beverage, poisonous, or flammable.

11.8 Matter Emitting Obnoxious Odor

Any matter that is a source of an obnoxious odor is nonmailable.

11.9 Liquids and Powders**11.9.1 Liquids and Semisolids**

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable must be adequately prepared for mailing under [1.0](#) through [8.0](#).

11.9.2 Powders

Powders that, if allowed to escape from their containers, could cause damage, discomfort, destruction, or soiling, must either be packed in siftproof containers or in other containers sealed in durable siftproof outer containers.

11.10 Motor Vehicle Master Keys and Locksmithing Devices**11.10.1 Motor Vehicle Master Key—Definition**

A *motor vehicle master key* is any key (other than the key furnished by the manufacturer with the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which such a master key can be made (18 USC 1716A; 39 USC 3002).

11.10.2 Nonmailable

Any motor vehicle master key, as defined in [11.10.1](#), and any advertisement for the sale of such item, are nonmailable, unless sent to any of the following:

- a. Lock manufacturer.
- b. Professional locksmith.
- c. Motor vehicle manufacturer or dealer.
- d. Federal, state, or local government agency.

11.10.3 Marking

Any marking identifying the contents is not permitted on the outside wrapper or container of any parcel containing motor vehicle master keys.

11.10.4 Locksmithing Device—Definition

A *locksmithing device* is:

- a. A device or tool (other than a key) designed to manipulate the tumblers in a lock into the unlocked position through the keyway of such lock.
- b. A device or tool (other than a key or a device or tool under [11.10.4a](#)) designed for bypassing a lock or similar security device, or for opening it by a method normally not used by consumers to open such locks or security devices.
- c. A device or tool designed for making an impression of a key or similar security device to duplicate such key or device.

11.10.5 Nonmailable

Any locksmithing device, as defined in [11.10.4](#), is nonmailable, unless sent to any of the following:

- a. Lock manufacturer or distributor.
- b. Bona fide locksmith.
- c. Bona fide reposessor.
- d. Motor vehicle manufacturer or dealer.
- e. Bona fide automotive repair shops or businesses.

601.11.11

11.11 Drugs**11.11.1 Over-the-Counter Drugs**

Over-the-counter drugs are medicines that can be obtained without a prescription. Over-the-counter drugs may be mailed when all applicable federal, state, and local laws, such as the Poison Prevention Packaging Act of 1970 and the Consumer Product Safety Commission requirements, are followed.

11.11.2 Prescription Drugs

Prescription drugs are licensed medicines that require a written order by a medical doctor or pharmacist before they can be obtained. Prescription drugs, including those that contain controlled substances, may be mailed by drug manufacturers or their registered agents, pharmacies, or other authorized dispensers as permitted by 21 CFR 1307.12 or in compliance with any regulation of the Food and Drug Administration or other applicable law.

11.11.3 Controlled Substances

Controlled substances are any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in Schedules I through V of the Controlled Substances Act, 21 USC 801 and 21 CFR 1300. Controlled Substances may be mailed by drug manufacturers or their agents, pharmacies, or other authorized dispensers when distribution is lawful under 21 USC 801 and 21 CFR 1300 and if the mailer or the addressee meets one of the following conditions:

- a. The mailer or the addressee is registered with the Drug Enforcement Administration (DEA).
- b. The mailer or the addressee is exempt from DEA registration in performing official duties such as military, civil defense, and law enforcement personnel.

11.11.4 Packaging and Markings

Securely package all mailable drugs so that the contents cannot become damaged or dislodged during mailing. Follow the general packaging instructions in [601.1.0](#) through [601.8.0](#). Do not identify the nature of the contents on the outside of the mailpiece.

11.11.5 Return of Prescription Drugs

Mailers may use merchandise return service to return prescription drugs for purposes of drug recalls; voluntary manufacturer withdrawals; and dispensing errors such as incorrect drug, dosage, or strength, as permitted by 21 CFR 1307.12 or other applicable law. The mailpiece must be addressed to the manufacturer or its registered agent. Manufacturers or their registered agents must furnish mailing containers to their customers for the purpose of mailing back the identified drugs. Manufacturers or their registered agents must use merchandise return service (see [507.11.0](#)) with First-Class Mail or Priority Mail for these mailpieces. Manufacturers or their agents continue to be responsible for maintaining records in compliance with any regulation of the Drug Enforcement Administration and/or the Food and Drug Administration.

11.11.6 Mailing Standards

If distribution of a controlled substance is lawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., the USPS considers such distribution by mail to constitute the mailing of matter not outwardly or of its own force dangerous or injurious to a person's life or health and accordingly mailable, subject to these standards:

- a. The inner container of any package containing controlled substances is marked and sealed under the applicable provisions of the Controlled Substances Act (21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq.) and placed in a plain outer mailing container or securely overwrapped in plain paper.
- b. If the mailing includes prescription drugs containing controlled substances, the inner container is also labeled to show the prescription number and the name and address of the pharmacy, practitioner, or other person dispensing the prescription.
- c. The outer mailing wrapper or container is free of markings that indicate the nature of the content.

11.12 Drug Paraphernalia**11.12.1 Definition and Examples**

It is unlawful to use domestic or international mail to transport drug paraphernalia. The term *drug paraphernalia* refers to any equipment, product, or material of any kind primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the Controlled Substances Act. Examples of drug paraphernalia are items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, or amphetamines into the human body, such as metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; water pipes, chamber pipes, carburetor pipes, electric pipes, ice pipes or chillers, and air-driven pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips (i.e., objects used to hold burning material that is too small or short to be held in the hand); miniature spoons with level capacities of 1/10 cubic centimeter or less; chillums; bongs; wired cigarette papers; and cocaine freebase kits.

11.12.2 Determination

In determining whether an item constitutes drug paraphernalia, in addition to all other logically relevant factors, these factors may be considered:

- a. Oral or written instructions or other descriptive materials provided with the item that explain or depict its use.
- b. National and local advertising on its use.
- c. The manner in which the item is displayed for sale.

601.11.12.3

- d. Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products.
- e. Direct or circumstantial evidence of the ratio of sales of the items to the total sales of the business enterprise.
- f. The existence and scope of legitimate uses of the item in the community.
- g. Expert testimony on its use.

11.12.3 Exceptions

The standards in [11.12.1](#) and [11.12.2](#) apply neither to any person authorized by local, state, or federal law to manufacture, possess, or distribute items described in [11.12.1](#) and [11.12.2](#); nor to any item that, in the normal lawful course of business, is sold through the mail and traditionally intended for use with tobacco products, including any pipe, paper, or accessory.

11.13 Household Substance

A household substance (39 USC 3001(f)), i.e., any matter unsolicited by the addressee, that contains a substance as defined by section 2 of the Poison Prevention Packaging Act of 1970 (15 USC 1471(2)), is permitted in the mail only if it complies with the requirements for special child-resistant packaging established for that substance by the Consumer Product Safety Commission (16 CFR 1700).

11.14 Pesticide

A pesticide (18 USC 1716), i.e., any matter that contains a pesticide as defined by section 2 of the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136(u)), is permitted in the mail only if it complies with child-resistant packaging standards established by the Environmental Protection Agency applicable to that particular matter (40 CFR 157) and meets the applicable standards in [10.0, Hazardous Materials](#).

11.15 Fragrance Advertising Sample

A fragrance advertising sample (39 USC 3001(g)), i.e., any matter normally acceptable in the mail but containing a fragrance advertising sample, is permitted in the mail only if it is sealed, wrapped, treated, or otherwise prepared in a manner reasonably designed to prevent individuals from being unknowingly or involuntarily exposed to the sample. A sample meets this requirement if it uses paper stocks with a maximum porosity of 20 Sheffield units or 172 Gurley-Hill units treated exclusively with microencapsulated oils, and if the sample is produced so that it cannot be activated except by opening a glued flap or binder or by removing an overlying ply of paper.

11.16 Compliance Certificate

A mailer who presents matter that is generally permitted in the mail under [11.13](#), [11.14](#), and [11.15](#) but for compliance with the specified packaging and preparation requirements may submit an accompanying written statement certifying that the matter is packaged or prepared under the applicable federal laws and postal standards. The certifying statement may be made on the mailer's letterhead, on a postage statement, or as a notice on the exterior of each item presented for mailing.

11.17 Battery-Powered Devices

Cells or batteries properly installed in equipment must be protected from damage and short circuit, and equipment or devices containing cells or batteries must include an effective means of preventing accidental activation. A battery with liquid electrolyte is not permitted in the mail unless it is a nonspillable type battery that meets the standards in [10.0, Hazardous Materials](#).

11.18 Abortive and Contraceptive Devices**11.18.1 Abortion Devices**

Any article or thing designed, adapted, or intended for producing abortion is not permitted in the mail (18 USC 1461).

11.18.2 Contraceptives

Unsolicited samples of an article or thing designed, adapted, or intended for preventing conception is permitted in the mail only when sent to a manufacturer or a dealer of such an article or things, to a licensed physician or surgeon, or to a nurse, pharmacist, druggist, hospital, or clinic (39 USC 3001; 18 USC 1461).

11.19 Building Construction Material

Building construction material is not permitted in the mail if the acceptance and processing is likely to harm or injure USPS employees, mail, or equipment. Factors considered include but are not limited to whether the material may pose potential storage problems at the postal facilities that may process the material; whether the volume of material may impede the flow of mail in USPS transportation or mail distribution systems; whether the volume of material may lead to security problems; and whether processing the material may create safety hazards for USPS employees.

11.20 Animal Fighting Accessories

Under 7 USC 2156, the mailing of a knife, a gaff, or any other sharp instrument attached, or designed or intended to be attached to the leg of a bird for use in an animal fighting venture, as defined in section [12.5.7b](#), is prohibited. Violators can be subject to the criminal penalties in 7 USC 2156. See [9.3.1](#) for restrictions on mailing live animals used in animal fighting ventures and [12.5.7](#) for restrictions on mailing printed matter related to animal fighting ventures.

12.0 Written, Printed, and Graphic Matter Generally**12.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)****12.1.1 General**

Any otherwise mailable matter that reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to [12.1.2](#) through [12.1.5](#) in *Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)*. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005.

Compliance with this section does not avoid violation of Section 3005 if any part of the solicitation or any information with it misrepresents a material fact to the

601.12.1.2

addressee (e.g., misleading the addressee about the identity of the sender of the solicitation or about the nature or extent of the goods or services offered may be a violation of Section 3005).

12.1.2 Required Disclaimer

The solicitation must bear on its face either the disclaimer required by 39 USC 3001(d)(2)(A) or the notice: “THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.” The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print on the face of the solicitation and that are at least as large, bold, and conspicuous as any other print on the face of the solicitation, but not smaller than 30-point type (see [Exhibit 12.1.2](#)). The notice or disclaimer required by this section must be displayed conspicuously apart from other print on the page immediately below each portion of the solicitation that reasonably could be construed to specify a monetary amount due and payable by the recipient. It must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or that introduces, modifies, qualifies, or explains the required text, such as “Legal Notice Required by Law.”

Exhibit 12.1.2 Solicitation Disclaimer

ACCOUNTS INCORPORATED			
Qty.	Listing Category	Amount	
1	Retail	\$50.00	IMPORTANT: This form must be returned to ensure your correct directory listing. Please correct listing and ZIP Code if necessary.
<input type="checkbox"/> Check enclosed <input type="checkbox"/> Bill me later			
ACCOUNTS INCORPORATED PO BOX 1000 ANYTOWN WA 98765-4321		 ABC COMPANY 1234 MAIN ST ANYTOWN WA 98765-4321	
Detach and return this portion with your payment. Retain this portion as your receipt.			
Qty.	Listing Category	Amount	
1	Retail	\$50.00	Business listings to appear in the 2005 Accounts Incorporated Directory. Amount: \$50 for each listing.
THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.			

12.1.3 Intelligibility

The notice or disclaimer must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

12.1.4 Separable Pages

If a solicitation consists of more than one page or if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by [12.1.2](#) must be displayed in its entirety on the face of each page or portion of a page that might be reasonably considered a bill, invoice, or statement of account due as required by [12.1.2](#).

12.1.5 Definitions

For this standard, *color prominently contrasting* excludes any color, or any intensity of an otherwise included color, that does not permit legible reproduction by ordinary office photocopying equipment used under normal operating conditions, and which is not at least as vivid as any other color on the face of the solicitation; and *color* includes black.

12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)**12.2.1 USPS Endorsement**

Any solicitation stating that it is approved by the USPS or the Postmaster General or that it conforms to any postal law or regulation is nonmailable.

12.2.2 Nonmailable by Government Misrepresentation

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

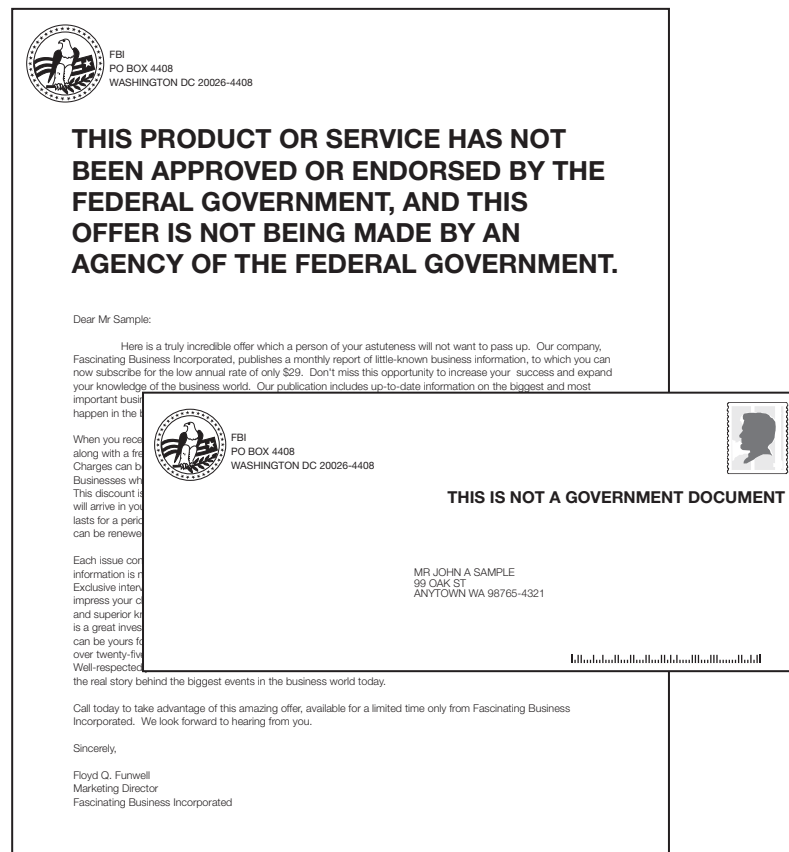
- a. Matter that contains a solicitation for products, services, information, or funds that implies any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to [12.2.3](#). A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with [12.2.3](#) does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.
- b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.
- c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact.

12.2.3 Permitted Solicitations

A solicitation described in [12.2.2a](#) may be mailable if it meets at least one of these conditions (see [Exhibit 12.2.3b](#)):

- a. The solicitation is by a nongovernmental entity that actually has the federal government connection, approval, or endorsement implied by the solicitation's terms or symbols.
- b. The solicitation appears in a publication for which the addressee has paid or promised to pay a consideration or which the addressee has otherwise indicated he or she wants to receive, and the solicitation is not on behalf of the publisher of the publication.

Exhibit 12.2.3b Disclaimers for Solicitations Implying Federal Connection



- c. The solicitation displays the notice required by 12.2.3c1 on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 12.2.3c2 on the contents. These notices must be printed in boldface capital letters of a color prominently contrasting with the background against which they appear. "Color prominently contrasting" excludes any color or intensity that ordinary photocopying cannot reproduce legibly. The color, which can include black, must be at least as vivid as any other color on the face of the solicitation and its envelope or outside cover or wrapper. The required wording, type size and style, and placement for the notices are as follows:

1. On the Envelope, Cover, or Wrapper. The face of the envelope or outside cover or wrapper must bear the notice: "THIS IS NOT A GOVERNMENT DOCUMENT." The letters for printing this notice must be as large, bold, and conspicuous as any other letters on the face of such envelope, cover, or wrapper, but never smaller than 12-point type. The notice must appear in the upper right quadrant, below the postage stamp or other postage indicia and above the address, and it must be surrounded by a clear space not less than 1/4 inch wide.
2. On the Contents. The solicitation mailed within the envelope, cover, or wrapper must bear at the outset on its face one of these two headlines, depending on its purpose as indicated in parentheses: (a) "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for the purchase of or payment for a product or service); (b) "THIS ORGANIZATION HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for information or the contribution of funds or membership fees). The letters for printing these notices must be as large, bold, and conspicuous as any other letters on the face of the solicitation, but never smaller than 30-point type. The notice must be surrounded by a clear space at least 1/2 inch wide. The notice must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or introduces, modifies, qualifies, or explains the required text, such as "Notice Required by Law." The notice must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

12.3 Lottery Matter (18 USC 1302)

12.3.1 Definition

For this standard, *lottery* is any scheme or promotion, whether lawful under the laws of any state, which, on paying a consideration, offers a prize dependent in whole or in part on lot or chance.

12.3.2 Unlawful Mail Matter

Unlawful matter includes any letter, newspaper, periodical, parcel, stamped card or postcard, circular, or other matter permitting or facilitating participation in a lottery; any lottery ticket or part thereof or substitute; and any form of payment for a lottery ticket or share.

12.3.3 Fishing Contests, Indian Gaming Regulatory Act, Lotteries

This standard does not apply to:

- a. Any fishing contest not conducted for profit, in which prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 USC 1305).
- b. Mailings, to addresses within a state, of tickets or other material on a lottery conducted by that state under its laws (18 USC 1307).

601.12.4

- c. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).
- d. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted.

12.4 Advertising Matter

12.4.1 Restrictions

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in 8.0, 9.0, or 10.0 is nonmailable except that such matter relating to controlled substances, radioactive materials, restricted liquids and powders, battery-powered devices, odd-shaped items in envelopes, and switchblade and ballistic knives, as described in 8.0, 9.0, or 10.0, is mailable if it contains packaging instructions and any other mailing limitations under 8.0 through 12.0, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, (18 USC 1716).

12.4.2 Master Keys

Advertisements for motor vehicle master keys are nonmailable (18 USC 1716A, 39 USC 3002), except to lock manufacturers, professional locksmiths, motor vehicle manufacturers or dealers; and federal, state, or local government agencies.

12.5 Other Nonmailable Matter

12.5.1 Fictitious Name

Matter addressed to a person using a fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law is nonmailable if:

- a. After notification, the addressee fails to appear at the Post Office and be identified.
- b. The fictitious character of such mail is established to the Judicial Officer's satisfaction in consequence of a proceeding initiated under 39 CFR 953 (18 USC 1342).

12.5.2 Foreign Origin

Mail of foreign origin is nonmailable if it contains matter determined by a court of competent jurisdiction or by the International Trade Commission to violate the Semiconductor Chip Protection Act of 1984 (17 USC 901-914) or to violate the copyright laws of the United States or any copyright convention or treaty to which the United States is a party (17 USC 601-603).

12.5.3 Foreign Destination

Matter addressed to foreign countries posted in violation of law or treaty stipulation is nonmailable.

12.5.4 Lewd or Filthy Matter

Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information on where, how, or from whom such matter may be obtained, and matter that is otherwise mailable but that has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing, and any mail containing any filthy, vile, or indecent thing is nonmailable (18 USC 1461, 1463).

12.5.5 Matter Inciting Violence

Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States is nonmailable (18 USC 1461, 1717).

12.5.6 Other Matter

Other matter that is nonmailable (18 USC 1717) includes every letter, writing, circular, stamped card or postcard, picture, print, engraving, photograph, newspaper, pamphlet, book, publication, or thing as described in these statutes:

- a. Forged or altered military or official passes (18 USC 499).
- b. Matter bearing forged or altered seals of government departments or agencies (18 USC 506).
- c. Defense information (18 USC 793, 794).
- d. Documents obtained by persons falsely assuming to be foreign diplomats (18 USC 915).
- e. False statements influencing foreign governments (18 USC 954).
- f. Matter relating to a conspiracy to injure property of a foreign government (18 USC 956).
- g. Matter unlawfully in aid of a foreign government (18 USC 957).
- h. Matter relating to an expedition against a friendly nation (18 USC 960).
- i. Matter relating to delivery of an armed vessel to a belligerent nation (18 USC 964).
- j. Matter wrongfully bearing the seal of a government department or agency (18 USC 1017).
- k. Forged, altered, or misused passports (18 USC 1543, 1544). Passport applications containing false statements, and passports falsely obtained (18 USC 1542).
- l. Matter bearing false statements intended to injure Armed Forces during war (18 USC 2388).

12.5.7 Animal Fighting Matter

Written, printed, or graphic matter (e.g., advertisements or other commercial speech) promoting or furthering an animal fighting venture conducted in any state (except a venture involving live birds permitted under the laws of the state in which the fight is conducted) is nonmailable under 7 USC 2156. Violators can be subject to the criminal penalties in 7 USC 2156. See [9.3.1](#) for restrictions on mailing live animals used in animal fighting ventures and [11.20](#) for restrictions on mailing accessories used in animal fighting ventures. For this standard:

- a. *Animal* means any live bird, or any live dog or other mammal, except human.
- b. *Animal fighting venture* means any event involving a fight between at least two animals that is conducted for sport, wagering, or entertainment. The term does not include any activity whose primary purpose involves using one or more animals in hunting other animals.

601.12.5.8

- c. *State* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession.

12.5.8 Private Identification Without Disclaimer

A private identification document without a disclaimer is nonmailable (18 USC 1738; 39 USC 3001(a)). This group includes any document that:

- a. Is of a type intended or commonly accepted for the identification of individuals;
- b. Bears a birth date or age purported to be that of the person named in it;
- c. Is not issued by or under the authority of a government;
- d. Is deposited in the mail by someone in the business of furnishing, for valuable consideration, documents that meet criteria in [12.5.8a](#) and [12.5.8c](#);
- e. Is deposited in the mail to further that business; and
- f. Is deposited by someone who knows that it fails to carry diagonally printed, clearly and indelibly on both the front and back, "NOT A GOVERNMENT DOCUMENT" in capital letters no smaller than 12-point type.

12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))**12.6.1 Definition**

The term *sweepstakes* means a game of chance for which no consideration is required to enter.

12.6.2 Mailable Matter

Sweepstakes matter is mailable only if it discloses all of the following:

- a. In the body, in the rules, and on the order or entry form that no purchase is necessary.
- b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.
- c. All terms and conditions, including rules and entry procedures of the sweepstakes.
- d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time.

12.6.3 Nonmailable Matter

Sweepstakes matter is nonmailable if it does any of the following:

- a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.
- b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.
- c. Represents that the recipient has won a prize unless that individual has won such prize.
- d. Otherwise contradicts or is inconsistent with any disclosure required by [12.6.2, Mailable Matter](#), or [12.6.3, Nonmailable Matter](#).

12.7 Skill Contests (39 USC 3001(K)(3)(B))**12.7.1 Definition**

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter.

12.7.2 Mailable Matter

Skill contests are mailable only if they include all of the following:

- a. Disclose the terms and conditions of the contest, including the rules and entry procedures.
- b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- c. Contain rules that state all of the following:
 1. Number of rounds or levels and the cost to enter each round.
 2. If subsequent rounds will be more difficult.
 3. Maximum cost to enter all rounds.
 4. Number of entrants or percentage expected to correctly solve the contest.
 5. Identity or qualifications of the judges, if judged by other than the sponsor.
 6. Method of judging.
 7. Dates the winners will be determined and the prizes awarded.
 8. Quantity, value, and nature of the prize.
 9. Schedule of any payments over time.

12.8 Facsimile Check (39 USC § 3001(K)(3)(C))

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value.

12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))**12.9.1 Mailable Matter**

Matter described in 12.6, 12.7, and 12.8 is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service.

12.9.2 Notices and Disclaimers

Any notice or disclaimer required under 12.6, 12.7, and 12.8 shall be clearly and conspicuously displayed. Disclaimers required by 12.6.2a and 12.6.2b must be more conspicuously displayed than any other disclaimer.

12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))**12.10.1 Lists**

In general, any person who uses the mails for any mailing falling under 12.2, 12.6, 12.7, and 12.8 shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal

601.12.10.2

representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests.

12.10.2 Special Requirements for Sweepstakes and Skill Contests

Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes.

12.11 Unauthorized Decisions by Postmasters

Postmasters are not authorized to decide whether written, printed, or graphic matter is nonmailable based on its content or to deny entry to such matter or exclude it from the mail.

12.12 Refusal Due to Improper Preparation

Written, printed, or graphic matter not properly prepared for mailing can be refused.

602 Addressing

Overview

- [1.0 Elements of Addressing](#)
- [2.0 Restrictions](#)
- [3.0 Use of Alternative Addressing](#)
- [4.0 Detached Address Labels \(DALs\)](#)

1.0 Elements of Addressing

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

1.3 Address Elements

All mail not bearing a simplified address under [3.0, Use of Alternative Addressing](#), must bear a delivery address that contains at least the following elements in this order from the top line:

- a. Intended recipient's name or other identification.
- b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- c. Street and number. (Include the apartment number, or use the Post Office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)
- d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.
- e. ZIP Code (5-digit or ZIP + 4) where required:
 1. ZIP Codes are required on Express Mail, Presorted and automation price First-Class Mail, Periodicals mail, Standard Mail, Package Services mail (except single-piece price Parcel Post), all mail sent to military addresses within the United States and to APO and FPO addresses, all official mail (penalty mail), all business reply mail, and all merchandise return service mail.
 2. Unless required above, ZIP Codes may be omitted from single-piece price First-Class Mail (including Priority Mail), single-piece price Parcel Post, and pieces bearing a simplified address.

1.4 Complete Addresses

1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation prices.

1.4.2 Complete Address Elements

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). (“PO Box” is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see [509.1.0](#)) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

1.5 Return Addresses

1.5.1 Purpose for Return Address

The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered.

1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see [1.5.3](#)). If the sender's name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when “Address Service Requested” is specified. Official mail (penalty mail) also requires a ZIP Code in the return address.

1.5.3 Required Use of Return Addresses

The sender's domestic return address must appear legibly on:

- a. Mail of any class, when its return and/or an address correction service is requested.
- b. Official mail.
- c. Mail paid with precanceled stamps.
- d. Matter bearing a company permit imprint.
- e. Priority Mail.
- f. Periodicals in envelopes or wrappers.
- g. Package Services (except unendorsed Bound Printed Matter).
- h. Registered Mail.
- i. Insured mail.
- j. Collect on delivery (COD) mail.
- k. Certified Mail if a return receipt is requested.
- l. Express Mail if a return receipt is requested. The return address on the Express Mail label meets this standard.

1.5.4 Postmark

An endorsement directing return to point of mailing (postmark) is not honored.

1.6 Ancillary Services

The USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested"). The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces returned or for ancillary service provided at the mailer's request. A domestic return address must be placed in the upper left corner of the address side of the piece or the upper left corner of the addressing area.

1.7 Attachment of Different Class

If the names and addresses of the sender and intended recipient do not appear on both the host and attachment, the sender's name and address must be placed on one piece and the recipient's name and address on the other. Combination containers that have inseparable parts or compartments are mailable with the names and addresses on only one.

1.8 ZIP Codes

1.8.1 Purpose of ZIP Code

The ZIP (Zone Improvement Plan) Code system is a numbered coding system that facilitates efficient mail processing. The USPS assigns ZIP Codes. All Post Offices are assigned at least one unique 5-digit ZIP Code. Larger Post Offices may be assigned two or more 5-digit ZIP Codes (multi-5-digit ZIP Code offices). Separate 5-digit ZIP Codes are assigned to each delivery unit at these offices.

1.8.2 ZIP+4 - A Complete ZIP Code

The most complete ZIP Code is a nine-digit number consisting of five digits, a hyphen, and four digits, which the USPS describes by its trademark ZIP+4. The correct format for a numeric ZIP+4 code is five digits, a hyphen, and four digits. The first five digits represent the 5-digit ZIP Code; the sixth and seventh digits (the first two after the hyphen) identify an area known as a sector; the eighth and ninth digits identify a smaller area known as a segment. Together, the final four digits identify geographic units such as a side of a street between intersections, both sides of a street between intersections, a building, a floor or group of floors in a building, a firm within a building, a span of boxes on a rural route, or a group of Post Office boxes to which a single USPS employee makes delivery.

1.8.3 Numeric Delivery Point Barcode

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2.4](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

1.9 Additional Addressing Standards by Class

Basic addressing standards for First-Class Mail, Express Mail, Standard Mail, and Package Services are in the Prices and Eligibility section for each class of mail. Additional standards for Periodicals are in [707.3.2, Addressing](#). Standards apply to overseas military mail, Department of State mail, mail in window envelopes, international mail, and mail claimed at any automation price.

2.0 Restrictions**2.1 Dual Address**

Mail with a dual address (both a street address and a Post Office box number) is delivered to the address immediately above the city and state (or to the Post Office box if both the street address and Post Office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the Post Office box number in the address if both the street address and Post Office box are on the same line). These restrictions also apply to return addresses on mail (for more information, see Publication 28, *Postal Addressing Standards*).

2.2 More Than One Post Office

Mail with the name of more than one Post Office in the delivery address or return address is not acceptable for mailing.

2.3 Mail Addressed to CMRAs

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox ("PMB" or "#") number at the CMRA mailing address.

3.0 Use of Alternative Addressing

3.1 General Information

3.1.1 Use

Alternative addressing formats may be used as described in [3.2](#) through [3.4](#) in *Use of Alternative Addressing*.

3.1.2 Prohibited Use

Alternative addressing formats may not be used on:

- a. Express Mail pieces.
- b. Mail with any extra service under [503](#).
- c. Mail with any ancillary service endorsement under [507.1.1](#) through [507.1.8](#).
- d. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- e. Mail addressed to an overseas military Post Office under [703.2.2](#).

3.1.3 Treatment

Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in [Exhibit 1.4.1, USPS Endorsements for Mail Undeliverable as Addressed](#). Periodicals publishers are notified when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons. Mail with a simplified address format is distributed to all deliveries on a route or to Post Office boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under [507.1.9.1](#).

3.2 Simplified Address

3.2.1 Use—Rural and Highway Contract Routes, P.O. Boxholders

The simplified address format (“Postal Customer”) may be used on mail only when complete distribution is made to each family (household residence) or boxholder on a rural or highway contract route at any Post Office or to all Post Office boxholders at a Post Office without city carrier service. The following also applies:

- a. Mailers may use a more specific address, such as “Rural Route Boxholder,” for mail intended to all boxholders on a rural route, followed by the name of the Post Office and state. The word “Local,” instead of the Post Office and state name, is optional; however the Postal Service recommends using the Post Office and state name for mail not dropshipped directly to a destination delivery unit.
- b. Mailers may use “Residential Customer” to indicate that delivery is desired to residential addresses only.
- c. See [703.6.0](#) for congressional mail.

3.2.2 Use—City Routes, P.O. Boxholders

When distribution is to be made to each active possible delivery on city carrier routes or to each Post Office boxholder at a Post Office with city carrier service, the addressee's name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under [703.6.0](#)); any state, county, or municipal government; and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in [608.2.0](#). The requirement for distribution to each stop or Post Office boxholder may be modified for congressional mail under [703.6.0](#). The following also applies:

- a. Only these forms of address may be used instead of the addressee's name and address:
 1. "Postal Customer" (delivery desired at all addresses).
 2. "Residential Customer" (delivery desired at residential addresses only).
 3. "Business Customer" (delivery desired at business addresses only).
- b. At least 10 days before the mailing date, the mailer must submit a sample mailpiece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):
 1. Proposed mailing date.
 2. Total number of pieces being mailed.
 3. Method of postage payment.
 4. Names of all city delivery Post Offices to receive any of the mailing and the number of pieces for each.

3.2.3 Mail Preparation

Mailers must prepare letter-size pieces in trays. Mailers must prepare flat-size pieces and irregular parcels in carrier route bundles in sacks or directly on pallets. Bundles, sacks, or trays may be placed on 3-digit, 5-digit, or 5-digit scheme pallets under [705.8.10](#). In addition to the required simplified address, each bundle must bear a facing slip showing the desired distribution (for example, 5-digit ZIP Code and route number) or the top piece of each bundle must include the route number and ZIP Code. Mailers may obtain delivery statistics for routes as described in [509.1.0](#). The following also applies:

- a. All pieces must be in the same processing category.
- b. Mailers must mark pieces according to [102](#), [202](#), [302](#), or [402](#).
- c. Mailers must prepare all pieces for the same carrier route in bundles of 50, so far as practicable. If the pieces are bundled in quantities other than 50, mailers must show the actual number of pieces on the facing slip or on the top piece of the bundle.
- d. If selective distribution is desired, the mailer must include enough pieces to cover the routes selected.

3.2.4 Postage

Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancellation, according to the standards for the class of mail.

3.2.5 Address Designation

Only the address designations in [3.2.1](#) or [3.2.2](#) may be used. Other designations (e.g., “Food Buyer,” “Voter”) are not permitted.

3.3 Occupant Address**3.3.1 Use of Occupant Address**

The occupant address format (“Postal Customer” or “Occupant,” “Householder,” or “Resident”) may be used to address mail selectively to a rural route and box number, a specific street number, or a specific Post Office box number without using the addressee’s name:

Example

POSTAL CUSTOMER
2711 ORDWAY ST NW APT 204
WASHINGTON DC 20008-5036

3.4 Exceptional Address**3.4.1 Use of Exceptional Address**

The exceptional address format (“Jane Doe or Current Resident” or “Jane Doe or Current Occupant”) may be used on any mail except mail types listed in [3.1.2](#). The word “Current” is optional. The order of the words may be reversed (e.g., “Current Resident or Jane Doe” rather than “Jane Doe or Current Resident”).

3.4.2 Placement

The exceptional address format must be placed in the address block, with the following exceptions:

- a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.
- b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address format must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window.

4.0 Detached Address Labels (DALs)**4.1 DAL Use****4.1.1 Definition**

For these standards, *item(s)* refers inclusively to the types of mail described in [4.1.2](#) through [4.1.4](#).

4.1.2 Periodicals or Standard Mail Flats Saturation Mailings

Saturation mailings of unaddressed Periodicals or Standard Mail flats may be mailed with detached address labels (DALs). For this standard, saturation mailing means a mailing sent to at least 75% of the total addresses on a carrier route or 90% of the residential addresses on a route, whichever is less. Deliveries are not required to every carrier route of a delivery unit.

4.1.3 Standard Mail Merchandise Samples

Merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, mailed at Standard Mail prices, must be mailed with DALs when prepared for general distribution on city delivery routes. Merchandise samples may be mailed with DALs for general distribution on other (e.g., rural) routes and for the residual portion of a general distribution mailing. For this standard, *general distribution* means distribution in a single mailing to at least 25% of the addresses in any 5-digit ZIP Code delivery area regardless of the number of samples addressed to a single route or the number of 5-digit areas to which samples are addressed. If the same mailing includes a general distribution to one or more 5-digit areas and a secondary distribution of lesser quantities to one or more other 5-digit areas, pieces in the secondary distribution are considered residual.

4.1.4 Bound Printed Matter

Unaddressed pieces of Bound Printed Matter may be mailed with DALs when:

- a. The mail is prepared on 5-digit pallets meeting the standards in [705.8.0](#), except that for flat-size mail, separate 5-digit pallets of carrier route and Presorted price mail are not required. The destination delivery unit (DDU) is determined using the Drop Shipment Product under the provisions for the DDU price in [366.3.0](#) through [366.6.0](#) or [466.3.0](#) through [466.6.0](#). The mail may not be prepared on pallets when the Drop Shipment Product indicates that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs must be prepared in sacks. The trays or cartons of DALs must be prepared under [4.3](#), placed on the same pallet as the pieces, and must be stretch-wrapped together as one unit.
- b. The mail is prepared in 5-digit sacks and entered at the destination delivery unit. The destination delivery unit is determined by using the Drop Shipment Product under the provisions for the DDU price in [366.3.0](#) through [366.6.0](#) or [466.3.0](#) through [466.6.0](#). DALs must be bundled under [4.3](#) and presented to the destination delivery unit with the accompanying items to be distributed with the DALs.

4.1.5 Alternative Addressing Format

The addresses on DALs may be prepared using an alternative addressing format under [3.0](#), subject to the applicable eligibility, volume, density, and preparation standards.

4.1.6 Documentation

When requested by the USPS, DAL mailers must provide documentation to establish that the applicable distribution standards in [4.1.2](#) through [4.1.4](#) are met.

4.1.7 Extra Services

Items mailed with DALs may not be combined with any extra service.

4.2 Label Preparation

4.2.1 Label Construction

Each DAL must be made of paper or cardboard stock that is not folded, perforated, or creased, and that meets these measurements:

- a. Between 3-1/2 and 5 inches high (perpendicular to the address).
- b. Between 5 and 9 inches long (parallel to the address).
- c. At least 0.007 inch thick, except under [4.2.5b](#).

4.2.2 Addressing

The address for each item must be placed on a DAL, parallel to the longest dimension of the DAL, and may not appear on the item it accompanies. The DAL must contain the recipient's delivery address and the mailer's return address. A ZIP+4 code or 5-digit ZIP Code is required unless a simplified address format is used. The delivery address may include the correct delivery point barcode.

4.2.3 Ratio

Only one DAL may be prepared for each accompanying item, and only one item may be identified for delivery per DAL (a single DAL may not be prepared to deliver one each of different accompanying items or multiples of the same item).

4.2.4 Required Information

The following words must appear in bold type at least 1/8 inch high on the front of each DAL: "USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster." The title or brand name of the item (which may include an illustration of the item) must also appear on the front or back of the DAL to associate it with the accompanying item.

4.2.5 Other Information

In addition to the information described in [4.2.2](#) and [4.2.4](#) and an indicium of postage payment, only the following may appear on the front of a DAL:

- a. Official pictures and data circulated by the National Center for Missing and Exploited Children.
- b. Advertising, under the following conditions:
 1. The DALs must be automation-compatible under [201.3.0](#) and have a correct delivery point barcode or an Intelligent Mail barcode with an 11-digit routing code (see [708.4.0](#)).
 2. The advertising must not obstruct or overlap any of the required elements that are placed on the front of a DAL.
 3. The advertising must be to the left of the delivery address and must be placed to maintain required clear spaces around the address and postage payment (see [202](#) and [1.0](#)).

4.3 Mail Preparation

4.3.1 Notice to Delivery Office

Each delivery office to receive a DAL mailing must be notified in writing at least 10 days before the requested delivery period. To ensure that the delivery office can readily relate the notice to the cartons containing the corresponding items, a copy of that letter must be enclosed with the DALs unless the initial notice and the cartons used for the DALs and items each conspicuously bears a mailing identification number. The letter must contain the following information:

- a. Name and telephone number of mailer or representative.
- b. Origin Post Office of mailing.
- c. Expected mailing date.
- d. Description of mailing.
- e. Number of addressees for each 5-digit ZIP Code.
- f. Number of DALs per carton or bundle.
- g. Number of items per carton or bundle.
- h. Expected delivery period (range of dates).
- i. Requested action for excess or undeliverable DALs or items (see 4.4).

4.3.2 Basic Standards for DALs

The DALs must be presorted, counted, and packed by 5-digit ZIP Code delivery area. Only DALs for the same 5-digit area may be placed in the same carton. DAL mailings claimed at carrier route or walk-sequence prices must be further prepared under the corresponding standards. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs retain their integrity while in transit. Each carton of DALs must bear a label showing the information in 4.3.5 unless a mailing identification number is used (see 4.3.1). Multiple containers of DALs must be numbered sequentially (“1 of __,” “2 of __,” etc.).

4.3.3 Basic Standards for Items Distributed With DALs

The items to be distributed with the DALs must be placed in cartons or prepared in bundles placed in sacks, as appropriate for the type of item and subject to the standards for the price claimed. A label bearing the content description information in 4.3.5 must be affixed to each carton, sacked bundle, or pallet unless a mailing identification number is used (see 4.3.1). Cartons of items (including those on pallets) may be of different sizes but must be filled with dunnage as necessary to ensure the integrity of the items while in transit. The gross weight of each carton or sack must not be more than 40 pounds.

4.3.4 Combined Cartons

Both the DALs and the accompanying items may be enclosed in the same carton when sent to a small volume 5-digit ZIP Code area. If packed together, these standards apply:

- a. The DALs must be bundled and labeled under 4.3.2 and placed on top of the items.

- b. The carton must be packed with dunnage to ensure the integrity of the contents while in transit.
- c. The gross weight of the carton must not exceed 40 pounds.
- d. The exterior of the carton must be labeled under [4.3.5](#) and marked “DALs ENCLOSED” in letters not less than 1/2 inch high.

4.3.5 Container Labels

Sacks, cartons, and pallets of DAL mail must be labeled under the preparation standards for the price claimed. A second label must be affixed to each carton or sacked bundle to provide the following information (unless a mailing identification number is used under [4.3.1](#)):

- a. Delivery Post Office name and 5-digit ZIP Code delivery area.
- b. Title, brand name, or other description of the items.
- c. Name and telephone number of the mailer or representative.
- d. Number of labels or items in the carton, as applicable.
- e. Instructions to open and distribute either the DALs with matching items or the items with matching DALs, as appropriate.

4.3.6 Use of Equipment

Cartons, bundles of flats, and sacks of items may be palletized under the applicable standards; cartons of DALs must be palletized with the corresponding items under the same standards. The USPS plant manager at whose facility a DAL mailing is deposited may authorize other types of equipment for the portion of the mailing to be delivered in that plant's service area.

4.4 Disposition of Excess or Undeliverable Material

4.4.1 Excess Material

The letter required under [4.3.1](#) must either request that the delivery office contact the mailer (or representative) about excess DALs or items, or provide instructions for their treatment. (If the mailer does not provide information about excess DALs or items, such material is disposed of as waste by the USPS.) The mailer must choose one of the following options for each DAL mailing and the items:

- a. Disposal of any excess material as waste.
- b. Return of the excess material to the mailer, postage due at the applicable single-piece price under [4.5](#).
- c. Holding of the excess material for pickup by the mailer (or representative). If pickup is not made within 15 calendar days of the notice to the mailer, the material is returned to the mailer postage due.
- d. Holding of the excess material while additional DALs or items are supplied (as applicable). If additional material is not supplied within 15 days of the notice to the mailer, the excess material is returned to the mailer postage due. Additional material must be sent prepaid to the delivery Post Office as First-Class Mail, Priority Mail, or Express Mail.

4.4.2 Undeliverable DAL

Ancillary service endorsements are not permitted. A DAL that is undeliverable as addressed is handled under [507.1.1](#) through [507.1.9](#) for the applicable class of mail. The accompanying item is treated as specified by the mailer under [4.4.1](#).

4.5 Postage**4.5.1 Prices**

DAL mailings are not eligible for any automation price, but they may qualify for a carrier route price, subject to the applicable standards. For DALs used with Standard Mail ECR flats and ECR parcel mailings, mailers must pay a surcharge for each DAL. See [343.1.0](#) and [443.1.0](#).

4.5.2 Postage Computation and Payment

Postage is computed based on the weight of the entire mailpiece (the combined weight of the item and the accompanying DAL). If the number of DALs and items mailed is not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. The total weight of the mailing excludes the weight of the cartons used to carry the DALs or items, dunnage, and carton labels. In addition, these methods of postage payment apply:

- a. Periodicals flats must be prepaid. A notice of entry must appear in the upper right corner of the DAL.
- b. Standard Mail flats and samples and Bound Printed Matter must be paid by permit imprint, which must appear on each DAL. Standard Mail postage is computed at the applicable nonletter prices.
- c. The DAL surcharge (see [343.1.0](#) and [443.1.0](#)) applies to each DAL used in a Standard Mail ECR flats or parcel mailing.

4.5.3 Returns

Postage for excess or undeliverable DALs that are properly endorsed or for items being returned is computed at the single-piece price (First-Class Mail, Priority Mail, or Package Services) applicable to the combined weight of the DAL and the accompanying item, regardless of whether both are returned. The total amount due for returned material, which includes the return postage and the applicable address correction fee for each DAL or item returned, is collected when the material is returned to the mailer.

4.5.4 Additional Items

Postage for additional material (DALs or items) mailed to the USPS under [4.4.1d](#) must be prepaid as First-Class Mail, Priority Mail, or Express Mail, subject to the eligibility standards for the price claimed and the conditions in [4.5.2](#).

604 Postage Payment Methods

Overview

- 1.0 Stamps
- 2.0 Stamped Stationery
- 3.0 Precanceled Stamps
- 4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)
- 5.0 Permit Imprint (Indicia)
- 6.0 Payment of Postage
- 7.0 Computing Postage
- 8.0 Insufficient or Omitted Postage
- 9.0 Refunds and Exchanges
- 10.0 Revenue Deficiency

1.0 Stamps

1.1 Postage Stamp Denominations

Postage stamps are available in the following denominations:

TYPE AND FORMAT		DENOMINATION
Regular Postage	Panes of up to 100	\$0.01, .02, .03, .04, .05, .09, .10, .17, .20, .23, .24, .27, .40, .42, .50, .59, .60, .62, .70, .72, .80, .83, .94 \$1, \$2, \$4.80, \$5, \$16.50
	Booklets	\$0.42 (\$8.40 booklets)
	Coils of 50	\$0.42
	Coils of 100	\$0.27, .42
	Coils of 500	\$0.01, .03, .05, .10
	Coils of 3,000	\$0.01, .03, .05, .20, .41, .42
	Coils of 10,000	\$0.01, .02, .03, .05, .10, .41, .42
Precanceled Presorted Price Postage — First-Class Mail and Standard Mail	Coils of 500, 3,000, and 10,000	Various nondenominated (available only to permit holders)
Commemorative	Panes of up to 50	\$0.42 and other denominations
	20-Stamp Booklets	\$0.42 (\$8.40 booklets)
Semipostal	Breast Cancer Research Panes of up to 20	Purchase price of \$0.55; postage value equivalent to First-Class Mail nonautomation single-piece price (\$0.42); remainder is contribution to fund breast cancer research.
Forever Stamp	20-Stamp Booklets	\$0.42 (\$8.40 booklets)
	18-Stamp Sheetlets	\$0.42 (\$7.56 sheetlets)

1.2 Postage Stamps Valid for Use

All postage stamps issued by the United States since 1860, unless listed in 1.3, are valid for postage from any point in the United States or from any other place where U.S. Mail service operates. Precanceled stamps may be used to pay regular

604.1.3

postage and fees for extra services if the mailpiece is endorsed under the standards for the class of mail and service requested. Precanceled postage may be used only by permit holders authorized under 3.0. Unless excepted by standard, the total postage affixed must equal at least the postage charge for the class of the mail and, if applicable, the fee for the extra service requested. All nondenominated postage and makeup price stamps, including official mail stamps, are valid at the original prices of issue.

1.3 Postage Stamps Invalid for Use

The following are not valid to pay postage for U.S. domestic or U.S.-originated international mail:

- a. Postage due, special delivery, special handling, and Certified Mail stamps.
- b. Stamps of other countries.
- c. United Nations stamps, unless on mail deposited at the United Nations, NY.
- d. U.S. stamps that are mutilated or defaced; cut from stamped envelopes, aerogrammes, or stamped cards; covered or coated in such a manner that canceling or defacing marks cannot be printed onto the stamps; or overprinted with an unauthorized design, message, or other marking.
- e. Nonpostage stamps, such as migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps.

1.4 Imitations of Stamps

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers resembling a postage stamp in form and design, is not acceptable for mailing.

1.5 Imitations of Markings

Matter bearing decorative markings and designs, in adhesive or printed form, resembling the markings and designs of official postal services, is not accepted for mailing (see [Exhibit 1.5](#)).

Exhibit 1.5 Prohibited Imitations



1.6 Stamp Reproduction

Postmasters may not advise the public about the reproduction of foreign or domestic postage stamps. Such information is available from Stamp Development, USPS Headquarters (see [608.8.0](#) for address).

1.7 Position of Stamp on Mailpiece

Stamps must be affixed firmly in the upper right corner of the address side of the mail cover. Any stamp partly concealed by an overlapping stamp may not be counted as postage.

1.8 Reuse of Stamps

Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment.

1.9 Perforating Stamps

Postage stamps may be marked with perforation holes. The mark may not cover more than 1/4 square inch (1/2 inch by 1/2 inch) of the stamp, and the diameter of the holes may not exceed 1/32 inch.

1.10 Additional Standards for Forever Stamps

Forever stamps are sold for the price of the current First-Class Mail single-piece 1-ounce letter price in [133.1.4](#). The postage value of each forever stamp is the current First-Class Mail single-piece 1-ounce letter price. Forever stamps may be used only on single-piece price mail.

1.11 Additional Standards for Semipostal Stamps

Semipostal stamps are subject to the following special conditions:

- a. Semipostal stamps are stamps sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (also known as the “differential”) less an offset for reasonable USPS costs, as determined by the USPS, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the USPS.
- b. The following semipostal stamp is available: The Breast Cancer Research semipostal stamp. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of reasonable USPS costs) raised in connection with the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.
- c. The postage value of each semipostal stamp is the First-Class Mail nonautomation single-piece first-ounce letter price in [133.1.4, *Prices for Letters and Cards*](#), that is in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonmachinable surcharge, or pieces for which extra services have been elected. The postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail nonautomation single-piece first-ounce letter price is unaffected by any subsequent change in that price. The purchase price is listed in [1.1](#).

1.12 Paying for Stamps

Payment may be made in U.S. currency. Foreign or mutilated money is not acceptable. The USPS may require payment of the exact amount of the purchase. Checks are acceptable subject to USPS check-acceptance policy and the

604.1.13

assessment of charges to the customer for an uncollectible check returned by the bank. The customer must use a money order or certified check if the amount due is sent by mail.

1.13 Seals and Stickers

The nonaddress side of mail may have seals or stickers, if they do not imitate postage stamps and do not have words, numerals, or other markings indicating a value.

2.0 Stamped Stationery

2.1 Plain Stamped Envelope

2.1.1 Fee

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	Each	500
Size 6-3/4	\$0.09	\$14.90
Size 10	0.09	16.95

2.1.2 Availability

Plain stamped envelopes are available at all Post Offices, except that:

- a. Only sizes 6-3/4 and 10 regular and window envelopes are sold in less than full box lots (a full box contains 500 envelopes).
- b. Only nonprofit organizations and political committees authorized to use the Nonprofit Standard Mail prices may buy Nonprofit (precanceled) envelopes. Only full boxes are sold at Post Offices; only less than box lots are sold at philatelic outlets.

2.1.3 Envelope Dimensions

Envelope dimensions, which can vary 1/16 inch, are as follows:

- a. Size 6-3/4: 3-5/8 by 6-1/2 inches.
- b. Size 10: 4-1/8 by 9-1/2 inches.
- c. Intermediate sizes (between 6-3/4 and 10, as determined by surface area in square inches) are not less than 6-1/2 or more than 9-1/2 inches long, not less than 3-5/8 or more than 5 inches high, have a surface area of not more than 39 square inches, and have an aspect ratio (length divided by height) not less than 1.3 or more than 2.5.

2.1.4 Window Sizes

Window envelopes are available with these window sizes:

- a. The standard window is 1-1/8 inches high and 4-3/4 inches wide, and is placed 5/8 inch from the bottom edge of the envelope.
- b. In size 6-3/4 envelopes, the window is 7/8 inch from the left edge; in size 10 envelopes, 1 inch from the left edge.

- c. On double window envelopes, the second window (designed for a return address) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.
- d. Other window sizes and locations can be produced, if the window size is not more than 1-1/2 inches high and 5 inches wide, and the window is not less than 3/8 inch from any envelope edge. Windows must allow compliance with general USPS addressing guidelines.

2.1.5 Imprinting

Stamped envelopes may be privately imprinted in any style, if at least 3-1/2 inches of clear space remains at the right end of the address side.

2.2 Personalized Stamped Envelopes

2.2.1 Fee

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	50	500
Size 6-3/4	\$4.60	\$22.00
Size 10	4.60	25.00

2.2.2 Availability

Personalized envelopes (stamped envelopes imprinted with a return address) are available by mail order only. Customers mail Form 3203, with the full payment (by check or money order) for the envelopes ordered, to Stamp Fulfillment Services (see [608.8.0](#) for address).

2.2.3 Printing Specifications

All printing on personalized envelopes is subject to these specifications:

- a. Any line of printing is limited to 47 characters and spaces.
- b. The total number of lines is limited to seven.
- c. The last two lines of printing must be reserved for the street address or Post Office box number where mail is to be delivered, and the city, state, and ZIP Code.
- d. Stamp Development, USPS Headquarters, must approve any printing not permitted under [2.2.4](#) through [2.2.6](#). Requests for nonstandard printing are considered on orders of one million or more identical envelopes. Stamp Development's decision is final.
- e. Each envelope must bear a return address printed in uppercase and lowercase letters, with flush left margin, using 8-point Helvetica type. The firm name or main lines are in bold type.

2.2.4 Printed Return Address Standards

The printed return address must include the local address that includes a street address; a Post Office box number; a rural route and box number; a building name, room number, and street address; or both a street address and Post Office box number; and the name of the Post Office or branch Post Office, state, and either the

604.2.2.5

ZIP+4 or the 5-digit ZIP Code. The ZIP Code must be correct for the address on the line immediately preceding the city and state. The postmaster determines whether the address is adequate to ensure return of undeliverable mail.

2.2.5 Printed Return Address Options

The printed return address may include:

- a. The name and title of an individual, or the name of a firm, corporation, institution, association, or society.
- b. Descriptive words that represent business or professional names.
- c. The branch or department name of a business if necessary to ensure return of undeliverable mail.
- d. The telephone number of an individual or group if printed immediately preceding the local address.
- e. A brief advertising statement or descriptive phrase following the name or on up to two separate lines. Indecent matter may not appear on wrappers or envelopes (18 USC 1463).

2.2.6 Optional Information

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

- a. Any ancillary service endorsement under [507.1.1](#) through [507.1.9](#) that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.
- b. Any sender instruction under [507.1.8, *Returning Mail*](#), and [507.4.0, *Address Correction Services*](#), that specifies a period for holding mail, not fewer than 3 and not more than 30 days (e.g., "AFTER 5 days RETURN TO"). The instruction must appear directly above the return address. If such an instruction is printed on envelopes at Standard Mail prices, those envelopes must also bear an authorized ancillary service endorsement that provides for return postage.

2.2.7 Rejected Envelopes

A customer may reject personalized envelope orders for defective manufacture or mistakes in printing, denomination, size, etc.:

- a. If the purchaser's error, only the value of the postage is refunded. Such a refund may be made at a Post Office or by returning the envelopes to Stamp Fulfillment Services (see [608.8.0](#) for address). If the customer wants the envelopes replaced instead, the customer must pay the difference between the full selling price of the envelopes and the postage value. The customer must include an explanation for rejecting the envelopes in a request for replacement or refund.
- b. If an error is made by the USPS, Stamp Fulfillment Services refunds the total cost of the envelopes. The envelopes must be returned to Stamp Fulfillment Services (see [608.8.0](#) for address) with an explanation of the error. Only the customer whose name is in the return address, or the customer's

representative, may submit rejected personalized envelopes for a refund. Rather than seeking a refund, the customer may request that the envelopes be replaced.

2.3 Other Stationery

2.3.1 Stamped Cards

Stamped cards are available as single stamped cards, double (reply) stamped cards, and in sheets of 40 for customer imprinting. Single and double stamped cards are 3-1/2 inches high by 5-1/2 inches long. Sheets must be cut to this size so that the stamp is in the upper right corner of each card. The USPS does not offer personalized stamped cards (cards imprinted with a return address).

2.3.2 Fee for Stamped Cards

Fee, in addition to the postage value preprinted on the card:

TYPE	FEE
Single Card	\$0.03
Double Card	0.06
Sheet of 40 cards (uncut)	1.20

2.3.3 Validity of Postal Stationery

All stamped envelopes, stamped cards (formerly called “postal cards”), and aerogrammes issued by the United States since 1873 are valid for postage from any point in the United States or from any other place where U.S. domestic mail service operates, under the same conditions as for postage stamps in 1.0.

3.0 Precanceled Stamps

3.1 General Information

3.1.1 Definition

Precanceling is the cancellation of adhesive postage, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a price category from the USPS.

3.1.2 Use of Precanceled Stamps

Precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail prices and at all Standard Mail prices.

3.1.3 Prohibited Use of Precanceled Stamps

Precanceled postage stamps may not be used on any reusable mailing containers, such as boxes, cases, or bags.

3.1.4 Documentation

Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to the standards for documentation for each class of mail if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable price.

3.1.5 Amount of Postage

The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. Refunds for overpayment must meet the standards in [9.0, Refunds and Exchanges](#).

3.1.6 Depositing Precanceled Stamp Mailings

Mail bearing precanceled postage must be presented to the Post Office where the permit is held, at the times and places designated by the postmaster. Mail bearing precanceled postage must not be deposited in street collection boxes.

3.1.7 Combining Precanceled Stamps With Other Postage Payment Methods

Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by the USPS.

3.1.8 Return Address

Mailpieces with any precanceled imprint must have a complete domestic return address. If the return address is outside the delivery area of the Post Office of mailing, the mailer must put a cancellation endorsement to the left of the postage showing city, two-letter state abbreviation, and ZIP Code of the office of mailing; or submit, at the time of mailing, a duplicate of the postage statement and a sample mailpiece, both in an envelope stamped and addressed to the postmaster at the Post Office shown in the return address; or use the cancellation endorsement "Mailed From ZIP Code" followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing.

3.1.9 Markings and Endorsements

Whether the mailer or the USPS precanceled the stamps, each mailpiece with precanceled postage must bear markings and endorsements required for the price claimed or services requested.

3.2 Permit to Use Precanceled Stamps**3.2.1 Authorization to Use Precanceled Stamps**

A mailer who wants to use USPS-precanceled stamps and stamped envelopes must complete Form 3615 and file it at the Post Office where mailings are to be deposited. If an applicant has a completed Form 3615 on file for other services, precanceled authorization is annotated on the existing application. There is no fee for this permit.

3.2.2 Revocation of Precanceled Stamp Permit

A permit may be revoked if used in operating any unlawful scheme or enterprise, or for buying or acquiring stamps or mailer's precancel postmarks for other than mailing, or for failing to comply with the format requirement or instructions on Form 3615. The permit holder has 10 days to file a written statement showing why the permit should not be revoked. The manager, customer service support (district), issues the decision on such appeals.

3.3 Precancellation of Stamps by USPS

Precanceled stamps are preprinted with a price category as the precancellation method. These stamps are for matter mailed as part of a qualifying mailing of the price category shown on the stamps. Mailpieces bearing a price category

precancellation legend must include the return address. If the return address is not within the delivery area of the Post Office of mailing, the mailer must place a cancellation endorsement on the piece or provide information to the Post Office shown in the return address. Precanceled stamps with a preprinted price marking may be used to pay single-piece postage if the piece bearing the stamps has the correct marking (e.g., "First-Class Mail") immediately under the postage.

3.4 Precancellation of Stamps by Mailer

3.4.1 Definition of Stamps Precanceled by Mailer

A mailer meeting the standards in 3.4 may precancel adhesive stamps, stamped cards, and stamped envelopes with a mailer's precancel postmark. Stamped cards are precanceled at the time of printing and do not require a mailer's precancel postmark.

3.4.2 Authorization to Precancel Stamps

A mailer must request authorization to preprint price markings on precanceled stamps or to use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes. The applicant must submit a specimen mailpiece showing the preprinting method or proposed precancel postmark. If more than one preprinted marking is prepared or more than one format is used, a specimen for each must be submitted. Form 3615 must be endorsed "Preprinting of Price Markings," or "Mailer's Precancel Postmark," or both, as appropriate. The application and format samples must be submitted to the postmaster of the office where the precanceled mailings are to be deposited for approval by the district Business Mail Entry manager. If the application and samples are approved, the applicant receives written notice of approval from the postmaster and a unique permit number assigned by the postmaster.

3.4.3 Authorization Conditions

Mailer precancellation is authorized only for the specimen mailpieces submitted and approved. After that, a specimen must be submitted and approved for each new precancel postmark format or preprinted marking to be used.

3.4.4 Denial of Authorization to Precancel Stamps

If the application and format samples are not approved by the district Business Mail Entry manager, the applicant receives written notice from the postmaster stating the reasons for the denial and the applicant's appeal rights. The applicant may file a written appeal with the Pricing and Classification Service Center (PCSC). (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).)

3.4.5 Revocation of Authorization to Precancel Stamps

A permit may be revoked for operating any unlawful scheme or enterprise, for buying or acquiring stamps for other than mailing, or for failing to comply with the required format standards. Within 10 days of receipt of the revocation notice, the permit holder may file a written appeal with the PCSC. (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).) The PCSC issues the final agency decision.

3.4.6 Design and Content of Mailer's Postmark

The mailer's precancel postmark must contain specific elements:

604.3.4.7

- a. The mailing date (day, month, and year) if used on First-Class Mail; the month and year of mailing may be shown on Standard Mail.
- b. The words “Mailer’s Postmark” followed by the permit number and enough lines to deface (cancel) the postage.
- c. Either the city, state, and 5-digit ZIP Code of the Post Office where the precancel permit is held and the mailing is to be deposited, or the words “Mailed From ZIP Code” followed by the 5-digit ZIP Code of the mailing office. (If that Post Office is assigned more than one 5-digit ZIP Code, the precancel postmark must show the 5-digit ZIP Code assigned to the postmaster.)

3.4.7 Price Marking

The precancel postmark may include the words or authorized abbreviations of the price marking required for the price claimed. Alternatively, if authorized under [3.4.2](#), the mailer may preprint price markings required by other standards on adhesive stamps to be used for mailings at the corresponding prices. Such preprinted markings must be in uppercase letters of at least 6-point type, printed in black indelible ink on the stamp where optimum contrast is possible. A preprinted price marking applied by the mailer, by itself or with a precancel postmark, must not obscure other printing on the stamp that is part of the USPS design (e.g., “USA”).

3.4.8 Cancellation of Stamps

Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation.

3.4.9 Required Format

A mailer must use one of the Format A designs in [Exhibit 3.4.9](#). Format B may be used only by a mailer previously authorized to do so and who has the necessary die. The only permissible alternative or modification to any format is the addition of a price marking permitted by [3.4.7](#).

Exhibit 3.4.9 Format for Mailer's Precancel Postmarks

Format A



Format B

**3.5 Stamp Collectors**

Subject to USPS policy in [608.4.0](#), precanceled postage may be bought for philatelic purposes as well as postage payment. A stamp collector may mail matter bearing precanceled postage if the collector has a permit to use precanceled postage at the Post Office where the mail is presented. Creating philatelic oddities or precanceling issues or denominations that would not otherwise see legitimate mail use is not permitted. Mail orders must include a stamped, self-addressed envelope.

3.6 Using High Value Stamps

If precanceled postage on a single piece is more than \$1, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviations of the month and year for use (e.g., "A. B. Co. 9-78"). These stamps are acceptable on mail during the month shown and through the 10th of the following month.

4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")**4.1 Basic Information****4.1.1 Definitions**

Postage meters and PC Postage products are collectively identified as "postage evidencing systems." A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as meter imprints or information-based indicia (IBI), to indicate postage payment. Mailers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece. Mailers must place indicia in the upper-right corner of the mailpiece or label, according to [4.3.3](#).

4.1.2 Product Categories

Product categories include postage meters and PC Postage products. Additional information on product categories and authorized providers is available online at www.usps.com/postagesolutions. The primary characteristics of postage meters and PC Postage products are described below.

- a. Postage meters are devices that allow download, storage, and accounting of postage in the device. Meters print indicia that may be IBI or non-IBI, to indicate postage payment. IBI are digitally generated indicia that include a two-dimensional barcode. Postage meters are available only through authorized providers. Meters may only be leased or rented and may not be sold or resold. Some components of metering systems may be purchased as authorized by the USPS.
- b. PC Postage products are software-based solutions for managing postage accounts. Mailers purchase postage using a computer and print indicia using desktop or label printers. PC Postage products print IBI indicating postage payment and may print directly onto mailpieces, shipping labels, and USPS-approved customized labels. PC Postage products are offered by commercial providers approved by the USPS. PC Postage products are typically offered by providers through subscription service agreements. Some components of PC Postage systems may be purchased as authorized by the USPS.
- c. PC Postage technology also enables authorized postage payment for Internet-based services operated by authorized private vendors as well as Click-N-Ship, a shipping label option available at www.usps.com.

4.1.3 Authorized Meter Providers

The following providers are authorized:

DATA-PAC MAILING SYSTEMS CORP
1217 BAY RD
WEBSTER NY 14580-1958
800-355-1755
www.data-pac.com

FRANCOTYP-POSTALIA INC
140 N MITCHELL CT STE 200
ADDISON IL 60101-5629
800-341-6052
www.fpusa.net

HASLER INC
19 FOREST PKY
SHELTON CT 06484-6140
800-243-6275
www.haslerinc.com

NEOPOST INC
30955 HUNTWOOD AVE
HAYWARD CA 94544-7084
800-624-7892
www.neopostinc.com

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
www.pitneybowes.com

4.1.4 Authorized PC Postage Providers

The following providers are authorized:

ENDICIA.COM (PSI SYSTEMS INC)
247 HIGH ST
PALO ALTO CA 94301-1099
800-576-3279 x140
www.endicia.com

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
www.pitneybowes.com

STAMPS.COM
12959 CORAL TREE PLACE
LOS ANGELES CA 90066-7020
888-434-0055
www.stamps.com

4.1.5 Authorized Classes of Mail

[9-11-08] Mailers may use postage evidencing systems to affix or imprint indicia on any class of mail except Periodicals and Bound Printed Matter.

4.2 Authorization to Use Postage Evidencing Systems

4.2.1 Customer Agreement

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use. The following conditions apply to these agreements.

- a. Customers enter into an agreement with the USPS (e.g., via electronic click-through or contract signature) in conjunction with executing a separate agreement with the provider for rental, lease, or use of a postage evidencing system. Actual implementation of the agreement with the USPS varies by

604.4.2.2

product category and provider and is typically facilitated by the provider on behalf of the USPS. Postage evidencing systems are rented or leased. They may not be purchased, sold, or resold.

- b. A meter lease or rental agreement with an authorized provider is required for postage meter use. Registration with an authorized provider is required for PC Postage system use.
- c. The customer must provide updated address information to the provider in the event of relocation.
- d. Postage meter manufacturers must conduct inspection of certain meters on a scheduled basis. The customer agrees to make the meter available for provider inspection or USPS examination when required.
- e. The customer agrees to promptly report a defective meter, or loss or theft of a meter, to the provider.

4.2.2 Authorized Possession

Only authorized customers may possess or use postage evidencing systems. Customers must surrender postage evidencing systems to the provider or its agent upon termination of the lease or rental agreement or device malfunction.

4.2.3 Use Outside the United States

The manager of Postage Technology Management must give specific approval to the provider before a provider may place a postage evidencing system for use outside the customs territory of the United States.

4.2.4 Denial of Use

USPS may deny use of a postage evidencing system in the event of failure to comply with rules and regulations. The customer must make the postage evidencing system and transaction records available and surrender the system to the provider, the USPS, or its agent when notified to do so.

4.2.5 Appeal Process

Appeals regarding standards in this section or regarding decisions on the basis of noncompliance must be made in writing to the manager, Postage Technology Management (see [608.8.1](#) for address).

4.3 Postage Payment**4.3.1 Paying for Postage**

The value of the indicia on each mailpiece must be the exact amount due for the applicable price category and associated criteria such as weight, shape, and zone or another amount permitted by mailing standards to qualify for worksharing or volume discounts. Payment options vary by provider and product category. Contact provider for authorized USPS payment options.

4.3.2 Legibility of Postage

Postage indicia must be legible (readable by USPS personnel and mail processing equipment). Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in [708.4.0](#).

4.3.3 Placement of Postage

Mailers must print or apply indicia in the upper-right corner of the envelope or, if postage is printed on an address label, the upper-right corner of that label. Mailers must meet the following additional standards when placing indicia on mailpieces. Position indicia at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece.

- a. Position indicia within the required boundaries. The boundaries of indicia are defined by the right edge of the envelope, the top edge of the envelope, and the bottom edge and the left edge of any USPS-required indicium element printed by the postage evidencing system.
- b. Maintain the required 1/2-inch clear zone to the left of and below all elements of the indicium, within which nothing must be printed or placed, except as follows:
 1. Indicia containing images obtained from a USPS-approved licensed vendor of customized PC Postage.
 2. For letterpress indicia only, advertising material may be printed with the indicia within space limitations. These advertising messages and slogans are known as “ad plates.” Customers must obtain the ad plates from their authorized postage meter provider. Ad plate messages must be distinguished by the inclusion of the name of the mailer or words such as “Mailer’s Message.”
- c. For postage evidencing systems that print digital indicia, an approved indicium must include within its boundaries only postal markings and text required or recommended by the USPS, except that the indicium may identify the provider. Other material may be printed only outside the boundaries of the clear zone identified in [4.3.3b](#).
- d. Any additional material printed by a postage evidencing system under [4.3.3b](#) and [4.3.3c](#) must comply with the following requirements:
 1. The material must be consistent with the Postal Service’s intent to maintain neutrality on religious, social, political, legal, moral, or other public issues.
 2. The material must not be obscene, deceptive, or defamatory of any person, entity, or group and must not advocate unlawful action.
 3. The material must not emulate any form of valid postage, government, or other official indicia or payment of postage.
 4. The material must not harm the public image, reputation, or goodwill of the Postal Service and must not be otherwise derogatory or detrimental to the Postal Service’s interest.
- e. Do not allow the indicia to infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone.
- f. Orient indicia with the longest dimension parallel to the address.

604.4.3.4

- g. Single-piece, First-Class Mail letters must contain a mechanism so that the Postal Service can face the mailpiece during automated processing. Acceptable methods for a mailpiece produced by a postage meter or PC Postage system include:
 - 1. Printing postage meter indicia with fluorescent ink approved by the Postal Service. To determine if an ink has been approved by the Postal Service, send written requests to the Manager, Postage Technology Management (see 608.8.1 for address).
 - 2. Printing a postage meter or PC Postage indicia directly on a label containing fluorescence that has been approved by the Postal Service. To determine if a label has been approved by the Postal Service, send written requests to the Manager, Postage Technology Management.
 - 3. Printing a FIM D with the indicia or applying the indicia to an envelope containing a preprinted FIM. Position the FIM according to standards in [708.9.0](#).
- h. When placing multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage.

4.3.4 Postal Markings

Indicia are comprised of human-readable information. Information-based indicia (IBI) also contain machine-readable information that identifies the postage evidencing system, postage payment information, and mail service requested. There are particular data sets associated with different types of indicia, depending on the product and the type of mailing. Indicia may include postal markings related to the class of mail and presort level and an ancillary service endorsement. All words must be legible and in bold capital letters at least 1/4 inch high or 18-point type. See [202.3.0](#) for standards on markings and [202.4.0](#) for placing ancillary service endorsements on letter-size mailpieces. See [302.2.0](#) and [302.3.0](#) for corresponding standards for flat-size mailpieces; see [402.2.0](#) and [402.3.0](#) for parcels.

4.3.5 Refund Procedures

Refund procedures for unused printed postage, postage purchased but not printed, and postage lost due to postage evidencing system failure varies by product category. See [9.0](#) for refund procedures.

4.4 Special Indicia

4.4.1 Date and Postage Corrections

Mailers may print a date correction or additional postage indicium directly on the mailpiece or on a USPS-approved label under the following conditions.

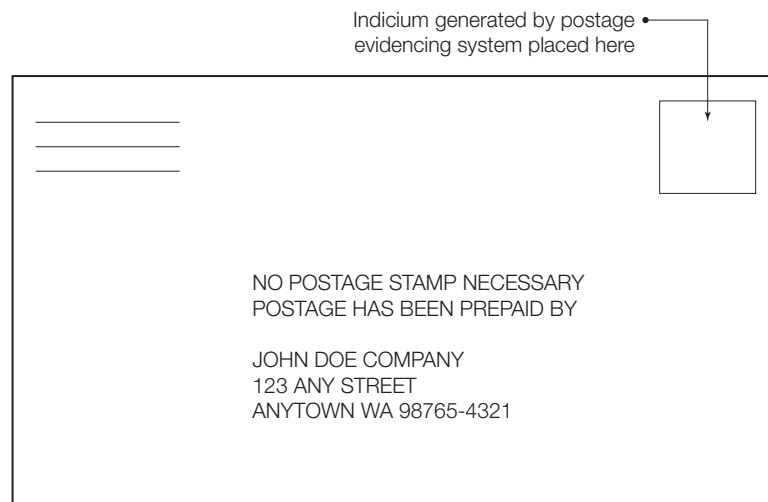
- a. A date correction indicium is required for any mailpiece not deposited by the date of mailing in the indicium. Only one date correction indicium is permitted on a mailpiece. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value ("0.00"). Place the date correction as follows:
 - 1. On letter-size mail, place the date correction on the nonaddress side in the upper right corner or on the address side in the lower left corner.

2. On flat-size mail or parcels, place the date correction next to the original indicium, except when applied by an ink jet printer on barcoded flats.
- b. Indicia for additional postage on shortpaid mailpieces must equal the total amount of required postage.

4.4.2 Reply Postage

Mailers may use indicia generated by any postage evidencing system to prepay reply postage on Express Mail, on Priority Mail when the price is the same for all zones, on First-Class Mail, and on single-piece price Media Mail and Library Mail under the following conditions.

- a. The postage amount must be sufficient to prepay the full postage due.
- b. Print indicia directly on the mailpiece or on a label, and place indicia under [4.3.3](#).
- c. Indicia used to prepay reply postage must not show the date.
- d. Pre-address the mailpiece for return to the authorized user only.
- e. Print the words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” directly above the address.
- f. Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- g. When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- h. The address side must appear as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



4.5 Mailings

4.5.1 Mailing Date Format

The mailing date in meter indicia must meet the format standards in this section. The year must be represented by all four digits or by the last two digits. Mailers may print the indicia directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is also subject to the following conditions.

- a. Complete Date. Mailers must use a complete date for the following:
 1. All First-Class Mail, Priority Mail, and Express Mail pieces.
 2. All mailpieces with Insured Mail, COD, or Special Handling service.
 3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.
- b. Month and Year. Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for Standard Mail and Package Services pieces.
- c. No Date. Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for Standard Mail and Package Services pieces not subject to [4.5.2a](#).

4.5.2 Mailing Date Accuracy and Mailing Periods

The date or period when mailers may deposit or present metered mail for mailing is controlled by the mailing date in the indicia under the following conditions.

- a. Complete Date. Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except that pieces entered after the day's last scheduled collection from the Post Office or collection box may bear the actual date of entry or the date of the next scheduled collection from the Post Office or collection box. When authorized by USPS, presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicium under [4.4.1](#).
- b. Month and Year. Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.
- c. No Date. Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date.

4.5.3 Deposit of Mail

Mailers must deposit or enter mailpieces with metered or PC Postage indicia according to the following conditions.

- a. Mailers may deposit Express Mail, flat-rate Priority Mail, Priority Mail weighing one pound or less, single-piece price First-Class Mail, single-piece price Media Mail, and single-piece price Library Mail items with a metered or PC Postage indicia at any postal facility, preferably within the area of the customer's local Post Office. Mailers may also deposit zone-priced Priority Mail pieces at any

postal facility, provided the postage affixed to each mailpiece is calculated to include the amount due as specified in [4.3.1](#), taking into account the weight, shape, and the zone from the ZIP Code of the office where the mailpiece is deposited to the ZIP Code of the destination address.

- b. Mailers must deposit all mail not specified in [4.5.3a](#) as follows:
 - 1. At a postal facility within the ZIP Code shown in the indicia.
 - 2. For Presort price mail, at the authorized mailing office if not at a facility within the ZIP Code shown in the indicia.
- c. Mailers also may dropship metered mail according to standards in [705.18.0](#).

4.6 Authorization to Produce and Distribute Postage Evidencing Systems

Title 39, *Code of Federal Regulations*, part 501, contains information concerning authorization to produce and distribute postage evidencing systems. Additional information may be obtained from the manager, Postage Technology Management (see [608.8.1](#) for address).

5.0 Permit Imprint (Indicia)

5.1 General Standards

5.1.1 Definition

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees for Priority Mail, First-Class Mail, Standard Mail, and Package Services. This method is not available for Periodicals or Express Mail and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under [507.10.0](#)).

5.1.2 Minimum Volume

[9-11-08] Permit imprint mailings must contain at least 200 pieces or 50 pounds of mail, except:

- a. Other higher minimum quantities may apply, depending on the price claimed.
- b. An occasional First-Class Mail mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the Post Office, presents a part of that mail early in the day.
- c. A mailing may contain fewer than 200 pieces if it is the completion of a large mailing extending over 2 or more consecutive days and the mailer includes an explanation on the accompanying postage statement.
- d. Single-piece price mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.
- e. Bound Printed Matter nonpresorted, non-discounted mailings.

5.1.3 Use of Permit Imprint

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mailpieces, on labels (including address labels) permanently affixed to mailpieces, or on mailpiece wrappers, envelopes, and other containers. Except where the enclosure is prohibited by other standards, matter bearing a permit imprint indicia may be mailed as an enclosure when postage for the enclosure or the host matter is not paid with the enclosed permit imprint, and the enclosed permit imprint indicia is not visible when the matter is mailed.

5.1.4 Permit and Fees

A mailer may obtain a permit to use a permit imprint indicia and pay postage in cash before or at the time of mailing by submitting Form 3615 and the applicable fee to the Post Office where mailings are made. There is no other fee for the use of a permit imprint indicia as long as the permit remains active, but other fees (e.g., an annual presort mailing fee) may be due depending on the class of mail to be prepared.

5.1.5 Application Fee

Application fee: \$180.00.

5.1.6 Payment of Permit Imprint Postage

Payment must be made for each mailing, either in cash or through an advance deposit account, before the mailing can be released for processing. Funds to pay postage must be deposited as directed by the USPS. If the funds paid or on deposit are less than that necessary to pay for a mailing, the difference must be paid or deposited before the mailing or other permit imprint mailings can be accepted. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps unless permitted by standard.

5.1.7 Preparation of Mailing

All pieces in a permit imprint mailing must be faced (positioned with all addresses in the same direction, unless counterstacked under the applicable standards) and meet the preparation standards for the price claimed. Mail claimed at a postage price that varies by zone must be separated by zone when mailed, unless otherwise authorized by the USPS.

5.1.8 Weight Standards for Permit Imprint Mailing

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the USPS.

5.1.9 Combining Permit Imprint Mailings With Other Payment Methods

Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by the USPS.

5.1.10 Presenting Mailings to be Weighed

Permit imprint mailings with postage paid by advance deposit account must be presented to the USPS for weighing, unless otherwise authorized by Business Mailer Support, USPS Headquarters.

5.1.11 Depositing Permit Imprint Mailings

Mail must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

5.2 Suspension and Revocation

5.2.1 Suspension of Authorization

The USPS may immediately suspend the authorization to use a permit imprint if the permit holder or its agent refuses or fails to provide information in a timely manner (as specified in [604.5.3.9](#)) to the USPS about the use of its company permit.

5.2.2 Revocation of Permit

A permit may be revoked for use in operating any unlawful scheme or enterprise, for nonuse during any 2-year period, for refusal to provide information about permit imprint use or mailings, or for noncompliance with any standard applicable to permit imprints. The permit holder may make a written appeal to the postmaster within 10 days of receipt of the notice.

5.3 Indicia Design, Placement, and Content

5.3.1 Production

Embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. They may not be typewritten or hand-drawn.

5.3.2 Permit Imprint Indicia Content and Format

The content and format of a permit imprint indicia must meet the standards below. No other formats may be used.

5.3.3 Indicia Legibility and Color

The permit imprint indicia must be legible and of a color that contrasts sufficiently with the paper and the indicia's background for readability. A different color may be used to highlight the background of an indicia.

5.3.4 Indicia Placement on Mailpiece

Permit imprint indicia must be aligned parallel with the address of the mailpiece. The indicia must not encroach on reserved space (e.g., ACS participant code, delivery point barcode) if such a standard applies and can be placed in one of these four positions:

- a. Upper right corner of the mailpiece.
- b. Upper right corner of the address area.
- c. To the right of the address on an address label.
- d. To the right of the address on an insert appearing through a window envelope.

5.3.5 Marking Expedited Handling on Standard Mail

[8-14-08] Except for postcard-size mail and permit imprint indicia placed on address labels, indicia on Standard Mail pieces bearing references to expedited handling or delivery (e.g., "Priority," "Express," "Overnight") must:

- a. Show the words “Standard” or “STD”; “Presorted Standard” or “PRSRT STD”; or “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit” more prominently than other words in the indicia.
- b. Include a clear space of at least 3/8 inch around the entire indicia.

5.3.6 First-Class Mail and Priority Mail Format

A permit imprint indicia on First-Class Mail or Priority Mail must show “First-Class Mail” or “Priority Mail” (or “Priority”), as applicable; “U.S. Postage Paid”; city and state; and permit number. If the Electronic Verification System (eVS) is used under [705.2.9](#), the marking “eVS” (or the alternative “e-VS” or “E-VS”) must appear directly below the permit number. The “Priority Mail” (or “Priority”) marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading “ZIP Code 00000,” when that ZIP Code does not create uncertainty about the permit holder’s correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include required price markings.

5.3.7 Standard Mail and Package Services Format

A Standard Mail or Package Services permit imprint indicia must contain the same information required in [5.3.6](#) for a First-Class Mail indicia, except “First-Class Mail” or “Priority Mail” (or “Priority”) must be omitted. If eVS is used under [705.2.9](#), the marking “eVS” (or alternative “e-VS” or “E-VS”) must appear directly below the permit number. The indicia may include the amount of postage paid, the weight of the piece, and price markings as required. The indicia must not include the mailing date.

5.3.8 Indicating Extra Services

Permit imprint mail with extra services also paid with a permit must show “First-Class Mail” (if First-Class Mail); “U.S. Postage and Fees Paid”; city and state; and permit number. The city, state, and permit number may be omitted in a company permit imprint indicia, subject to [5.3.9](#).

5.3.9 Use of a Company Permit Imprint

A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. If a company permit imprint is used for eVS under [705.2.9](#), the marking “eVS” (or alternative “eVS” or “E-VS”) is placed directly below the name on a separate line. As an option for eVS mail only, “Permit No.” and the permit number used exclusively for eVS may appear on a separate line between the company name and the marking “eVS.” The following standards apply:

- a. For 1 year from the date of mailing, the permit holder or its agent must keep records for each mailing paid with a company permit imprint and make them available for USPS review on request. These records include (for each version of what was mailed, if applicable) the weight of a single piece; the total number of pieces mailed; the total postage; the date(s) and Post Office(s) of mailing;

and other records required by the postage price claimed or the payment method used. A complete sample mailpiece must be included for each identical-weight mailing, or each commingled or combined version in a nonidentical-weight mailing. Sample pieces are not required for nonidentical-piece Standard Mail and Package Services machinable or irregular parcel mailings (e.g., merchandise and other fulfillment mailings).

- b. Each mailpiece must bear a complete domestic return address. The return address on official mail is subject to the corresponding standards. On unendorsed Standard Mail and Bound Printed Matter, the return address is permitted below the indicia. Except for official mail, if the return address is *not* the physical location at which the USPS may review the records listed in [5.3.9a](#) (i.e., where they are kept or can be made available) or is *not* a point of contact from which such a physical location can be readily determined, the mailer must:
 1. Include in the indicia the 5-digit ZIP Code of the physical location at which the records listed in [5.3.9a](#) are either kept or can be made available for USPS review.
 2. Provide the postmaster of that Post Office with a complete sample mailpiece (except as noted above); the date(s) and Post Office(s) of mailing; and the name and local address of the party from whom the records listed in [5.3.9a](#) may be obtained.

5.3.10 Indicia Formats

Unless prepared under the option in [5.3.11](#), permit imprint indicia for ordinary mail and official mail must be prepared in one of the formats exemplified in [Exhibit 5.3.10](#), as applicable to the price claimed or type of mail. (Not all permissible combinations of content elements are shown.) Specific markings may be required by the standards for the price claimed.

604.5.3.10

Exhibit 5.3.10 Indicia Formats for Official Mail and Other Classes

First-Class Mail Official Mail:

FIRST-CLASS MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	FIRST-CLASS MAIL PRESORTED POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	FIRST-CLASS MAIL AUTO POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
--	---	--

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail Official Mail:

PRSRT STD POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	PRESORTED STANDARD AUTOCR POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	PRSRT STD AUTO POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
---	--	---

Note: "Standard" (or "STD") may also be used. These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece,

Package Services Official Mail:

POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	MEDIA MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	PRSRT BOUND PRINTED MATTER POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
--	--	---

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

First-Class Mail:

	<p>FIRST-CLASS MAIL U.S. POSTAGE PAID \$0.41 PERMIT NO. 1</p>	<p>FIRST-CLASS MAIL U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1</p>	<p>FIRST-CLASS MAIL AUTO U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>
	<p>FIRST-CLASS MAIL U.S. POSTAGE PAID 1 OZ. PERMIT NO. 1</p>	<p>FIRST-CLASS MAIL PRESORTED U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>	<p>PRIORITY MAIL U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1</p>

Note: These are examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail:

	<p>PRSRT STD ECRWSS U.S. POSTAGE PAID PERMIT NO. 1</p>	<p>PRESORTED STANDARD AUTO CR U.S. POSTAGE PAID JOHN DOE COMPANY</p>	<p>PRSRT STD AUTO U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>
	<p>NONPROFIT ORG. U.S. POSTAGE PAID PERMIT NO. 1</p>	<p>NONPROFIT ORGANIZATION AUTO CR U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1</p>	<p>NONPROFIT U.S. POSTAGE PAID HAPPY HEART SOCIETY</p>

Note: "Standard" (or "STD" May also be used.
(Standard Mail)

(Nonprofit-authorized organizations)

<p>U.S. POSTAGE PAID JOHN DOE COMPANY</p>	<p>PRESORTED STANDARD</p>	<p>U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1 ZIP CODE 10001</p>
--	----------------------------------	---

(Class omitted from indicia - see note below)

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

604.5.3.11

Package Services

Parcel Post/Parcel Select:

PARCEL POST
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PARCEL SELECT
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Bound Printed Matter:

BOUND PRINTED MATTER
CAR-RT SORT
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

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

Media Mail:

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Library Mail:

LIBRARY MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

5.3.11 Optional Indicia Format

Permit imprint indicia may be prepared in a format other than the basic format described in [5.3.10](#), subject to these conditions:

- a. The rule that forms a box around the content of the indicia may be omitted if the content remains as specified in [5.3.6](#) through [5.3.9](#) and [Exhibit 5.3.10](#).
- b. Unless printed directly on an address label, the indicia content must be placed within a clear area no smaller than 1/2 inch high and 1/2 inch wide, no more than 1-1/2 inches below or left from the upper right corner of the mailpiece or of the address area when oriented to read the address, regardless of processing category or postage price claimed. If printed on an address label (including paper, adhesive, and multilayer sandwich labels), the space allowed

for the indicia content must be rectangular, large enough to ensure legibility of that content from a normal reading distance and to separate it from other information on the label, and located in the upper right corner of the label when oriented to read the address.

- c. No printing appears in the indicia other than that required or allowed under [5.3.6](#) through [5.3.9](#).
- d. Except as required to enclose the permit information, no printing appears above or to the right of the permit information when the indicia is printed directly on the mailpiece or within the address area or on the address label.
- e. Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type. In indicia printed on address labels under [5.3.11b](#), the permit information must be legible.
- f. Except as required to enclose the permit information, decorative designs intended to be part of the indicia design must appear below or to the left of the permit information in an area extending no farther than 4-1/2 inches to the left of the right edge, and 1-1/2 inches below the top edge of the mailpiece, address area, or address label, as applicable. Such designs must not resemble or imitate a postage meter imprint, postage stamp, postcard postage, or other postage payment method; and they must not include words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, *unless* such elements are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid.
- g. All other applicable standards in [5.0](#) are met.

6.0 Payment of Postage

6.1 Basic Standards

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

- a. Business reply mail (see [507.9.0](#)) and metered reply mail (see [4.4.2](#)) handled as business reply mail.
- b. Merchandise return service (see [507.11.0](#)).
- c. Certain mail sent by members of the Armed Forces (see [703.4.0](#)).
- d. Certain matter by or for the blind or handicapped (see [703.5.0](#)).
- e. Official mail (see [703.6.0](#) and [703.7.0](#)).
- f. Keys and identification devices returned to owners (see [123.1.6](#) and [133.1.7](#)).

6.2 Unpaid Mailable Matter for Private Delivery

If mailable matter without postage, intended for delivery by a private delivery company, is found in USPS collection boxes (or other receptacles for mail deposit), USPS facilities, or USPS mail processing operations, the company is contacted to

pick up the matter by the close of the next workday. If the company does not pick up the matter, it is returned to the sender, postage due. If the sender cannot be identified or refuses the matter, it is treated as dead mail.

6.3 Payment for Postage Due Mail

Customers must pay in cash for postage-due mail before the mail is delivered. If postage-due collections equal about \$10 or more every 60 days, payment may be made by advance deposit of money in a postage due account. Postage on quantity mailings found in private mailboxes is subject to 8.1.1. Government agencies using penalty mail must pay postage due through an OMAS postage due account. Government agencies may no longer use penalty meter strips or penalty mail stamps to pay postage due.

6.4 Advance Deposit Account

Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain extra services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one extra service (e.g., business reply mail, merchandise return service, and bulk parcel return service).

6.5 Annual Accounting Fee for Extra Services

Except for accounts used solely to pay postage due for shortpaid mail, address correction notices, and undeliverable-as-addressed pieces returned to sender (e.g., return service requested), mailers must pay a separate annual accounting fee for each extra service paid through an advance deposit account. This fee covers the administrative cost of maintaining the account and provides the mailer with the accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

7.0 Computing Postage

7.1 General Standards

7.1.1 Determining Single-Piece Weight for Retail and Discount Mail

To determine single-piece weight in any mailing at single-piece prices, in a bulk mailing at Parcel Post, Media Mail, or Library Mail prices, or in any bulk price mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort price mailing, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

7.1.2 Expression of Numerical Values

For these standards, express:

- a. Piece counts in whole numbers.
- b. Weights in decimal pounds (e.g., 1.1250 pounds) rounded as shown below.

- c. Postage in decimal dollars (e.g., \$0.1625) rounded as shown below.
- d. Intermediate postage figures on all permit imprint and Periodicals statements (rounded off) to four decimal places. On all postage affixed statements (rounded off) to three decimal places. An intermediate postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings, any figure on any line of a postage statement, with the exception of the "Total Postage" line, is an intermediate figure. For Periodicals mailings, any figure on any line of a Form 3541, with the exception of the "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" lines is an intermediate figure.
- e. Total postage figures (rounded off) to two decimal places. A total postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings any figure on a "Total Postage" line. For Periodicals mailings, any figure on a "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" line.

7.1.3 Rounding Numerical Values

For these standards:

- a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38, 3.374 is 3.37).
- b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38).

8.0 Insufficient or Omitted Postage

8.1 Insufficient Postage

8.1.1 Definition

Mail of any class, including mail indicating extra services (except Express Mail, Registered Mail, and nonmachinable First-Class Mail), that is received at either the office of mailing or office of address without enough postage is marked to show the total (rounded off) deficiency of postage and fees. Individual such pieces (or quantities fewer than 10) are delivered to the addressee on payment of the charges marked on the mail. For quantity mailings of 10 or more pieces, the mailer is notified so that the postage charges may be adjusted before dispatch.

8.1.2 Undeliverable and Refused Mail

Mail with insufficient postage that is refused by the addressee or otherwise undeliverable is:

- a. Returned to the sender with the reason for nondelivery "Returned for Additional Postage" if First-Class Mail with a return address. *The sender may affix the additional postage, cross out the reason for nondelivery, and remail the piece.*

604.8.1.3

- b. Returned to the sender and delivered when the sender pays the total deficient postage and additional postage for forwarding or return if other than First-Class Mail and with a return address.
- c. Treated as dead mail if it has no return address.

8.1.3 Nonmachinable Mail

Shortpaid nonmachinable First-Class Mail is returned to the sender for additional postage.

8.1.4 Adding to Original Postage

Postage stamps or meter stamps originally affixed to insufficiently prepaid mail are accepted in payment of postage to the amount of their face value when the mail is again presented for mailing.

8.1.5 Damaged Postage

When the cancellation impression shows that a postage stamp (or stamps) was wholly or partly lost, the piece is handled as if correct postage had been paid for the class and weight of the piece absent any evidence to the contrary.

8.1.6 Registered Mail With Insufficient Postage

If shortpaid Registered Mail is found in ordinary mail, with only the First-Class Mail price of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail. If the amount of postage and fees affixed indicates that the piece was intended to be registered, the piece is priced as postage due and forwarded to the addressee through the Registered Mail. If shortpaid Registered Mail is found in the Registered Mail, the piece is delivered without the collection of postage due. The additional postage is collected from the sender.

8.1.7 Express Mail With Insufficient Postage

An insufficiently prepaid Express Mail shipment is never endorsed "Postage Due," and collection of deficient postage is never attempted from the addressee. For an Express Mail Next Day, Second Day, Military, or Same Day Airport Service item received at the office of mailing without sufficient adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, and the mailer writes an incorrect postage and/or fees amount, the account is debited for the correct amount. For a Custom Designed Service item received at the office of mailing with an incorrect weight listed, and if postage is paid with adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, the account is debited for the correct amount.

8.2 Omitted Postage**8.2.1 Handling Mail With Omitted Postage**

Matter of any class, including that for which extra services are indicated, received at either the office of mailing or office of address without postage, is endorsed "Returned for Postage" and is returned to the sender without an attempt at delivery. If a mail recipient attempts to return or forward the mail without paying additional postage when required, the mail is endorsed "Returned for Postage" and returned

to the recipient. If no return address is shown, or the delivery and return addresses are identical, or the delivery and return addresses are different but for the same person or organization, the piece is treated as dead mail.

8.2.2 Handling Unpaid Metered Reply Mail

Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM.

8.3 Mailable Matter Without Postage in or on Mail Receptacles

8.3.1 Penalty

Whoever knowingly and willfully deposits any mailable matter (such as statements of account, circulars, sale bills, or other like matter) on which no postage is paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any route, with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than \$300.00 (18 USC 1725).

8.3.2 Liability for Postage

Except for limited use by newspapers under [508.3.0](#), any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in [508.3.0](#) is subject to payment of the same postage if carried by mail.

8.3.3 Full Distribution

If there is a distribution of identical pieces to all or substantially all addresses on a route, only a representative number of pieces is returned to the delivery unit. Postage is computed as described in [8.3.4](#).

8.3.4 Partial Distribution

If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail prices are applied to matter that would require First-Class Mail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail or Priority Mail price based on the weight of the piece is applied, or an applicable Package Services price is applied, whichever is lower. If the piece weighs 16 ounces or more, the Package Services price is applied.

8.3.5 Known Distributor

If there is reason to believe that a private delivery firm or an individual within the Post Office delivery area is responsible for the delivery, the local postmaster notifies that party of the number of pieces and the postage due. If, within 5 days after notice, the firm or individual agrees to pay the postage due, payment is accepted and the pieces are delivered to the addressees. The party paying the postage may choose to redeliver the pieces rather than have the USPS deliver them. If the pieces are found to have been removed from receptacles improperly, they are delivered without postage charge.

8.3.6 Unknown Distributor

If the party responsible for delivery is not known or if the firm requested fails to pay the postage, the pieces are returned to the publisher or manufacturer, postage due and endorsed to show they were found in or on the addressee's mailbox without postage. If a publisher or manufacturer gives the name and telephone number of a person to contact and guarantees postage payment, the pieces are redelivered to the addressees. If the publisher or manufacturer is unknown or refuses the pieces, the matter is treated as dead mail.

9.0 Refunds and Exchanges**9.1 Stamp Exchanges****9.1.1 USPS Fault**

The Post Office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value.

9.1.2 Damaged in Customer's Possession

Stamps that are damaged or otherwise unusable for postage (because of humidity, moisture, or other causes) while in a customer's possession may be exchanged only for an equal number of stamps of the same denomination. Unusable stamps accepted from a customer under these conditions must be those on sale at Post Offices within 12 months before the transaction. Quantities of the same denomination over \$10 must be returned in the same configuration as when bought (i.e., sheets, coils, booklets). Each such transaction is limited to \$100 worth of postage from each customer.

9.1.3 Condition and Quantity

The stamps presented for exchange must be in substantially whole condition, with the denomination evident. If coils of stamps are partially stuck together and cannot be counted, the postmaster may accept the customer's estimate of the number of stamps left in the coil and give equal quantities in exchange.

9.1.4 Appeal

Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see [608.8.0](#) for address).

9.1.5 Purchase Error

If a customer bought the wrong denomination stamps (or the wrong kind, size, or denomination envelope), they may be exchanged at full postage value. Only full panes of stamps, coils of stamps in the original sealed wrappers, full boxes of stamped envelopes, or original sealed packs of stamped cards may be exchanged. A customer exchanging \$250 or more of such stock must show proof of identity (e.g., a driver's license) and must present the stock for exchange to the postal unit from which his or her mail is delivered.

9.1.6 Exchange of Spoiled and Unused Postal Matter

Unusable and spoiled stamped envelopes or stamped cards, if uncanceled, and unused precanceled stamps and stamped cards, are exchanged for other postage-stamped paper. Only the buyer may exchange stamped envelopes or aerogrammes (airletter sheets) with a printed return address and stamped cards with any printed matter of the buyer. If there is no purchaser's printing, any responsible person may exchange them. These conditions apply:

- a. Stamped envelopes (mutilated no more than is necessary to remove contents): postage value plus value of postage added because of a price increase or for additional service.
- b. Unmutilated aerogrammes (airletter sheets): postage value minus \$0.01 for each aerogramme redeemed.
- c. Unmutilated single and double stamped cards: 85% of postage value, plus full value of postage added because of a price increase or for additional service. Either half of a double stamped card may be redeemed, if the double card is printed and cut for use as single cards. Unused double stamped cards printed for reply should not be separated but, if they are separated in error and the buyer presents both halves, the cards may be redeemed. Reply halves of double stamped cards returned to sender outside of the mail are not redeemable by the original buyer, even though the reply half received no postal service.
- d. Sheet stamped cards spoiled when cut to size: 85% of postage value plus full value of postage added because of a price increase or for additional service, if all cut sections are submitted.
- e. Stamps affixed to commercial envelopes and postcards: 90% of postage value. Envelopes and postcards must be in substantially whole condition and in lots of at least 50 of the same denomination and value.
- f. Unused precanceled stamps in full coils and in full sheets redeemed from precanceled permit holders: 90% of postage value.

9.1.7 Stamps Converted to Other Postage Forms

A customer may submit postage stamps for conversion to an advance deposit for permit imprint mailings, subject to these conditions:

- a. Only full panes of postage stamps (or coils of stamps in the original sealed wrappers) are accepted for conversion. Accepted stamps include commemorative stamps issued no more than 1 year before the requested conversion date or regular stamp issues not officially withdrawn from sale.
- b. A request for stamp conversions must be made in writing to the district manager of Customer Service and Sales in the district where the customer's Post Office is located. The customer's request must include:
- c. Name, denomination, quantity, and value of stamps for which conversion is requested.
- d. Name of the Post Office where the stamps were bought.
- e. Evidence of purchase of the stamps.

604.9.1.8

- f. The amount of postage applied to a permit imprint advance deposit account through conversion is the full face value of the stamps.
- g. The district manager may ask the customer to submit additional records to support the information in the request. After reviewing the documentation, the district manager approves or denies the request. The customer is notified when the conversion is approved. The postmaster is advised of the procedures for accepting the stamps and making the required accounting entries.
- h. No part of any amount applied to a permit imprint advance deposit account from the conversion of postage stamps is refundable in cash or by any other means.

9.1.8 Not Exchangeable

The following postage items are not exchangeable:

- a. Adhesive stamps, unless mistakes were made in buying, stamps were defective, stamps were affixed to commercial envelopes and postcards, or under [9.1.7](#).
- b. Stamps cut from stamped cards, stamped envelopes, or aerogrammes (airletter sheets).
- c. Parts and pieces of stamped cards.
- d. Stamped cards, stamped envelopes, and aerogrammes received for reply.
- e. Mutilated and defaced stamps.

9.2 Postage and Fee Refunds

9.2.1 Refund Standards for Postage and Fees

A refund for postage and fees may be made:

- a. Under the standards below if postage and retail or extra service fees are paid and no service is rendered, or if the amount collected was more than the lawful price.
- b. Under [9.3](#) for refund requests for postage evidencing systems and metered postage. Metered postage is printed by a postage evidencing system ([4.0](#)). Refunds may be requested for unused indicia, unused postage value remaining in a postage evidencing system, and the unused balance in a postage payment account.
- c. Under [9.4](#) for refund requests for postage made at the time of mailing.
- d. Under [2.0](#) for rejected personalized envelopes.
- e. Under the terms of a contract between the contract postal unit (CPU) and the USPS for unused postage printed by the CPU.

9.2.2 Ineligible Matter

The USPS is presumed at fault and no service is rendered in cases involving returned articles improperly accepted in either domestic or international service because of excess size or weight. Any mailer who customarily weighs and prices mail is expected to be familiar with basic standards. The USPS is not at fault if the mailer is required to withdraw articles from the mail before dispatch.

9.2.3 Torn or Defaced Mail

If First-Class Mail or Package Services is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified, the sender may receive a postage refund. This applies only when the failure to process and/or deliver is the fault of the USPS. Where possible, the damaged item is returned with the postage refund.

9.2.4 Full Refund

A full refund (100%) may be made when:

- a. The USPS is at fault.
- b. Postage or fees are paid in excess of the lawful price.
- c. Service to the country of destination is suspended.
- d. Postage is fire-scarred while in USPS custody (including in the letterbox), and the mail is returned to sender without service.
- e. Special delivery stamps are mistakenly used to pay postage, and the mail is returned to the sender without service.
- f. Fees are paid for special handling, Certified Mail, Delivery Confirmation, or Signature Confirmation and the article fails to receive the extra service for which the fee is paid.
- g. Surcharges are mistakenly collected on domestic Registered Mail or collected over the proper amount, or represented by stamps affixed to matter not actually accepted for registration.
- h. Fees are paid for return receipt or for restricted delivery, and the USPS (through fault or negligence) fails to furnish the return receipt or its equivalent, or makes erroneous delivery or nondelivery.
- i. An annual presort mailing fee is paid for Presorted First-Class Mail, Standard Mail, Presorted Media Mail, or Presorted Library Mail or a destination entry mailing fee is paid for Parcel Select or Bound Printed Matter and no mailings are made during the corresponding 12-month period.
- j. Customs clearance and delivery fees are erroneously collected.
- k. Fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.
- l. Express Mail is not delivered according to the applicable service standard. No refund is made if the mail was properly detained for law enforcement purposes (see *Administrative Support Manual 274*).

9.2.5 Intercepted Mail

When mail is returned at the sender's request or for a reason not the fault of the USPS, any difference between the amount paid and the appropriate surface price chargeable from mailing office to interception point and return is refunded.

9.2.6 Unallowable Refunds

The limits on refunds are not intended to prohibit payments for unused adhesive stamps and adhesive stamps affixed to unmailed matter in connection with an authorized marketing program. Refunds are not made for the following:

604.9.2.7

- a. An application fee to use permit imprints.
- b. Collect on delivery (COD), Express Mail insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.
- c. Unused adhesive stamps (may be exchanged under [9.1.1](#) through [9.1.5](#) in *Stamp Exchanges*).
- d. Adhesive stamps affixed to unmailed matter.

9.2.7 Applying for Refund

For refunds under [9.2](#), the customer must apply for a refund on Form 3533; submit it to the postmaster; and provide the envelope, wrapper, or a part of it showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid. Refunds for metered postage are submitted under [9.3](#).

9.2.8 Ruling on Refund Request

Refund requests are decided based on the specific type of postage or mailing:

- a. Refunds under [9.2](#). The local postmaster grants or denies refunds under [9.2](#). The customer may appeal an adverse ruling through the postmaster to the Pricing and Classification Service Center (PCSC) manager who issues the final agency decision.
- b. Dated metered postage, except for PC Postage systems, under [9.3](#). The postmaster at the licensing Post Office grants or denies requests for refunds for dated metered postage under [9.3](#). The licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- c. Undated metered postage under [9.3](#). The manager, business mail entry at the district Post Office overseeing the mailer's licensing Post Office, or designee authorized in writing, grants or denies requests for refunds for undated metered postage under [9.3](#). The customer may appeal a decision on undated metered postage within 30 days through the manager, business mail entry, or designee, to the PCSC manager who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- d. PC Postage systems under [9.3](#). The system provider grants or denies a request for a refund for dated indicia printed by PC Postage systems under [9.3](#) using established USPS criteria. For dated PC Postage indicia only, the licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters, who issues the final agency decision. The original indicia must be submitted with the appeal.
- e. Optional procedure (OP) mailings. Mailer's request for a refund must be submitted to the manager, Business Mailer Support, USPS Headquarters (see [608.8.0](#) for address).

9.2.9 Semipostal Stamps

Customers may exchange or convert semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent exchange or conversion of postage stamps is permitted under 9.0. The postage the customer exchanges or converts is equal to the First-Class Mail single-piece price in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged or converted is equal to the First-Class Mail single-piece price in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange or conversion value.

9.2.10 Business Reply Mail

A business reply mail (BRM) permit holder may request a credit or refund for postage affixed to returned BRM pieces. Only the value of the postage affixed may be credited or refunded. Refunds are not given for foreign postage affixed to BRM. To receive a refund for postage affixed to returned BRM pieces, the permit holder must submit a completed Form 3533 to the postmaster, documenting the excess postage payment for which a credit or refund is desired. The permit holder also must present to the designated office properly faced and banded bundles of 100 identical BRM pieces with identical amounts of postage affixed. A charge of \$35.00 per hour, or fraction thereof, is assessed for the workhours used to process the refund. With permission from the postmaster, a BRM permit holder may submit a bundle with fewer than 100 BRM pieces. Refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, quarterly fees, or monthly maintenance fees.

9.3 Refund Request for Postage Evidencing Systems and Metered Postage

9.3.1 Unused Postage Value in Postage Evidencing Systems

The unused postage value remaining in a postage evidencing system when withdrawn from service may be refunded, depending upon the circumstance and the ability of the USPS to make a responsible determination of the actual or approximate amount of the unused postage value. If the postage evidencing system is withdrawn because of faulty operation, a final postage adjustment or refund will be withheld pending the system provider's report of the cause to the USPS and the USPS determination of whether or not a refund is appropriate and, if so, the amount of the refund. No refund is given for faulty operation caused by the licensee. When a postage evidencing system that is damaged by fire, flood, or similar disaster is returned to the provider, postage may be refunded or transferred when the registers are legible and accurate, or the register values can be reconstructed by the provider based on adequate supporting documentation. When the damaged system is not available for return, postage may be refunded or transferred only if the provider can accurately determine the remaining postage value based on adequate supporting documentation. The licensee may be required to provide a statement on the cause of the damage and to attest that there has not been reimbursement by insurance, or otherwise, and that the licensee will not seek such reimbursement. Refunds for unused postage value are granted as specified in 4.0 in accordance with the following procedures:

- a. All postage evidencing systems except for PC Postage systems. The postage evidencing system must be examined to verify the amount before any remaining funds are cleared from the meter, and a refund or credit is initiated for unused

604.9.3.2

postage value or additional money is collected to pay for postage value used, based on what is found. Licensees may also submit their own transaction records, if any, or a system-generated register as supporting documentation.

- b. PC Postage systems. The licensee must notify the provider to withdraw the system. To determine the remaining postage value on the PC Postage system, the licensee generates a refund request indicium for transmittal to the provider for verification. A refund can be issued only when the system's postal security device (PSD) is in the provider's possession. The USPS refunds the entire unused postage value remaining on the PSD for the user's system, but the refund is issued through the licensee's provider.

9.3.2 Unused, Dated Postage Evidencing System Indicia, Except PC Postage Indicia

Unused, dated postage meter indicia are considered for refund only if complete, legible, and valid. PC Postage indicia refunds are processed under [9.3.3](#). All other metered postage refund requests must be submitted as follows:

- a. The licensee must submit the request. The refund request must include proof that the person or entity requesting the refund is the licensee for the postage meter that printed the indicia. Acceptable proof includes a copy of the lease, rental agreement, or contract.
- b. The licensee must submit the request, along with the items bearing the unused postage, to the licensing Post Office. The items must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and bundled in groups of 100 identical items when quantities allow. The request is processed by the USPS. The postmaster approves or denies the refund request.
- c. The licensee must submit the refund request within 60 days of the date(s) shown in the indicia.
- d. When the unused metered postage is affixed to a mailpiece, the refund request must be submitted with the entire envelope or wrapper. The unused metered postage must not be removed from the mailpiece once applied.
- e. Indicia printed on labels or tapes not stuck to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. However, self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.
- f. If a part of one indicium is printed on one envelope or card and the remaining part on one or more, the envelopes or cards must be fastened together to show that they represent one indicium.
- g. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.
- h. The refund request must be submitted with Form 3533. A separate Form 3533 must be completed for each meter for which a refund is requested. All identifying information and all sections related to the refund requested must be completed. Charges for processing a refund request for unused, dated meter indicia are as follows:

1. If the total face value of the indicia is \$350.00 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
2. If the total face value is more than \$350.00, the amount refunded is reduced by a figure representing \$35.00 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35.00. The postmaster will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

9.3.3 Unused, Dated PC Postage Indicia

Unused, dated PC Postage indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the PC Postage licensee may request the refund. The licensee must submit the request, along with the items bearing the unused postage, to the system provider. The request is processed by the provider, not the USPS.
- b. The licensee must submit the refund request within 30 days of the date(s) shown in the indicia.
- c. The refund request must be submitted as required in [9.3.2d.](#) through [9.3.2g.](#)
- d. The provider may, at its discretion, charge for processing a refund request.

9.3.4 Undated Metered Postage

Unused, undated postage evidencing system indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the meter licensee or the commercial entity that prepared the mailing for the licensee using the licensee's meter may request the refund. The request must include a letter signed by the meter licensee or the commercial entity that prepared the mailing for the licensee explaining why the mailpieces were not mailed.
- b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or, as an alternative, indicia with a total postage value of at least \$500 from a single mailing.
- c. The meter licensee, or the commercial entity that prepared the mailing for the licensee using the licensee's meter, must submit the request, along with the items bearing the unused postage and the required documentation, to the manager, business mail entry at the district Post Office overseeing the mailer's licensing Post Office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.
- d. The request must include the items bearing the unused postage, sorted by meter used and then by postage value shown in the indicia. The items must be properly faced and bundled in groups of 100 identical items, when quantities allow, and must meet the requirements of [9.3.2d.](#) through [9.3.2g.](#)
- e. The request must be submitted within 60 days of the date the mail was metered. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the

604.9.3.5

customer, production records, the USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.

- f. The refund request must be submitted with Form 3533. All identifying information and all sections related to the refund requested must be completed. When more than one meter was used to prepare the mailing, a separate Form 3533 must be completed for each.
 1. If the total face value of the indicia for a single mailing submitted for refund is \$350.00 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
 2. If the total face value of the indicia for a single mailing submitted for refund is more than \$350.00, the amount refunded is reduced by a figure representing \$35.00 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35.00. The manager, business mail entry will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

9.3.5 Ineligible Metered Postage Items

The following metered postage items are ineligible for refunds:

- a. Reply envelopes or cards paid at the proper postage price.
- b. Indicia printed on labels or tape removed from wrappers or envelopes.
- c. Loose indicia printed on labels or tape that have been stapled together or attached to paper or other medium in any manner.
- d. Indicia lacking identification of the licensing Post Office or other required information.
- e. Indicia printed on mail dispatched and returned to sender as undeliverable as addressed, including mail marked "no such Post Office" and mail addressed for local delivery and returned after directory service was given or delivery was attempted.

9.3.6 Refunds for Metered Postage

Refunds for indicia amounts already printed on an envelope or label but not mailed are made in accordance with [9.3](#).

9.3.7 Rounding Numerical Values

Any fraction of a cent in the total to be refunded is rounded down to the whole cent (e.g., \$4.187 is rounded to \$4.18).

9.4 Value Added Refunds

9.4.1 Definition of Value Added Refund

Subject to the standards in [9.4](#), a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares letter-size First-Class Mail or Standard Mail under [9.4.12](#) and [9.4.13](#) for their customers and presents it to the USPS in their behalf, may request a *value added refund* (VAR) for postage affixed to mail in excess of the price applicable to that mail when presented to the USPS. A presenter must

be authorized by the USPS to seek the refund. Any refund is issued to the presenter, and the disposition of any such refund is a private matter between the presenter and the presenter's customer.

9.4.2 Application

The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter's mail preparation system and the documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by 9.4.17. The postmaster forwards the application and supporting documentation for approval to the Business Mailer Support manager, USPS Headquarters.

9.4.3 Mailer System

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4 code; an ink jet or laser printer to apply the correct POSTNET barcode in the required location; and a barcode reader (BCR) to read the POSTNET barcode, verify it for accuracy, and sort the mailpiece to the correct location.

9.4.4 Presenter Agreement

In applying for authorization to make VARs, the presenter agrees:

- a. That verification samples taken by the USPS represent the entire mailing and are to be used to adjust the total refund amount requested.
- b. To provide the USPS with advance written notice of plans for system changes that affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting.
- c. To cooperate with the USPS during mail verification or system audits, and to process sampled mail through barcode readers (BCRs) when requested.

9.4.5 Authorization

If the application is approved, an authorization to make refund requests remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for a modification, the authorization will be modified, with concurrence by the Business Mailer Support manager and the mailer.

9.4.6 Appeal

If the application is denied, the presenter may file a written appeal within 15 days through Business Mailer Support, USPS Headquarters, to the Marketing and Technology Channel Management manager, who issues the final agency decision.

9.4.7 Suspension

The Business Mailer Support manager may suspend an authorization after determining that the presenter does not meet the standards in 9.4.

604.9.4.8

9.4.8 Cancellation

The Business Mailer Support manager may cancel an authorization for any of these reasons:

- a. The presenter consistently provides incorrect information and is unwilling or unable to correct the problem.
- b. The presenter continually fails to meet the standards in [9.4](#).
- c. No mailings are made under these procedures during any 12 consecutive months.

9.4.9 Appeal of Cancellation or Suspension

A cancellation or suspension takes effect 15 days from the presenter's receipt of the notice unless, during that time, the presenter files a written appeal with the Business Mailer Support manager, USPS Headquarters, stating why the authorization should not be canceled or suspended. If the manager upholds the action, the appeal is forwarded to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision. A final cancellation takes effect 15 days after receipt by the presenter.

9.4.10 Form 8096 Required

An original PS Form 8096 must be completed and signed by each of the presenter's customers whose metered pieces are included in the mailing that is eligible for a VAR. A list of those customers must be on file with the postmaster where the mailings are deposited for acceptance and payment. If postage is affixed to the pieces using a postage evidencing system by an intermediate agent (not the presenter of the mailing) for the owner of the pieces, a signed Form 8096 must be on file from the agent whose postage evidencing systems were used to affix the postage. Refund requests are denied if all required Forms 8096 are not provided.

9.4.11 Form 8096 Not Required

Form 8096 is not required for a customer whose mail is metered by the presenter with the presenter's own postage evidencing system. In such cases, the presenter must provide the Post Office where it submits refund requests with a list, in ascending numeric order, of its own postage evidencing system serial numbers and those of any intermediate agent used for affixing postage to the pieces included in the mailing.

9.4.12 First-Class Mail

If a VAR request is submitted when a First-Class Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in [201.3.4](#).
- b. Part of an automation price mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at the Presorted First-Class Mail or automation prices applicable to a piece of that weight, including the full postage for the second and third ounces, if applicable.

9.4.13 Standard Mail

If a VAR request is submitted when a Standard Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in [201.3.5](#).
- b. Part of an automation price mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at a nonautomation price or at any automation minimum per piece price. Pieces for each entry must be prepared as a separate mailing if the destination entry prices are claimed.

9.4.14 Criteria for Mailing

A mailing for which a VAR request is submitted must meet these criteria:

- a. The presenter must process the mail for each customer so that the price of postage affixed on each piece can be documented by customer, unless otherwise authorized by Business Mailer Support, USPS Headquarters, and price category.
- b. Documentation must be kept showing internal quality control procedures done for each mailing submitted for which a VAR is claimed.
- c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail price claimed.
- d. The presenter must be authorized by Business Mailer Support to submit Standard Mail mailings that contain both Regular and Nonprofit price pieces under the applicable standards.
- e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

9.4.15 Postage Statement

The presenter must provide a complete and accurate postage statement with each mailing annotated to show the presort option used to prepare that mailing, and reporting postage data based on the price category for which each piece qualifies when presented to the USPS.

9.4.16 Applying for Refund

To request a VAR, Form 3533 and supporting documentation as described below must be provided with the corresponding mailing at the time of mailing. After the time of mailing, refund applications are not considered. The entry office postmaster pays refunds weekly or on another schedule agreed to with the mailer.

9.4.17 Documentation for Mailing

Mailers are required to submit or generate the following reports:

604.9.5

- a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:
 1. Form 3533, if a net VAR refund is due.
 2. The applicable postage statement.
 3. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
 4. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered price in the mailing. Business Mailer Support, USPS Headquarters, may authorize submission of only portions of this report.
 5. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
 6. Other documentation that may be required by other standards for the price claimed.
- b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

9.5 Express Mail Postage Refund

9.5.1 Who May Apply

A claim for a refund for Express Mail postage may be made only by the mailer (the sender of an Express Mail item or the holder of the Express Mail Corporate Account used to pay for postage).

9.5.2 Conditions for Refund

A refund request must be made within 90 days after the date of mailing as shown in the “Date In” box on Label 11. Except as provided in [114.3.1](#), a mailer may file for a postage refund only under one of the following circumstances:

- a. The item was not delivered or made available for claim as guaranteed under the applicable service purchased.
- b. The item was not delivered or made available for claim by the guaranteed delivery time applicable to the service purchased, and delivery was not attempted by the guaranteed delivery time applicable to the service purchased.

9.5.3 Refunds Not Given

A refund claim will not be given if the guaranteed service was not provided due to any of the circumstances in [114.3.1](#).

9.5.4 How to Apply for a Refund

The mailer must complete Part I of Form 3533 in duplicate and submit it, along with the original customer copy of Label 11, to any Post Office.

9.5.5 Immediate Refund

If the USPS can determine immediately that the mailer is entitled to a refund and the Express Mail item had postage affixed, then the USPS refunds the postage immediately in cash or with a no-fee money order.

9.5.6 Deferred Refund

If the USPS cannot determine immediately that the mailer is entitled to a refund, then the USPS researches the application and, if appropriate, issues a refund to the mailer within 5 business days.

9.5.7 Refunds Through a Corporate or Agency Account

If the USPS determines that the mailer is entitled to a refund and postage was paid through an Express Mail Corporate Account or a federal government agency account, then the USPS refunds the postage by issuing a credit to that account within 5 business days.

10.0 Revenue Deficiency**10.1 General****10.1.1 Definition of Revenue Deficiency**

Revenue deficiency means a shortage or underpayment of postage or fees. Revenue deficiencies are generally assessed by the postmaster or manager, Business Mail Entry, who issues a written notification to the customer citing the amount of the deficiency and the circumstances.

10.1.2 Appeal of Ruling

Except as provided under [10.2](#) and [703.1.0, Nonprofit Standard Mail](#), a mailer may appeal a revenue deficiency assessment by sending a written appeal within 30 days of receipt of the notification to the appropriate postmaster or manager in [10.1.2a](#) through [10.1.2c](#). In all cases, the mailer may be asked to give more information or

documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision. Mailers may send appeals as follows:

- a. To the district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.
- b. To the postmaster or manager, Business Mail Entry, for revenue deficiencies for postage. The postmaster or manager, Business Mail Entry, forwards the appeal to the PCSC manager, who issues the final agency decision.
- c. To the manager, Mailing Standards (see [608.8.0](#) for address), if the PCSC manager first assessed the deficiency. The manager, Mailing Standards issues the final agency decision.

10.2 Nonprofit Standard Mail

10.2.1 Assessment and Appeal

A revenue deficiency may be assessed in the amount of the unpaid postage against any person or organization that mailed, or caused to be mailed, ineligible matter at the Nonprofit Standard Mail prices in violation of [703.1.0](#). Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

IF THE INITIAL REVENUE DEFICIENCY ASSESSMENT WAS MADE BY:	FIRST-LEVEL APPEAL	SECOND-LEVEL APPEAL AND FINAL USPS DECISION
Postmaster or manager, Business Mail Entry	PCSC	Manager of Mailing Standards
PCSC	Manager of Mailing Standards (see 608.8.0 for address)	Vice President, Pricing and Classification (see 608.8.0 for address)

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within the USPS beyond the second appeal.

10.2.2 Collection

Any deficiency assessed under [10.2.1](#) that is found to be due and payable to the USPS in the final USPS decision must be paid promptly. If the USPS does not receive payment within 30 days, the USPS may deduct from the violator's trust account or any other funds in USPS possession any deficiencies incurred within 12 months of the date of the final mailing on which the deficiency was assessed.

607 Mailer Compliance and Appeals of Classification Decisions

Overview

- [1.0 Mailer Compliance With Mailing Standards](#)
- [2.0 Rulings on Mailing Standards](#)

1.0 Mailer Compliance With Mailing Standards

1.1 Mailer Responsibility

A mailer must comply with all applicable postal standards. Despite any statement in this document or by any USPS employee, the burden rests with the mailer to comply with the laws and standards governing domestic mail. For mailings that require a postage statement, the mailer certifies compliance with all applicable postal standards when signing the corresponding postage statement. Questions on mail classification and special mail services may be directed to local USPS representatives (e.g., business mail entry managers). The Pricing and Classification Service Center (PCSC) can help local Post Offices answer customer questions on mailing standards (see [608.8.4](#) for address or telephone number).

1.2 Postage Payment

A permit imprint, bulk, or other discount price mailing is accepted after an examination of the mailing and the accompanying postage statement prepared by the mailer. A USPS employee's signature on the postage statement and the subsequent acceptance of the mailing do not constitute verified accuracy of that statement, and do not limit the ability of the USPS to demand proper payment after acceptance when it becomes apparent such payment was not made.

1.3 Request for Exception to Standards

To the extent that postage prices, fees for mail services, and basic mail classification and eligibility are prescribed by federal statute or the Domestic Mail Classification Schedule, the USPS is not authorized to waive or except the corresponding DMM standards. Postmasters or managers at Post Offices, district or area offices, and other field facilities may not suspend or grant any waiver or exception to standards established by the USPS (e.g., regarding mail preparation) unless *specifically* authorized by the DMM. Any mailer's request for an exception to DMM standards must be referred to the PCSC (see [608.8.4](#) for address and telephone number).

2.0 Rulings on Mailing Standards

2.1 Local Decision

A mailer who disagrees with a classification decision by a local Post Office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service

607.2.2

Center (PCSC). The PCSC issues the final agency decision. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM.

2.2 Expedited Oral Decision

A mailer who receives an adverse ruling from a Post Office, whether on a pending or a proposed mailing, may ask the PCSC manager to provide an expedited oral decision on appeal. This request for an expedited appeal may be made by telephone. The PCSC manager will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, will advise the mailer of the determination and confirm it in writing.

2.3 Classification While Appeal Pending

Pending resolution of an appeal, the mailer may, by a letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster enough funds to cover postage at the higher price. If the appeal is upheld, the difference between the amount deposited and a lower price determined to be appropriate is returned to the mailer. If the appeal is denied, the deposit is not returned. If a balance remains in the deposit after the higher price postage is deducted, the balance is refunded at the mailer's request.

2.4 Decisions on National Rulings

The manager, National Customer Rulings makes mail preparation, mailpiece design, and price eligibility decisions for customers in strategic industries as appropriate. Any mail classification decision made initially by the manager, National Customer Rulings may be appealed within 15 days to the manager, Pricing and Classification Service Center, who will issue the final agency decision.

2.5 PCSC Decision

Any mail classification decision made initially by the PCSC manager may be appealed within 15 days to the manager, Mailing Standards (see [608.8.0](#) for address), who has sole authority to render a decision on such appeals.

2.6 Corresponding Standards

Rulings and appeals concerning revenue deficiencies (on past mailings), refunds, or applications for various mailing privileges, prices, or authorizations, are subject to the corresponding standards.

608 Postal Information and Resources

Overview

- 1.0 About the Domestic Mail Manual
- 2.0 Domestic Mail
- 3.0 Post Offices and Holidays
- 4.0 Philatelic (Stamp Collecting) Services
- 5.0 Private Express Statutes
- 6.0 Complaints and Postal Law Violations
- 7.0 Trademarks and Copyrights of the USPS
- 8.0 USPS Contact Information

1.0 About the Domestic Mail Manual

1.1 Content of the DMM

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) contains the basic standards of the United States Postal Service (USPS) governing its domestic mail services; descriptions of the mail classes and extra services and conditions governing their use; and standards for price eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

1.2 Copies of the DMM

The DMM is distributed to selected Post Offices and is available online on Postal Explorer (pe.usps.com). Copies of the DMM may be inspected during normal business hours at USPS Headquarters; area and district offices. A copy is also filed at the Office of the Federal Register, National Archives and Records Administration. The public may buy copies by subscription from the Superintendent of Documents, U.S. Government Printing Office (see [8.1](#) for address).

1.3 Revisions to the DMM

USPS may change the standards in the DMM. Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register*.

1.4 Terms in the DMM

Terms in the DMM referring to the singular also apply to the plural, unless the context indicates otherwise. The term *postmaster* also applies to an officer-in-charge if the postmaster position is vacant and, in district host cities, to the district manager.

608.2.4

2.0 Domestic Mail

2.1 Definition of “Domestic”

Domestic mail is mail transmitted within, among, and between the United States of America, its territories and possessions, Army Post Offices (APOs), fleet Post Offices (FPOs), and the United Nations, NY. For this standard, the term “territories and possessions” comprises the following:

American Samoa

Manua Island, Swain’s Island, Tutuila Island

Guam

Northern Mariana Islands, Commonwealth of the

Rota Island, Saipan Island, Tinian Island

Puerto Rico, Commonwealth of

U.S. Virgin Islands

St. Croix Island, St. John Island,

St. Thomas Island

Wake Atoll

Wake Island

2.2 Mail Treated as Domestic

Mail originating in the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, is treated as if it were domestic mail. The term “Freely Associated States” comprises the following:

Marshall Islands, Republic of the

Ebeye Island

Kwajalein Island

Majuro Island

Micronesia, Federated States of

Chuuk (Truk) Island

Kosrae Island

Pohnpei Island

Yap Island

Palau, Republic of

Koror Island

2.3 International Mail

International mail is mail addressed to or received from foreign countries, except under 2.2. Provisions for international mail are published in the *International Mail Manual*.

2.4 Customs Forms Required

Regardless of contents, all Priority Mail weighing 16 ounces or more sent from the United States to ZIP Codes 96910-44, 96950-52, 96960, 96970, and 96799, and all Priority Mail sent from these ZIP Codes to the United States, must bear customs Form 2976-A. If Form 2976-A will not fit on the address side of the mailpiece,

Form 2976 must be used. This mail must be presented to an employee at a Post Office, to a letter carrier when using Click-N-Ship with Carrier Pickup, or to a Postal Service employee designated by the postmaster.

3.0 Post Offices and Holidays

3.1 Management of Post Offices

3.1.1 Establishment of Post Offices

The USPS establishes and maintains Post Offices, stations, and branches for customer convenience.

3.1.2 Closing or Consolidation of Post Offices

Under 39 U.S. Code (USC) 404(b), any decision to close or consolidate a Post Office must be based on certain criteria. These include the effect on the community served; the effect on employees of the Post Office; compliance with government policy established by law that the USPS must provide a maximum degree of effective and regular postal services to rural areas, communities, and small towns where Post Offices are not self-sustaining; the economic savings to the USPS; and other factors that the USPS determines necessary. In addition, certain mandatory procedures apply.

3.1.3 Procedures for Post Offices

The *Postal Operations Manual* contains USPS rules for discontinuing, consolidating, or suspending service at an existing Post Office or other postal facility; changing a Post Office or other postal facility name; setting public business hours of postal facilities; and using bulletin boards and handling lost articles found in public areas of postal facilities.

3.1.4 Military Post Offices

Military Post Offices (MPOs) are branches of a U.S. civil Post Office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or discounted-price mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices.

3.2 Holiday Service

[Exhibit 3.2a](#) and [Exhibit 3.2b](#) shows the national holidays observed by the USPS and the service levels provided on those holidays for retail window, Post Office box, firm call, delivery, and collection services.

- a. Holidays widely observed:

608.3.2

Exhibit 3.2a Holidays Widely Observed

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Express Mail	
Friday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Friday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Saturday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Sunday	None	Normal	None	None	None	Normal	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday (holiday)	None	Normal	None	None	None	Normal	None
Monday	None	Holiday	None	None	None	Holiday	Time decal ¹
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Monday (holiday)	None	Holiday	None	None	None	Holiday	Time decal ¹
Tuesday, Wednesday, or Thursday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Preceding Day	Normal	Normal	Normal	Normal	Normal	Normal	Normal

1. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

b. Holidays not widely observed:

Exhibit 3.2b Holidays Not Widely Observed

Martin Luther King, Jr.'s Birthday; Presidents Day; Columbus Day; and Veterans Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Express Mail	
Saturday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Monday (holiday)¹	Limited	Sunday	Limited	None	None	Holiday	Time decal ²

1. Veterans' Day, November 11, is the only movable holiday in the group of holidays designated as not widely observed; the other three holidays listed in section B are always observed on Mondays. When Veterans' Day falls on any day except Sunday, the services provided on that holiday are the same as those shown for Monday. When Veterans' Day falls on Sunday, the service levels are the same as those shown for Sunday; the USPS, however, observes the holiday on Monday and treats it as a Monday holiday.

2. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

4.0 Philatelic (Stamp Collecting) Services

4.1 Basic Standards

4.1.1 Philatelic Policy

A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance.

4.1.2 Stamp Subjects

Subjects for commemorative postage stamps and postal stationery may be proposed by the public through correspondence to the Citizens' Stamp Advisory Committee (see 8.1 for address). The Committee reviews suggestions and makes recommendations to the postmaster general, who makes the final selections.

4.1.3 Philatelic Availability

Stamps, postal stationery, and philatelic products are sold at various types of postal retail facilities. Post Offices establish special temporary retail stations to provide philatelic services and to sell commemorative stamps and philatelic products at activities of significant public or philatelic interest. Temporary philatelic stations may be authorized by the postmaster. Under specific circumstances, the USPS may limit or set conditions on the purchase of stamps and other forms of postage or postal stationery.

4.1.4 Philatelic Mail Orders

Mail orders for postage stamps and other philatelic items must be directed to Stamp Fulfillment Services (see 8.1 for address). Post Offices do not fill mail orders for stamps and other philatelic items other than orders under the stamps-by-mail program and for locally precanceled stamps. Customers must provide a self-addressed stamped envelope for the return of precanceled stamps.

4.1.5 Philatelic Postmarking

Postmarking for philatelic (stamp collecting) purposes is provided at the request of collectors or cover servicers. The *Postal Operations Manual* contains USPS policy on philatelic postmarking, including cancellation devices, types of postmarks or cancellations, first day covers, and service conditions.

4.2 Special Cancellations

4.2.1 Description of Special Cancellations

Special cancellations are inkjet cancellations in which a caption publicizing an event is used to cancel mail. Special cancellations may be used only in Post Offices with 190 revenue units for canceling large volumes of mail. Special cancellations are authorized only if the scheduled observance is for a national purpose for which Congress has made an appropriation, or is of general public interest and importance. Special cancellations are approved for a definite period not to exceed 6 months, and must not be conducted for private gain or profit.

4.2.2 Prohibitions for Special Cancellations

Special cancellations are not authorized for events of interest primarily to a particular local group; for fraternal, political, religious, service, commercial, or trade organizations; for campaigns or events promoting the sale or use of private products or services; for idea or slogan promotions not directly connected with the event of

608.4.2.8

general public interest and importance; for Post Office anniversaries; for recruitment programs; or for events that occur when all canceling machines in the Post Office are scheduled for other special cancellations.

4.2.3 Applying to Use Special Cancellations

Submit a written letter of request, on the requesting organization's letterhead, to the manager of Mailing Standards (see 8.1 for address) at least 4 months before the special cancellation will be used. The letter must include the following information:

- a. The name, address, and telephone number of the sponsor.
- b. Advance promotional materials that include a complete description and schedule of the event.
- c. Evidence that the event is not conducted for private gain or profit.
- d. The wording of the special cancellation, which must be standardized and approved by the sponsor's national headquarters. Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each. Illustrations or designs cannot be used. The wording must directly reflect the event to be commemorated.
- e. The Post Office name(s) where the cancellation is to be used.
- f. The requested time period of use.

4.2.4 Sponsor Payment for Special Cancellations

The sponsor must pay the costs incurred for installing and maintaining the special cancellation.

4.2.5 Time Limit on Use of Special Cancellations

Use of a special cancellation may not exceed 6 months. A special cancellation approved on an annual basis is limited to one 60-day period for each year. A request for reuse of recurring annual cancellations must be submitted 4 months before the date the cancellation will be used again. For national cancellations, the national sponsor may submit a single request.

4.2.6 Revocation of Special Cancellations

The USPS may curtail or revoke the use of any special cancellation when it is necessary to use special postmarking for USPS purposes.

4.2.7 Information about Special Cancellations

More information about special cancellations is in the *Postal Operations Manual*.

4.2.8 Mail Submitted for Special Cancellations

A mailer must affix First-Class Mail postage to mail that the mailer wants canceled with a special cancellation. The mail must bear a complete address. Stamps issued by foreign countries are not permitted on the mail. Mail bearing the special cancellation will not be enclosed in another envelope for return even if a postage-paid envelope is provided by the customer. Damaged envelopes canceled with a special cancellation are not replaced.

5.0 Private Express Statutes

5.1 Private Express Statutes

5.1.1 Legal Foundation

By the laws known as the Private Express Statutes, Congress has generally conferred on the USPS the exclusive right to carry letters for others over post routes. USPS regulations under the Private Express Statutes are in the Code of Federal Regulations, 39 CFR 310 and 320, as amended by final rules published in the *Federal Register*. These regulations take precedence over all prior rulings and USPS publications. Copies of the regulations are available from the manager of the Pricing and Classification Service Center (PCSC) (see 8.4 for address).

5.1.2 Definition of a Letter for Private Express

For the Private Express Statutes, a *letter* is a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper in sheet or card form, recording disks, and magnetic tapes. Certain matter is excluded from the definition of letter, e.g.: telegrams; checks and certain other instruments shipped to, from, or between financial institutions; newspapers; and periodicals. The regulations detail exclusions.

5.1.3 Postage for Private Express

If the proper postage is paid, letters may be privately carried without violating the Private Express Statutes. The regulations detail compliance. Under certain circumstances, letters may be privately carried without paying postage. The principal exceptions cover letters sent with, and related in all substantial respects to, some part of the cargo or to the ordering, shipping, or delivering of the cargo; letters carried by the senders or the recipients, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. The regulations detail exceptions.

5.1.4 Suspensions of Private Express Statutes

Limited suspensions of the Private Express Statutes specify the conditions under which: (a) private couriers may carry data-processing materials, international ocean carrier documents, extremely urgent letters, and advertisements incidental to the shipment of accompanying merchandise or periodicals; and (b) universities and colleges may carry the letters of their bona fide student and faculty organizations. Carriers wanting to use the suspension for data-processing materials must file a notice of their intention on a form available from the manager of the PCSC.

5.1.5 Violations of Private Express Statutes

The PCSC reviews initial reports of possible violations of the Private Express Statutes. When warranted by the facts, possible violations are forwarded to the USPS General Counsel for further action.

5.1.6 Legal Advice for Private Express

The public and USPS employees can obtain authoritative advice on the Private Express Statutes, including written advisory opinions, by contacting the Senior Counsel, Ethics and Information, USPS Headquarters (see 8.4 for address and telephone number).

608.6.2

6.0 Complaints and Postal Law Violations

6.1 Consumer Complaints and Inquiries

Any postal customer may complain or inquire about postal products, services, or employees at any Post Office or directly to the USPS Consumer Advocate (see 8.1 for address). A complaint or inquiry may be made in person, by telephone, by e-mail, or by letter. A complaint or inquiry about the handling of a specific piece of mail should include the related envelope or wrapper and copies of all postal forms filed. A customer who is dissatisfied with the local handling of a complaint or inquiry may send a written appeal to the Consumer Advocate. A court of law can require such appeal as a legal prerequisite for hearing a customer's suit against the USPS.

6.2 Postal Law Violations

Instructions on mail security as it relates to unauthorized opening, inspection, tampering, or delay of mail are in *Administrative Support Manual 274*. Information and complaints on a possible postal law violation must be sent to the appropriate address according to the ZIP Code ranges shown below:

ZIP CODES	ADDRESS
003-079, 08005, 08006, 08008, 08050, 08087, 08092, 08501-08504, 08506-08510, 08512-08514, 08516, 08517, 08519-08553, 08555-08561, 08600-08639, 08642-08691, 087-098, 100-149	Postal Inspection Service PO Box 2613 Jersey City NJ 07303-2613
08001-08004, 08007, 08009-08049, 08051-08086, 08088-08091, 08093-08099, 081-084, 08505, 08511, 08515, 08518, 08554, 08562, 08640-08641, 150-39776, 700-799	Postal Inspection Service 225 N Humphreys Blvd Memphis TN 38120-2149
400-693, 800-884, 850-999	Postal Inspection Service 222 S Riverside Plz Ste 1250 Chicago IL 60606-6100

7.0 Trademarks and Copyrights of the USPS

7.1 Trademarks and Service Marks

7.1.1 Registered Marks

The following are among the registered USPS trademarks and service marks:

1-800-ASK-USPS	Planet Code
Business Reply Mail	Planet Code USPS and Design
Carrier Pickup	P.O. Box
Certified Mail	Postal Explorer
Click-N-Ship	<i>PostalOne!</i>
Confirm	Priority Mail
Customized MarketMail	Priority Mail United States Postal Service Design
Delivery Confirmation	Registered Mail
DMM	Returns@Ease
The Eagle Logo	Signature Confirmation
Express Mail	Stamps By Mail
<i>FASTforward</i>	Stamps to Go
First-Class Mail	Standard Mail
IMM	U.S. Mail and Design
Intelligent Mail barcode	U.S. Postal Service
Media Mail	United States Post Office
NCOA ^{Link}	United States Postal Service
Official Election Mail and Design	United States Postal Service and Design (with the Eagle Logo)
The Old Eagle Design	USPS
Parcel Post	usps.com
PC Postage	We Deliver
pcpostage.com	We Deliver For You
Pickup on Demand	ZIP+4
Planet	ZIP Code

7.1.2 Use of Registered Marks

USPS trademarks must be used in the form listed in 7.1.1. Proper use of USPS registered marks requires capitalizing the initial letters of the marks to distinguish them from terms not used as trademarks. Words and phrases that are registered trademarks may also use the registration symbol ®. Figures that are registered marks must always use the registration symbol. (An exception to this rule is the USPS emblem used on letterheads and business cards. All other uses of the emblem must include the ®.)

7.1.3 Proposed or Pending Registration

The USPS has additional trademarks not yet registered. The rules in 7.1.2 apply to these common law marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials TM may be used to identify these marks.

608.7.3

7.2 Copyrights

7.2.1 Copyrighted Material

The USPS secures copyrights in its philatelic designs and certain publications. The designs of postage stamps, stamped envelopes, stamped cards, aerogrammes, souvenir cards, and other philatelic items issued on or after January 1, 1978, are copyrighted by the USPS under title 17 USC.

7.2.2 Permitted Use of Copyrighted Material

The use of illustrations of the designs covered by such copyrights is permitted:

- a. In editorial matter in newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums.
- b. In advertising matter, circulars, or price lists for the sale of the postal items illustrated.
- c. In advertising matter, circulars, or price lists for the sale of newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums containing illustrations of philatelic designs.
- d. In motion-picture films, microfilms, slides, or electronic tape for projection on a screen or for use in telecasting. No print or other reproduction from such films, slides, or tapes may be made except for the uses permitted in this section.

7.2.3 Design Reproductions of Copyrighted Material

Illustrations permitted by 7.2.2a. through 7.2.2d may be in color or in black and white, and may depict philatelic items as uncanceled or canceled. When depicting uncanceled items in color, illustrations must be less than 75% or more than 150% in linear dimension of the size of the design of the philatelic items as issued. Color illustrations of canceled philatelic items and black and white illustrations of uncanceled or canceled philatelic items may be in any size.

7.2.4 License Request for Copyrighted Material

The USPS may grant licenses for the use of illustrations of its copyright designs and registered trademarks outside the scope of the above permission. A request for such a license must be sent to the manager, Licensing, Public Affairs and Communications (see 8.1 for address).

7.3 Inquiries about USPS Trademarks and Copyrights

Inquiries about USPS copyrights or use of USPS trademarks and service marks, copyright materials, and intellectual property other than patents and technical data rights in USPS contracts must be sent to USPS Stamp Development. Inquiries about licenses to publish or reproduce ZIP Code information must be sent to the National Customer Support Center (see 8.1 for address).

8.0 USPS Contact Information

8.1 Postal Service

Business Mail Acceptance

US Postal Service

475 L'Enfant Plz SW Rm 2P846

Washington DC 20260-0846

Business Mailer Support

US Postal Service

475 L'Enfant Plz SW Rm 2P846

Washington DC 20260-0846

Citizens Stamp Advisory Committee

Stamp Services

US Postal Service

1735 North Lynn Street, Room 5013

Arlington, VA 22209-6432

Claims and Processing

Accounting Service Center

US Postal Service

PO Box 80143

St Louis MO 63180-0143

Claims Appeals

Accounting Service Center

US Postal Service

PO Box 80141

St Louis MO 63180-0141

Consumer Advocate

US Postal Service

475 L'Enfant Plz SW

Washington DC 20260-2200

Customer Service Support

US Postal Service

475 L'Enfant Plz SW Rm 5621

Washington DC 20260-5621

Distribution Operations

Washington DC Post Office

900 Brentwood Rd NE

Washington DC 20066-9704

Engineering

US Postal Service

8403 Lee Hwy

Merrifield VA 22082-8101

608.8.1

Engineering Letter Tech
US Postal Service
8403 Lee Hwy
Merrifield VA 22082-8101

General Counsel
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-1100

Label Printing Center
US Postal Service
500 SW Gary Ormsby Dr
Topeka KS 66624-9502
(800) 332-0317

Licensing
Marketing
US Postal Service
475 L'Enfant Plz SW Rm 1P801
Washington DC 20260-0801

Mailing Standards
US Postal Service
475 L'Enfant Plz SW Rm 3436
Washington DC 20260-3436

Material Distribution Center
US Postal Service
500 SW Gary Ormsby Dr
Topeka KS 66624-9502
(800) 332-0317

Money Order Branch
Accounting Service Center
US Postal Service
PO Box 82450
St Louis MO 63182-2450

National Customer Support Center
US Postal Service
6060 Primacy Pkwy Ste 201
Memphis TN 38188-0001

Network Distribution Center Operations
US Postal Service
475 L'Enfant Plz SW Rm 7631
Washington DC 20260-2806

Postage Technology Management
US Postal Service
475 L'Enfant Plz SW NB Ste 4200
Washington DC 20260-4200

Postal Inspection Service
222 S Riverside Plz Ste 1250
Chicago IL 60606-6100

Postal Inspection Service
PO Box 2613
Jersey City NJ 07303-2613

Postal Inspection Service
225 N Humphreys Blvd
Memphis TN 38120-2149

Post Office Accounting Manager
US Postal Service
475 L'Enfant Plz SW Rm 8831
Washington DC 20260-5241

Pricing and Classification
US Postal Service
475 L'Enfant Plz SW Rm 5014
Washington DC 20260-5014
(see 8.4.1 for Pricing and Classification Service Center (PCSC) address)

Pricing Strategy
US Postal Service
475 L'Enfant Plz SW Rm 3616
Washington DC 20260-3616

Product Development
US Postal Service
475 L'Enfant Plz SW Rm 5012
Washington DC 20260-5012

Prohibitory Order Processing Center
PO Box 1500
New York NY 10008-1500

Recorder
Judicial Officer
US Postal Service
2101 Wilson Blvd Ste 600
Arlington VA 22201-3078

Senior Counsel
Ethics and Information
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-1127

Stamp Services
US Postal Service
1735 North Lynn Street Room 5018
Arlington VA 22209-6432

608.8.3

Stamp Fulfillment Services
US Postal Service
PO Box 7247
Philadelphia, PA 19101-7097

8.2 Federal Agencies

Bureau of Alcohol Tobacco and Firearms
US Department of the Treasury
1200 Pennsylvania Ave NW
Washington DC 20226-0001

Bureau of the Public Debt
US Department of the Treasury
PO Box 1328
Parkersburg WV 26106-1328

Diplomatic Pouch Division
US Department of State
1375 K St NW
Washington DC 20522-0508

Office of the Federal Register
National Archives and Records Administration
1100 L St NW Rm 8401
Washington DC 20005-0001

Plant Protection and Quarantine Programs
Animal and Plant Health Inspection Service
US Department of Agriculture
4700 River Rd
Riverdale MD 20737-1228

Postal Rate Commission
901 New York Ave NW Ste 200
Washington DC 20268-0001

Superintendent of Documents
US Government Printing Office
732 N Capitol St NW
Washington DC 20401-0003
(For subscription to the *Domestic Mail Manual*)

US Fish and Wildlife Service
US Department of the Interior
18TH and C St NW
Washington DC 20240-0001

8.3 Other Agencies

American National Standards Institute
11 W 42ND St
New York NY 10036-8002
(212) 642-4900
www.ansi.org

Automatic Identification Manufacturers (AIM)
634 Alpha Dr
Pittsburgh PA 15238-2802
(412) 963-8588
www.aimusa.org

Uniform Code Council INC
7887 Washington Village Dr Ste 300
Dayton OH 45459
(937) 435-3870
www.uc-council.org

8.4 PCSC and District Business Mail Entry Offices Contact Information

The Pricing and Classification Service Center (PCSC) and the district business mail entry offices provide guidance on mail classification, prices, and mail preparation standards. Direct questions about mail classification and special mail services to local postal officials. The PCSC can help local offices answer these questions. (Note: Zip Code Prefix 340 is shared by South Florida and New York districts. Unassigned prefixes are not listed.)

8.4.1 Pricing and Classification Service Center (PCSC)

90 Church St Ste 3100
New York NY 10007-2951
Telephone: (212) 330-5300 / Fax: (212) 330-5320

Exhibit 8.4.1 Contact Information for Business Mail Entry Offices, Grouped by Region and Listed by District and 3-Digit ZIP Code Service Area

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Great Lakes Area		Central Florida District PO Box 999620	327-329, 334, 347, 349
Central Illinois District 6801 W 73rd St Bedford Park IL 60499-9651 (708) 563-7770 / Fax (708) 563-7703	604, 605, 609, 613-619, 625-627	Mid Florida FL 32799-9620 (407) 333-4878 / Fax (407) 444-3020	
Chicago District 433 W Harrison St Chicago IL 60607-9651 (312) 983-8460 / Fax (312) 983-8484	606-608	Mississippi District 401 E South St Jackson MS 39201-9640 (601) 351-7126 / Fax (601) 351-7501	369, 386-397
Detroit District 1401 W Fort St Rm 813 Detroit MI 48233-9651 (313) 226-8678 / Fax (313) 226-8124	481, 482, 492	North Florida District 1100 Kings Rd Rm 219 Jacksonville FL 32203-9651 (904) 366-4882 / Fax (904) 366-4889	320-326, 344
Gateway District 1720 Market St Rm 2001 St Louis MO 63155-9651 (314) 436-4103 / Fax (314) 436-5424	620, 622-624, 628-631, 633-635, 650-653	South Florida District 2200 NW 72nd Ave Rm 528 Miami FL 33152-9651 (305) 470-0717 / Fax (305) 470-0799	330-333, 340
Greater Indiana District 3939 Vincennes Rd Indianapolis IN 46298-9651 (317) 870-8504 / Fax (317) 870-8684	460-469, 472-475, 478, 479	South Georgia District 451 College St Rm Macon GA 31213-9651 (478) 752-8720 / Fax (478) 752-8602	298, 299, 304, 308-310, 321 312-319, 398
Greater Michigan District 678 Front Ave NW Grand Rapids MI 49599-9651 (616) 776-6165 / Fax (616) 776-6176	486-491, 493-497	Suncoast District 5433 W Sligh Ave Ste A Tampa FL 33634-9651 (813) 243-5938 / Fax (813) 243-7453	335-339, 341, 342, 346
Lakeland District PO Box 5007 Milwaukee WI 53201-5007 (414) 287-2548 / Fax (414) 287-2515	498, 499, 530-532, 534, 535, 537-539, 541-545, 549	Tennessee District 525 Royal Pkwy Nashville TN 37229-9651 (615) 885-9103 / Fax (615) 885-9287	307, 370-385
Northern Illinois District 500 E Fullerton Ave Carol Stream IL 60199-9651 (630) 260-5573 / Fax (630) 260-5149	600-603, 610, 611	Southwest Area	
Southeast Michigan District 1 Ajax Dr Ste 101 Madison Heights MI 48071-9640 (248) 546-1379 / Fax (248) 414-6751	480, 483-485	Albuquerque District 1135 Broadway Blvd NE Rm 148 Albuquerque NM 87101-9651 (505) 346-8106 / Fax (505) 346-8135	865, 870-875, 877-884
Southeast Area		Arkansas District 600 E Capitol Ave Little Rock AR 72202-9651 (501) 375-3008 / Fax (501) 372-5763	716-729
Alabama District 351 24th St N Birmingham AL 35203-9651 (205) 521-0349 / Fax (205) 254-0176	350-352, 354-368	Dallas District 951 W Bethel Rd Coppell TX 75099-9651 (972) 462-2208 / Fax (972) 462-2219	750-759
Atlanta District 3900 Crown Rd Rm 1410 Atlanta GA 30304-9651 (404) 765-7541 / Fax (404) 765-7582	300-303, 305, 306, 311, 399	Fort Worth District 4600 Mark IV Pkwy Fort Worth TX 76161-9621 (817) 317-3635 / Fax (817) 317-3339	739, 760-764, 768, 769, 790-796

Postal Information and Resources: USPS Contact Information

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Houston District 401 Franklin St Rm 114 Houston TX 77201-9653 (713) 226-3222 / Fax (713) 226-3155	770-778	Northeast Area	
Louisiana District 701 Loyola Ave Rm 1101 New Orleans LA 70113-9651 (504) 589-1104 / Fax (504) 589-1508	700, 701, 703-708, 710-714	Albany District 30 Old Karner Rd Albany NY 12288-9601 (518) 452-4034 / Fax (518) 564-7451	120-123, 128-139
Oklahoma District 3030 NW Expressway Ste 1042 Oklahoma City OK 73198-9651 (405) 553-6126 / Fax (405) 553-6107	730, 731, 734-738, 740, 741, 743-749	Boston District 25 Dorchester Ave Boston MA 02205-9651 (617) 654-5444 / Fax (617) 654-5026	021, 022, 024
Rio Grande District 10410 Perrin Beitel Rd Rm 1069 San Antonio TX 78284-9651 (210) 368-8308 / Fax (210) 368-1664	733, 765-767, 779-789, 797-799	Connecticut District 77 Hartland St East Hartford CT 06108-9641 (860) 610-3100 / Fax (860) 610-3114	060-069
New York Metro Area		Maine District 151 Forest Ave Ste 7023 Portland ME 04103-7023 (207) 482-7186 / Fax (207) 482-7265	039-049
Caribbean District 585 Ave FD Roosevelt Ste 125 San Juan PR 00936-9651 (787) 622-1795 / Fax (787) 622-1788	006-009	Massachusetts District 76 Main St North Reading MA 01889-9651 (978) 664-7639 / Fax (978) 664-7090	010-019, 055
Central New Jersey District 21 Kilmer Rd Edison NJ 08899-9651 (732) 819-3672 / Fax (732) 819-3889	077, 085-089	New Hampshire/Vermont District 955 Goffs Falls Rd Manchester NH 03103-9651 (603) 644-3844 / Fax (603) 644-3865	030-038, 050-054, 056-059
Long Island District 160 Duryea Rd Melville NY 11747-8040 (631) 755-2930 / Fax (631) 755-2940	005, 115, 117-119	Southeast New England District 181 Corliss St Providence RI 02904-9651 (401) 752-5640 / Fax (401) 752-5699	020, 023, 025-029
New York District 421 8th Ave Rm 3212 New York NY 10199-9651 (212) 330-4230 / Fax (212) 330-3801	090-098, 100-102, 104, 340	Western New York District 55 Msgr Valente Dr Buffalo NY 14206-9651 (716) 846-2562 / Fax (716) 846-2396	140-149
Northern New Jersey District 494 Broad St Rm 223 Newark NJ 07102-9334 (973) 468-7076 / Fax (973) 468-7219	070-076, 078, 079	Eastern Area	
Triboro District 1050 Forbell St Rm 2011.3 Brooklyn NY 11256-9602 (718) 348-3760 / Fax (718) 348-3753	103, 110-114, 116	Appalachian District PO Box 59651 Charleston WV 25350-9651 (304) 561-1060 / Fax (304) 561-1033	240-243, 245-259, 261-268
Westchester District 1000 Westchester Ave White Plains NY 10610-9651 (914) 697-7019 / Fax (914) 697-7022	004, 105-109, 124-127	Central PA District 1425 Crooked Hill Rd 3rd FL Harrisburg PA 17107-9651 (717) 257-4819 / Fax (717) 257-2152	169-179, 182, 184-188, 195, 196
		Cincinnati District 990 Dalton Ave Cincinnati OH 45203-9651 (513) 684-5588 / Fax (513) 684-5691	410, 434-436, 450-455, 458, 459, 470

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Columbus District 2323 Citygate Dr Columbus OH 43218-9651 (614) 472-0386 / Fax (614) 472-0388	430-433, 437, 438, 456, 457	Northern Virginia District 8409 Lee Hwy Merrifield VA 22081-9651 (703) 698-6380 / Fax (703) 207-3660	201, 220-223, 226, 227
Erie District 2709 Legion Rd Rm 424 Erie PA 16515-9651 (814) 836-7624 / Fax (650) 357-6338	155, 157-168	Richmond District 1801 Brook Rd Richmond VA 23232-9650 (804) 775-6227 / Fax (804) 698-4711	224, 225, 228-239, 244
Kentuckiana District PO Box 31651 Louisville KY 40231-9651 (502) 454-1720 / Fax (502) 454-1673	400-409, 411-418, 420-427, 471, 476, 477	Pacific Area	
Northern Ohio District 2400 Orange Ave Rm 24 Cleveland OH 44101-9603 (216) 443-4100 / Fax (216) 443-4186	439-449	Bay Valley District 1675 7th St Rm 120 Oakland CA 94615-9651 (510) 874-8414 / Fax (510) 433-7655	939, 945-948,950, 951
Philadelphia District 2970 Market St Rm 514 Philadelphia PA 19104-9651 (215) 895-8063 / Fax (215) 895-9132	180, 181, 183, 189-194	Honolulu District 3600 Aolele St Honolulu HI 96820-9651 (808) 423-3928 / Fax (808) 423-3759	967-969
Pittsburgh District 1001 California Ave Rm 2027 Pittsburgh PA 15290-9651 (412) 359-1468 / Fax (412) 359-7108	150-154, 156, 260	Los Angeles District 7001 S Central Ave Rm 210 Los Angeles CA 90052-9614 (323) 586-2605 / Fax (323) 586-3702	900-905
South Jersey District 501 Benigno Blvd Bellmawr NJ 08031-9651 (856) 933-4262 / Fax (856) 933-4241	080-084, 197-199	Sacramento District 3775 Industrial Blvd West Sacramento CA 95799-0070 (916) 373-8723 / Fax (916) 373-8184	936-938, 942, 952, 953, 956-960
Capital Metro Area		San Diego District 11251 Rancho Carmel Dr San Diego CA 92199-9651 (858) 674-0400 / Fax (858) 674-0055	919-925
Baltimore District 900 E Fayette St Rm 166 Baltimore MD 21233-9651 (410) 347-4434 / Fax (410) 234-8553	210-212, 214-219	San Francisco District PO Box 7836 San Francisco CA 94120-7836 (415) 550-5716 / Fax (415) 550-5770	940, 941, 943, 944, 949, 954, 955, 962-966
Capital District 900 Brentwood Rd Washington DC 20066-7204 (202) 636-2177 / Fax (202) 636-2306	200, 202-209	Santa Ana District 3101 W Sunflower Ave Santa Ana CA 92799-9324 (714) 662-6248 / Fax (714) 966-2004	906-908, 917, 918, 926-928
Greater South Carolina District PO Box 929651 Columbia SC 29292-9651 (803) 926-6329 / Fax (803) 926-6326	290-296	Sierra Coastal District 28201 Franklin Pkwy Santa Clarita CA 91383-9650 (661) 775-6663 / Fax (661) 775-7187	910-916, 930-935
Greensboro District PO Box 27499 Greensboro NC 27498-9651 (336) 668-1250 / Fax (336) 668-1366	270-279, 286		
Mid-Carolinas District 2901 Interstate 85 S Charlotte NC 28228-9979 (704) 393-4420 / Fax (704) 393-4470	280-285, 287-289, 297		

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Western Area		Portland District PO Box 2229 Portland OR 97208-2229 (503) 294-2456 / Fax (503) 294-2596	970-979, 986
Alaska District 4141 Postmark Dr Anchorage AK 99530-9651 (907) 266-3277 / Fax (907) 266-3132	995-999	Salt Lake City District 1760 W 2100 S Salt Lake City UT 84199-9651 (801) 974-2507 / Fax (801) 974-2513	840-847
Arizona District 4949 E Van Buren St Rm 190 Phoenix AZ 85026-9651 (602) 225-2941 / Fax (602) 225-3944	850, 852, 853, 855-857, 859, 860, 863, 864	Seattle District PO Box 81419 Seattle WA 98108-1319 (206) 652-2100 / Fax (206) 652-2229	980-985, 988, 989
Big Sky District 841 S 26th St Billings MT 59101-9651 (406) 657-5780 / Fax (406) 657-5788	590-599	Sierra-Nevada District 1001 E Sunset Rd Las Vegas NV 89199-9651 (702) 361-9288 / Fax (702) 896-2703	889-891, 893-895, 897-898, 961
Central Plains District 5303 N 91st Ave Omaha NE 68134-9651 (402) 573-2117 / Fax (402) 573-2131	515, 516, 664-666, 668-681, 683-693	Spokane District 707 W Main Ave Ste 600 Spokane WA 99299-9605 (509) 626-6728 / Fax (509) 626-5814	832-838, 990-994
Colorado/Wyoming District 7500 E 53rd Pl Rm 2213 Denver CO 80266-9651 (303) 853-6192 / Fax (303) 853-6077	800-816, 820-831		
Dakotas District PO Box 7570 Sioux Falls SD 57117-7570 (605) 333-2650 / Fax (605) 333-2777	565, 567, 570-577, 580-588		
Hawkeye District PO Box 189996 Des Moines IA 50318-9651 (515) 251-2359 / Fax (515) 251-2052	500-514, 520-528, 612		
Mid-America District 300 W Pershing Rd Ste 100 Kansas City MO 64108-9651 (816) 374-9280 / Fax (816) 374-9701	636-641, 644-649, 654-658, 660-662, 667		
Northland District 100 S 1st St Rm 115 Minneapolis MN 55401-9651 (612) 349-4739 / Fax (612) 349-4410	540, 546-548, 550, 551, 553-564, 566		

609 Filing Indemnity Claims for Loss or Damage

Overview

- [1.0 General Filing Instructions](#)
- [2.0 Providing Proof of Loss or Damage](#)
- [3.0 Providing Evidence of Insurance and Value](#)
- [4.0 Claims](#)
- [5.0 Compensation](#)
- [6.0 Adjudication of Claims](#)

1.0 General Filing Instructions

1.1 Extra Services With Indemnity

A customer may file an indemnity claim for insured mail, collect on delivery (COD) items, Registered Mail with postal insurance, or Express Mail. Inquiries on uninsured Registered Mail may be filed as detailed in [503.2.0](#). Customers can find additional information in Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, available on www.usps.com and in Post Offices.

1.2 Bulk Insured Claims

Mailers authorized to mail at bulk insured prices under [503.4.0](#) will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

1.3 Who May File

A claim may be filed by:

- a. Either the mailer or addressee, for damaged articles or articles with some or all of the contents missing.
- b. Either the mailer or addressee who is in possession of the original retail mailing receipt, or in possession of the online label record or computer printout of the Web-based application as described in [3.1e](#), for lost articles.
- c. Only the merchandise return permit holder, for merchandise return service (MRS) parcels that are registered or insured as indicated by the permit holder on the MRS label.
- d. Only the mailer, when the mailer has added and paid for insurance on merchandise return service parcels.
- e. Only the mailer, for insured or collect on delivery (COD) parcels paid using eVS under [705.2.9](#).

609.1.4

1.4 When to File

[8-14-08] File claims as follows:

- a. *Damaged or Missing Contents*: customers should file a claim immediately but must file no later than 60 days from the date of mailing.
- b. *Lost Articles*: customers must file a claim within the time limits in the chart below.

MAIL TYPE OR SERVICE	WHEN TO FILE (FROM MAILING DATE)	
	No Sooner Than	No Later Than
Express Mail	7 days	90 days
Express Mail COD	45 days	90 days
Registered Mail	15 days	180 days
Registered COD	45 days	180 days
Insured Mail	21 days	180 days
COD	45 days	180 days
APO/FPO Insured Mail (First-Class Mail, SAM, or PAL)	45 days	1 year
APO/FPO Insured Mail (Surface Only)	75 days	1 year

1.5 Where to File

A claim may be filed:

- a. At any Post Office, station, or branch, except for Registered Mail articles with merchandise return service.
- b. Only at the Post Office where the merchandise return permit is held, for Registered Mail articles with merchandise return service.
- c. Online at www.usps.com for customers who purchased insurance online through Click-N-Ship or eBay.
- d. Only at the administering Post Office where the permit is held and Forms 3877 are presented for insured or COD parcels paid using eVS under [705.2.9](#).

1.6 How to File

A customer may file a claim by presenting evidence of insurance, evidence of value, and/or proof of damage. If the article was mailed Express Mail COD or Registered Mail COD, the customer must provide both the original COD receipt with either the Express Mail or the Registered Mail receipt. The customer must complete the applicable portions of Form 1000. Customers may print Form 1000 from www.usps.com and complete the customer section before going to the Post Office.

1.7 Filing Duplicate Claims

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed.

2.0 Providing Proof of Loss or Damage

2.1 Missing Contents

If a claim is filed because some or all of the contents are missing, the addressee must make the mailing container available to the USPS for inspection, including any wrapping, packaging, and any contents that were received. Failure to do so will result in denial of the claim.

2.2 Proof of Damage

If the addressee files the claim, the addressee must make the damaged article and mailing container available to the USPS for inspection, including any wrapping, packaging, and any other contents that were received. If the mailer files the claim, the St. Louis ASC will notify the addressee by letter to present the damaged article and mailing container to the USPS for inspection, including any wrapping, packaging, and any other contents that were received. Failure to do so will result in denial of the claim.

3.0 Providing Evidence of Insurance and Value

3.1 Evidence of Insurance

For a claim involving insured, COD, registered, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

- a. The original mailing receipt issued at the time of mailing (retail insured mail, Registered Mail, and COD receipts must contain a USPS postmark).
Reproduced copies are not acceptable.
- b. The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent insured, COD, registered with postal insurance, or Express Mail. If only the wrapper is submitted, indemnity can be limited to \$100 for insured, \$50 for COD, \$100 for Registered Mail, and \$100 for Express Mail.
- c. For Express Mail items accepted for mailing under an Express Mail Manifesting agreement in [705.2.0](#), a copy of the manifest page showing the Express Mail label number for the item in question; the manifest summary page for the date the piece was mailed; a copy of Form 3152-E, *Express Mail Manifesting Certification*, round-dated by the accepting Post Office; and a copy of the EMCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877, *Firm Mailing Book for Accountable Mail*, must also be submitted.
- d. For retail insurance the original sales receipt from the USPS listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.
- e. For insurance purchased online, the mailer may access and print an electronic record as follows:

609.3.2

1. A computer printout from the Web-based application used to print the label and purchase the insurance. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing or shipping date, origin ZIP Code, and delivery ZIP Code.
 2. A printed online label record.
- f. For insured mail or COD mail paid using eVS under [705.2.9](#), the mailer must present a printout of the part of Form 3877 that identifies the parcel by including the article number (the package identification code) of the insured or COD parcel, total postage paid, fee paid, declared insured value, amount due sender if COD, mailing date, origin ZIP Code, and delivery ZIP Code reported in the parcel record in the eVS manifest file. This information is used by the administering Post Office where the eVS permit account is held and the Form 3877 was presented to confirm payment through eVS.

3.2 Evidence of Value

The customer, either the mailer or the addressee, must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

- a. Sales receipt, invoice or bill of sale, or statement of value from a reputable dealer.
- b. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.
- c. Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer is not available). The date and place of purchase must be included.
- d. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.
- e. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.
- f. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.
- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.

- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, provide a computer printout of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

4.0 Claims

4.1 Payable Claim

Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail as explained in 4.2 is payable for the following:

- a. Actual value of lost articles at the time and place of mailing (see 4.1n for bulk insured articles).
- b. Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.
- c. Remittance due on a COD parcel not received by the sender, subject to the limitations set by the standards for COD service.
- d. Reasonable costs incurred duplicating documents such as:
 - 1. Copying service.
 - 2. Notary fees.
 - 3. Bonding fees for replacement of stock or bond certificates.
 - 4. Reasonable attorney's fees if required to replace the lost or damaged documents.
 - 5. Other direct and necessary expense or cost, as determined by the USPS.
 - 6. Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage bought, but not to exceed the \$25,000 maximum amount of insurance coverage available if sent by Registered Mail.
- e. Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.
- f. Cost of outer container, if designed and constructed for the article sent.
- g. Fair market value of stamps and coins of philatelic or numismatic value, as determined by a recognized stamp or coin dealer or current coin and stamp collectors newsletters and trade papers.
- h. Federal, state, or city sales tax paid on articles lost or totally damaged.
- i. Postage (not fee) paid for sending damaged articles for repair. (The USPS must be used for this purpose. Other reasonable transportation charges may be included if the USPS is not available.)

609.4.2

- j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints, etc.
- k. Cost of bees, crickets, or baby poultry destroyed by *physical* damage to the package or delay for which the USPS is responsible. (In the absence of definite evidence showing responsibility for death of these insects or animals, the USPS is presumed to be at fault if 10% or more are dead on delivery, and pays indemnity for all dead bees, crickets, or poultry; if less than 10%, the USPS is not presumed to be at fault.)
- l. Cost of filing a lost ticket report with the airline.
- m. Per page copying cost of lost or damaged blueprints, schematics, etc.
- n. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing or (2) the wholesale cost of the contents to the sender.
- o. Except for Registered Mail, the maximum indemnity for negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion, is \$15.00.

4.2 Payable Express Mail Claim

In addition to the payable claims in [4.1, Payable Claim](#), the following are payable for Express Mail:

- a. For Express Mail insurance, nonnegotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to \$100 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in [4.2a4](#). Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, while in transit begins when the USPS receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be in print, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:
 - 1. For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.

2. Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.
 3. Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount price). The period begins at the scheduled delivery time and may not exceed 15 days.
 4. Catastrophic loss for multiple Express Mail items, such as a major fire, limited to \$5,000.00, regardless of the number of Express Mail items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds \$5,000.00, the percentage of the sum represented by each individual settlement is applied to the \$5,000.00 to determine each claimant's pro rata share of the final settlement, not to exceed \$100 per piece.
- b. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to \$100. (Additional insurance, up to a maximum liability of \$5,000.00, may be purchased for merchandise valued at more than \$100.)
 - c. For negotiable items, currency, or bullion, the maximum indemnity is \$15.00.

4.3 Nonpayable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or Express Mail in these situations:

- a. Evidence of insurance coverage not provided.
- b. Loss, rifling, or damage occurred after delivery by the USPS.
- c. Claim based solely on sentimental rather than actual value.
- d. Requested replacement value exceeded actual value at the time and place of mailing.
- e. The contents of film (e.g., positives, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints), the cost of creating or re-creating these items, or the photographer's time and expense in taking the photographs.
- f. Loss resulting from delay of the mail, except under [4.2a.2, Payable Express Mail Claim](#), and [4.3ad](#) below.
- g. Consequential loss claimed rather than the actual value of the article.
- h. Perishable contents froze, melted, spoiled, or deteriorated.
- i. Damage by abrasion, scarring, or scraping to articles not properly wrapped for protection.
- j. Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching, unless it is determined that transportation was in place to achieve the 72-hour target.

609.4.3

- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability of these insects and animals is subject to [601.9.0, Perishables](#)).
- l. The sender or addressee failed to cooperate in the completion of required claim forms.
- m. Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.
- n. Personal time required to replace documents.
- o. Claim filed after the article transported outside the USPS.
- p. Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.
- q. Mail article or part or all of its contents officially seized while in the military postal system overseas.
- r. Consequential loss of Express Mail claimed, except under [4.2a3](#) and [4.3ad](#).
- s. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.
- t. Loss or damage caused by employees or agents of the sender or addressee.
- u. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.
- v. War, insurrection, or civil disturbance, or seizure by any agency of government.
- w. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.
- x. Items sent COD without the addressee's consent.
- y. Adult birds in Express Mail with no physical damage to the container.
- z. Cost incurred for estimates and appraisals.
- aa. Lottery tickets, sweepstakes tickets, contest entries, and similar items.
- ab. Mailer refuses to accept delivery of the parcel on return.
- ac. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or the mailer.
- ad. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail service selected.
- ae. Software installed onto computers that have been lost or damaged.

af. Damaged articles not claimed within the time limits in the *Postal Operations Manual*.

ag. Personal time used to make hobby, craft, or similar handmade items.

5.0 Compensation

5.1 Payment Limit

The USPS does not make payment for more than the actual value of the article or, for bulk insurance, for more than the wholesale cost of the contents to the sender if a lesser amount. The USPS does not make payment for more than the maximum amount covered by the fee paid.

5.2 Depreciation

The USPS depreciates a used article either lost or damaged based on the life expectancy of the article.

5.3 Insufficient Fee

If, through an established error by the USPS, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to buy insurance on mail sent as uninsured registered, or to increase the indemnity on the registered article. The declared value must already be noted on Form 3806 or Form 3813-P. Customers must complete all entries on Form 3877 or facsimile.

5.4 Loss or Total Damage

If the insured, registered, or COD article is lost or the entire contents totally damaged, the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Express Mail is refunded under [604.9.5](#).

5.5 Dual Claim

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.

5.6 Incompetent or Deceased

If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the USPS.

5.7 Recovered Article

If a lost registered, insured, COD, or Express Mail article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated, or has missing contents, the payee may accept it and reimburse the USPS in an amount set by the Consumer Advocate, USPS Headquarters.

609.6.1

6.0 Adjudication of Claims

6.1 Initial Adjudication of Claims

The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims, except the initial adjudication of domestic retail insured claims for insurance coverage of \$50.00 or less that are not for bulk insured service, and claims appealed under 6.3. Domestic retail insured claims for insurance coverage of \$50.00 or less, except for bulk insured service, are adjudicated and paid locally at the Post Office accepting the claims. Claims for insurance purchased online (through Click-N-Ship or eBay) up to \$500 may be filed online through www.usps.com, and will be processed and paid through the St. Louis ASC.

6.2 Appealing a Claim Decision

A customer may appeal a claim decision by filing a written appeal within 60 days of the date of the original decision. Except for domestic retail insured claims for insurance coverage of \$50.00 or less, the customer must send the appeal directly to Claims Appeals (see 608.8.0 for address). For domestic retail insured claims for insurance coverage of \$50.00 or less, the customer must send the appeal to the Post Office where the claim was filed. That Post Office forwards the appeal to the manager of Claims Appeals at the St. Louis ASC.

6.3 Final USPS Decision of Claims

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters (see 608.8.0 for address), who may waive standards in 609 in favor of the customer.

700

Special Standards

- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 707 Periodicals
- 708 Technical Specifications
- 709 Experimental Classifications and Prices

700 Special Standards

TOPICS

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

703 Nonprofit Standard Mail and Other Unique Eligibility

1.0 Nonprofit Standard Mail

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

2.0 Overseas Military Mail

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

3.0 Department of State Mail

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

4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

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

6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

7.0 Official Mail (Penalty)

- 7.1 Definitions
- 7.2 Postage And Fees

- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Prices, Preparation, And Detention
- 7.6 General Standards for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps and Stationery
- 7.10 General Standards for Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Express Mail
- 7.15 Contractors

8.0 Absentee Balloting Materials

- 8.1 Basic Standards
- 8.2 Marking

9.0 Mixed Classes

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

**700
Special
Standards**

705
Advanced Preparation and
Special Postage Payment
Systems

1.0 Customized MarketMail

- 1.1 Basic Standards
- 1.2 Prices
- 1.3 Extra Services
- 1.4 Preparation Standards

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Express Mail Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System

3.0 Optional Procedure Mailing System

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

4.0 Alternate Mailing System

- 4.1 Basic Information
- 4.2 Authorization

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
- 5.4 Documentation

6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

- 6.1 Basic Standards for Combining Parcels and NFMs
- 6.2 Combining Parcels and NFMs—DBMC Entry
- 6.3 Combining Parcels—Parcel Select OBMC Presort, BMC Presort, DSCF, and DDU Prices
- 6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

- 7.1 Combining Parcels—DSCF and DDU Entry
- 7.2 Combining Parcel Select and Package Services Machinable Parcels for DBMC Entry
- 7.3 Postage Payment
- 7.4 Documentation
- 7.5 Authorization

8.0 Preparing Pallets

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Labels
- 8.7 Copalletized, Combined, or Mixed-Price Level Mailings of Flat-Size Pieces
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
- 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
- 8.13 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets
- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
- 8.16 Copalletized Flat-size Pieces—Periodicals or Standard Mail
- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Select—Bulk Mail Center (BMC) Presort Discount
- 8.19 Parcel Select—Origin Bulk Mail Center (OBMC) Presort Discount
- 8.20 Parcel Select DSCF Prices—Parcels on Pallets
- 8.21 Parcel Select DSCF Prices—Sacks on Pallets
- 8.22 Parcel Select and Bound Printed Matter DDU Prices

**700
Special
Standards**

9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product

- 10.1 Periodicals
- 10.2 Standard Mail

11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

- 12.1 Periodicals
- 12.2 Standard Mail

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

- 13.1 Periodicals
- 13.2 Standard Mail

14.0 Plant Load Mailings

- 14.1 Basic Information
- 14.2 Application for Plant Load Privileges
- 14.3 Plant Load Operations
- 14.4 Expedited Plant Load Shipment
- 14.5 Mailer Responsibilities
- 14.6 Intradistrict Plant-Loaded Shipments
- 14.7 Interdistrict Plant-Loaded Shipments

15.0 Plant-Verified Drop Shipment

- 15.1 Description
- 15.2 Program Participation
- 15.3 Liability
- 15.4 Standard Mail Documentation
- 15.5 Parcel Select and Package Services PVDS Option

16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute

- 16.1 Prices and Fees

- 16.2 Basic Standards
- 16.3 Additional Standards for Express Mail Open and Distribute
- 16.4 Additional Standards for Priority Mail Open and Distribute
- 16.5 Preparation
- 16.6 Enter and Deposit

17.0 Express Mail Reshipment Service

- 17.1 Basic Information

18.0 Metered Mail Drop Shipment

- 18.1 Basic Information
- 18.2 Authorization
- 18.3 Option 1: Deposit at P&DC/F
- 18.4 Option 2: Deposit at Another Post Office
- 18.5 Option 3: Consolidated Drop Shipment With Endorsement
- 18.6 Option 4: Consolidated Drop Shipment Without Endorsement

19.0 Postage Due Weight Averaging Program

- 19.1 Basic Information
- 19.2 Authorization

20.0 Optional Combined Parcel Mailings

- 20.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels
- 20.2 Price Eligibility
- 20.3 Mail Preparation

21.0 Repositionable Notes (RPNs)

- 21.1 Use
- 21.2 Mailpiece Characteristics
- 21.3 RPN Characteristics
- 21.4 RPNs on Automation-Price Mailpieces
- 21.5 Prices
- 21.6 Compliance

**707
Periodicals**

1.0 Prices and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Ride-Along Price
- 1.4 Fees

**700
Special
Standards**

- 2.0 Price Application and Computation**
 - 2.1 Price Application
 - 2.2 Computing Postage
- 3.0 Physical Characteristics and Content Eligibility**
 - 3.1 Physical Characteristics
 - 3.2 Addressing
 - 3.3 Permissible Mailpiece Components
 - 3.4 Impermissible Mailpiece Components
 - 3.5 Mailpiece Construction
 - 3.6 Printed Features
- 4.0 Basic Eligibility Standards**
 - 4.1 Second-Class Mail
 - 4.2 Qualification Categories
 - 4.3 General
 - 4.4 Periodical Publications
 - 4.5 Printed Sheets
 - 4.6 Known Office of Publication
 - 4.7 Regular Issuance
 - 4.8 Eligible Formats
 - 4.9 Issues
 - 4.10 Editions
 - 4.11 Back Issues and Reprints
 - 4.12 Identification
 - 4.13 Advertising Standards
 - 4.14 Fees
- 5.0 Applying for Periodicals Authorization**
 - 5.1 Original Entry Application
 - 5.2 Mailing While Application Pending
 - 5.3 Decision on Application
 - 5.4 Revocation or Suspension of Privileges
- 6.0 Qualification Categories**
 - 6.1 General Publication
 - 6.2 Publications of Institutions and Societies
 - 6.3 Publications of State Departments of Agriculture
 - 6.4 Requester Publications
 - 6.5 Foreign Publications
 - 6.6 News Agent Registry
- 7.0 Mailing to Nonsubscribers or Nonrequesters**
 - 7.1 Sample Copies
 - 7.2 Simplified Address
 - 7.3 Advertising Copies
 - 7.4 Gift Subscriptions
 - 7.5 Exchange Copies
 - 7.6 Expired Subscription
 - 7.7 Complimentary Copies
 - 7.8 Proof Copies
 - 7.9 Nonrequester and Nonsubscriber Copies
- 8.0 Record Keeping Standards for Publishers**
 - 8.1 Basic Standards
 - 8.2 Verification
 - 8.3 Statement of Ownership, Management, and Circulation
 - 8.4 Nonsubscriber and Nonrequester Copy Distribution
- 9.0 Changing Title, Frequency, or Known Office of Publication**
 - 9.1 General
 - 9.2 Changing Qualification Categories
 - 9.3 Application for Reentry
- 10.0 Preferred Periodicals**
 - 10.1 Nonprofit Eligibility—Basic Standards
 - 10.2 Nonprofit Eligibility—Qualified Organizations
 - 10.3 Nonprofit Eligibility—Other Qualified Organizations
 - 10.4 Classroom Eligibility
 - 10.5 Application
 - 10.6 Mailing While Application Pending
 - 10.7 Decision on Application
- 11.0 Basic Eligibility**
 - 11.1 Outside-County Prices
 - 11.2 Outside-County Science-of-Agriculture Prices
 - 11.3 In-County Prices
 - 11.4 Discounts
 - 11.5 Copies Mailed by Public
- 12.0 Nonbarcoded (Presorted) Eligibility**
 - 12.1 Basic Standards
 - 12.2 Prices—Outside-County
 - 12.3 Prices—In-County
 - 12.4 ZIP Code Accuracy
- 13.0 Carrier Route Eligibility**
 - 13.1 Basic Standards
 - 13.2 Sorting
 - 13.3 Walk-Sequence Prices
 - 13.4 Carrier Route Accuracy

**700
Special
Standards**

14.0 Barcoded (Automation) Eligibility

- 14.1 Basic Standards
- 14.2 Prices—Outside-County
- 14.3 Prices—In-County
- 14.4 Address Standards for Barcoded Pieces

15.0 Ride-Along Eligibility

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

16.0 Postage Payment

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

17.0 Documentation

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

18.0 General Mail Preparation

- 18.1 Definition of Presort
- 18.2 Definition of Mailings
- 18.3 Presort Terms
- 18.4 Mail Preparation Terms

19.0 Bundles

- 19.1 Definition of a Bundle
- 19.2 Arranging Pieces in a Bundle (“Facing”)
- 19.3 Preparing Bundles of Nonuniform Pieces (“Counterstacking”)
- 19.4 Securing Bundles
- 19.5 Letter-Size Bundles
- 19.6 Flat-Size Bundles
- 19.7 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 19.8 Preparing Bundles in Sacks
- 19.9 Preparing Bundles on Pallets
- 19.10 Pieces With Simplified Addresses
- 19.11 Bundles With Fewer Than the Minimum Pieces Required

- 19.12 Address Visibility
- 19.13 Labeling Bundles
- 19.14 Carrier Route Information Lines
- 19.15 Facing Slips for Carrier Route Mail

20.0 Sacks and Trays

- 20.1 Basic Standards
- 20.2 Letter Tray Preparation
- 20.3 Sack Preparation
- 20.4 Use of Flat Trays (Optional)

21.0 Sack and Tray Labels

- 21.1 Basic Standards
- 21.2 Sack Labels
- 21.3 Tray Labels
- 21.4 Use of Barcoded Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals

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

23.0 Preparing Carrier Route Periodicals

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

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

- 24.1 Basic Standards
- 24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

- 25.1 Basic Standards

**700
Special
Standards**

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

**26.0 Physical Criteria for
Nonmachinable Flat-Size
Periodicals**

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

**27.0 Combining Multiple Editions or
Publications**

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

28.0 Enter and Deposit

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

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Bulk Mail Center
- 29.3 Destination Area Distribution Center
- 29.4 Destination Sectional Center Facility
- 29.5 Destination Delivery Unit

30.0 Additional Entry

- 30.1 Basic Standards
- 30.2 Authorization
- 30.3 Use of Additional Entry
- 30.4 Modification
- 30.5 Cancellation, Revocation, and
Restoration

708

Technical Specifications

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

- 1.1 Basic Standards

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

**2.0 Presort Accuracy Validation and
Evaluation (PAVE)**

- 2.1 Presort Accuracy Validation and
Evaluation (PAVE)

**3.0 Coding Accuracy Support System
(CASS)**

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching
and Coding
- 3.4 Definitions—Mailing and
Address Lists
- 3.5 Documentation
- 3.6 CASS Certification

**4.0 Standards for POSTNET and
Intelligent Mail Barcodes**

- 4.1 General
- 4.2 POSTNET Barcode
- 4.3 Intelligent Mail Barcodes
- 4.4 Reflectance
- 4.5 Skew and Baseline Shift
- 4.6 Barcode Software and Hardware
Certification

**5.0 Standards for Postal Routing
Barcodes**

- 5.1 Basic Requirements
- 5.2 Basic Elements of Postal Routing
Barcodes
- 5.3 Use With Delivery Confirmation or
Signature Confirmation Service
- 5.4 Use With Confirmation Services and
Insurance (Integrated Barcode)
- 5.5 Dimensions
- 5.6 Location
- 5.7 Clear Zone
- 5.8 Reflectance
- 5.9 Quality
- 5.10 Human-Readable Information
- 5.11 Technical Specifications
- 5.12 Substrate Material

**700
Special
Standards**

**6.0 Barcoding Standards for
Container Labels**

- 6.1 Basic Standards—Tray and Sack Labels
- 6.2 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels
- 6.3 Additional Standards—Barcoded 1-Inch Sack Labels

**7.0 Optional Endorsement Lines
(OELs)**

- 7.1 OEL Use
- 7.2 OEL Format

8.0 Carrier Route Information Lines

- 8.1 Basic Information
- 8.2 Format and Content

9.0 Facing Identification Mark (FIM)

- 9.1 Using FIMs
- 9.2 Pattern
- 9.3 Specification
- 9.4 Dimensional Tolerances
- 9.5 Reflectance

10.0 Postal Zones

- 10.1 Basis
- 10.2 Application
- 10.3 Zone Charts
- 10.4 Specific Zones

709
Experimental Classifications and
Prices
.....

**1.0 General Requirements for
Negotiated Service Agreements
(NSAs)**

- 1.1 Basic Information
- 1.2 Candidate Factors and Requirements
- 1.3 Application Process

700 Special Standards

703 Nonprofit Standard Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage
Payment Systems

707 Periodicals

708 Technical Specifications

709 Experimental Classifications and Prices

703 Nonprofit Standard Mail and Other Unique Eligibility

Overview

- 1.0 Nonprofit Standard Mail
- 2.0 Overseas Military Mail
- 3.0 Department of State Mail
- 4.0 Mail Sent by U.S. Armed Forces
- 5.0 Free Matter for the Blind and Other Physically Handicapped Persons
- 6.0 Official Mail (Franked)
- 7.0 Official Mail (Penalty)
- 8.0 Absentee Balloting Materials
- 9.0 Mixed Classes

1.0 Nonprofit Standard Mail

1.1 Basic Standards

1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2, Qualified Nonprofit Organizations](#), or [1.3, Qualified Political Committees and State or Local Voting Registration Officials](#), and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail price, including Nonprofit Enhanced Carrier Route prices.

1.1.2 Authorization

[9-11-08] Specific authorization is required to mail at Nonprofit Standard Mail prices and may be used at any Post Office with *PostalOne!* access. Mailers are required to confirm authorization at non-*PostalOne!* Post Office locations before mailings will be accepted at Nonprofit Standard Mail prices.

1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail prices must meet the standards in [243](#), [343](#), or [443](#) and the corresponding standards for any other discount or price claimed.

1.2 Qualified Nonprofit Organizations

1.2.1 General

An organization described in [1.2.3](#) through [1.2.10](#) may be authorized to mail at the Nonprofit Standard Mail prices if it is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [1.2.3](#) through [1.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

703.1.2.3

1.2.3 Religious

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

1.2.4 Educational

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or through the use of television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

1.2.5 Scientific

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

1.2.6 Philanthropic (Charitable)

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates

social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization.

1.2.7 Agricultural

An agricultural organization is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

1.2.8 Labor

A labor organization is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

1.2.9 Veterans

A veterans' organization is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

1.2.10 Fraternal

A fraternal organization is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

1.3 Qualified Political Committees and State or Local Voting Registration Officials

1.3.1 Political Committees

These political committees may be authorized to mail at the Nonprofit Standard Mail prices without regard to their nonprofit status:

- a. A national committee of a political party.
- b. A state committee of a political party.
- c. The Democratic Congressional Campaign Committee.
- d. The Democratic Senatorial Campaign Committee.
- e. The National Republican Congressional Committee.
- f. The National Republican Senatorial Committee.

703.1.3.2

1.3.2 Definitions

For the standards in [1.3.1](#):

- a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.
- b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

1.3.3 Voting Registration Officials

Voting registration officials in a state or the District of Columbia are authorized to mail certain Standard Mail materials at the Nonprofit Standard Mail prices under the National Voter Registration Act of 1993 (see [1.6.12, Matter Mailed by Voting Registration Official](#)).

1.4 Ineligible Organizations**1.4.1 Private**

These and similar organizations do not qualify for the Nonprofit Standard Mail prices, even if organized on a nonprofit basis:

- a. Automobile clubs.
- b. Business leagues.
- c. Chambers of commerce.
- d. Citizens' and civic improvement associations.
- e. Individuals.
- f. Mutual insurance associations.
- g. Political organizations (other than those specified in [1.3](#)).
- h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).
- i. Social and hobby clubs.
- j. Associations of rural electric cooperatives.
- k. Trade associations.

1.4.2 Government

State, county, and municipal governments are generally not eligible for the Nonprofit Standard Mail prices. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in [1.2](#) may be eligible, notwithstanding its governmental status.

1.5 Identification of Nonprofit Organization

All matter mailed at the Nonprofit Standard Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it

must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name.

1.6 Eligible and Ineligible Matter

1.6.1 Organization’s Own Mail

An organization authorized to mail at the Nonprofit Standard Mail prices may mail only its own matter at those prices. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail prices to any other person or organization.

1.6.2 Ineligible Matter

No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit Standard Mail prices.

1.6.3 Cooperative Mailing

A cooperative mailing may be made at the Nonprofit Standard Mail prices only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail prices. The mailer may appeal the decision under [607.2.0](#). Exception: This standard does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail prices soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services. This exception applies only where the organization authorized to mail at Nonprofit Standard Mail prices is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation or waives in writing the receipt of this list.

1.6.4 Prohibitions and Restrictions

Nonprofit Standard Mail prices may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

- a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office.
- b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the policy is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in [1.6.5](#).
- c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of

703.1.6.5

the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit Standard Mail prices; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.

- d. Any other product or service unless one of these exceptions is met:
 1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit Standard Mail prices. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in 1.6.6, are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail prices.
 2. The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in 1.6.8 are used to determine whether the Standard Mail material meets the content requirements for a periodical publication.

1.6.5 Definitions, Insurance

For the standard in 1.6.4b:

- a. Except as specified in 1.6.5c, the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).
- b. Except as specified in 1.6.5c, the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:
 1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
 2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional

shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

1.6.6 Definitions, Substantially Related Advertising Products

For the standards in [1.6.4d](#):

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail prices. See [1.6.8](#).)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail prices is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).
 1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
 2. Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail prices if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail prices. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail prices unless it is part of material that meets the content requirements described in [1.6.8](#) and is not disqualified from using the Nonprofit Standard Mail prices under another provision.
- c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).

703.1.6.7

- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in [707.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) is mailable at the Nonprofit Standard Mail prices.
- f. Unless the mailing is ineligible for the Nonprofit Standard Mail prices for other reasons, mailings will be accepted at the Nonprofit Standard Mail prices upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

1.6.7 Other Matter

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail prices solely because that material contains, but is not primarily devoted to:

- a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with [707.16.0](#) and [707.17.0](#). The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.

1.6.8 Periodical Publication Content Requirements

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit Standard Mail prices. The material mailed must meet these standards:

- a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.
- b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.
- c. Contain an identification statement on one of the first five pages of the publication that includes these elements:
 1. Title.
 2. Issue date. The date may be omitted if it is on the front cover or cover page.
 3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).
 4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
 5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
 6. International Standard Serial Number (ISSN), if applicable.
 7. Subscription price, if applicable.
- d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in [707.4.13](#).

1.6.9 Contribution and Membership Premiums

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered.

1.6.10 Political Mailings

A qualifying political committee under [1.3](#) may mail election-related materials, such as candidate endorsements, at the Nonprofit Standard Mail prices if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail prices when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail prices assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit Standard Mail prices:

703.1.6.11

- a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.
- b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.
- c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.
- d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee.

1.6.11 Products Mailable at Nonprofit Standard Mail Prices

The following products are mailable at Nonprofit Standard Mail prices:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2008, the cost of such items cannot exceed \$9.10. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.
- b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.
- c. A periodical publication (as defined in [707.4.0](#)) of a nonprofit organization unless it is ineligible under [1.6](#) to be mailed at the Nonprofit Standard Mail prices.

1.6.12 Matter Mailed by Voting Registration Official

The voting registration official may mail, at the Nonprofit Standard Mail prices, only qualifying Standard Mail matter that is required or authorized to be mailed at those prices by the National Voter Registration Act of 1993.

1.6.13 Evidence of Eligibility

On request, an organization authorized to mail at the Nonprofit Standard Mail prices must provide evidence to the USPS, or cause evidence held by another party to be provided to the USPS, about the eligibility of any of its mail matter or mailings to be sent at those prices. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit Standard Mail prices, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit Standard Mail prices, as well as for the revocation of the organization's authorization to mail at the Nonprofit Standard Mail prices.

1.7 Authorization—Application**1.7.1 Filing**

[9-11-08] An application on Form 3624, *Application to Mail at Nonprofit Standard Mail Rates*, must be filed by an organization prior to being authorized to mail at Nonprofit Standard Mail prices. The applicant must indicate on Form 3624 the qualifying category of organization under which it seeks authorization.

1.7.2 Fee

No fee is charged for filing Form 3624.

1.7.3 Permits and Authorizations

[9-11-08] Authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

1.7.4 Qualified Nonprofit Organizations

Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 1.2 and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the payment of federal income tax is not required to qualify for the Nonprofit Standard Mail prices. Such exemption is considered as evidence of qualification for preferred postal prices, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit Standard Mail prices, unless other evidence discloses some disqualification.*

1.7.5 Political Committees

Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in 1.3; evidence of nonprofit status is not required.

1.7.6 Nonprofit Standard Mail Authorization Number

[9-11-08] Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices. Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit Standard Mail Prices.

1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices

1.8.1 Confirmation of Authorization Application Procedure

[9-11-08] An authorized organization, or organization pending authorization, wishing to mail at a non-PostalOne! Post Office location must file Form 3623, *Request for Confirmation of Authorization (or Pending Authorization) to Mail at Nonprofit Standard Mail Prices*, with the postmaster prior to mailings being made at Nonprofit Standard Mail prices.

1.8.2 Fee

No fee is charged for filing Form 3623.

1.8.3 Organization Name

If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed

703.1.8.4

(e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change).

1.8.4 Permits and Authorizations

[9-11-08] Confirmation of authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

1.9 Mailing While Application Pending

1.9.1 Approval

[9-11-08] An organization may not mail at Nonprofit Standard Mail prices at a Post Office before Form 3624 or Form 3623, if required, is approved.

1.9.2 Postage Record

[9-11-08] While an application, or confirmation of authorization, is pending postage must be paid at applicable First-Class Mail or Priority Mail prices, or at applicable Standard Mail prices. The USPS records the difference between postage paid at regular Standard Mail prices and the postage that would have been paid at Nonprofit Standard Mail prices. No record is kept if postage is paid at First-Class Mail or Priority Mail prices.

1.9.3 Refund

[9-11-08] If an authorization, or confirmation of authorization, to mail at Nonprofit Standard Mail prices is issued, the mailer may be refunded the postage paid at the Post Office where pending mailings were made for any amount that exceeds the Nonprofit Standard Mail prices since the effective date of the authorization or confirmation. No refund is made:

- a. If the application on Form 3624 is denied and no appeal is filed.
- b. If postage was paid at First-Class Mail or Priority Mail prices.
- c. For the period before the effective date of the authorization.
- d. If confirmation of authorization using Form 3623 is denied.

1.9.4 Effective Date

The effective date of the Nonprofit Standard Mail price authorization is the date of the application or the date of the organization's eligibility, whichever is later.

1.9.5 Pending Status

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

1.10 Ruling on Application

1.10.1 Additional Information

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application.

1.10.2 Rulings

[9-11-08] The PCSC manager rules on Form 3624 and Form 3623 and notifies the applicant directly.

1.10.3 Appealing a Denial

[9-11-08] If the application on Form 3624 or Form 3623 is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the PCSC manager still believes that the organization does not qualify to be authorized at Nonprofit Standard Mail prices, or the request for confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

1.11 Revocation**1.11.1 USPS Review**

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit Standard Mail prices. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation.

1.11.2 Revocation for Cause

If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the PCSC manager notifies the organization of the proposed revocation and the reasons for it.

1.11.3 Appeal

Revocation for cause under [1.11.2](#) takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). The manager of Mailing Standards may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

1.11.4 Revocation for Nonuse

[9-11-08] The PCSC revokes an authorization to mail at Nonprofit Standard Mail prices if no Nonprofit Standard Mail price mailings are made by the authorized organization during a 2-year period. The PCSC notifies the organization of the revocation for nonuse.

2.0 Overseas Military Mail**2.1 Basic Standards****2.1.1 First-Class Mail**

First-Class Mail letter mail, including stamped cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military Post Offices outside the 48 contiguous states, and between those

703.2.1.2

military Post Offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under [4.0](#), *Mail Sent by U.S. Armed Forces*, sound recordings must be marked “Sound Recorded Personal Correspondence” by the mailer on the address side.

2.1.2 APO/FPO Priority Mail Flat-Rate Boxes

A USPS-produced APO/FPO Priority Mail large flat-rate box sent to an APO/FPO destination address, regardless of the actual weight of the piece, is charged \$10.95. Items to an APO/FPO address may be shipped in a special version of the box identified with the additional logo: “Americas supports you. mil.” If the special version of the APO/FPO flat-rate box is used for non-APO/FPO addresses, the domestic or international large flat-rate box prices will apply. Articles mailed to an APO/FPO address in one of the regular flat-rate boxes (FRB-1 or FRB-2) are charged \$9.80. Only USPS-produced flat-rate boxes are eligible for the flat-rate box prices.

2.1.3 SAM Parcels

Parcels of any class, paid at surface postage prices, are airlifted to, from, or between overseas military Post Offices outside the 48 contiguous states. These parcels must be marked “SAM” (space available mail) on the address side, preferably below the postage and above the addressee’s name. These maximum weight and size limits apply when mailed from:

- a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.
- b. An APO or FPO outside the 48 contiguous states: Package Services and Parcel Select weight and size limits ([401](#), *Physical Standards*).

2.1.4 Periodicals Publications

Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military Post Office outside the 48 contiguous states, are given airlift service under [2.1.3](#). Airlift service in [2.1.3](#) and [2.1.4](#) is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

2.1.5 Preparation

Items sent by air or surface mail are subject to the size and weight standards in [201](#) or [401](#) unless limited further by this standard. Mail must be addressed under [602](#). Postage at the applicable Priority Mail or Package Services prices is charged for parcels sent by air or surface transportation.

2.1.6 Privacy of Mail

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

2.1.7 Restriction

Regardless of postage payment method, single-piece price Priority Mail and single-piece price Package Services weighing more than 13 ounces must be presented at a Post Office retail counter. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented

by a sender known to the postal carrier at the sender's residence or place of business. Mail not complying with the requirements of this section and requiring air transportation is returned to the sender for proper deposit.

2.2 Addressing Military Mail

2.2.1 Overseas Address

Overseas military addresses must conform to domestic addressing standards. The delivery line (the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

2.2.2 Geographic Address

Mail showing a foreign city and country in addition to the military address is subject to the postage prices and conditions for international mail.

2.2.3 Address Within United States

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4 code. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.
- d. Mail sent to dependents of military personnel for delivery through the sponsor's military unit must be addressed in care of the sponsor.
- e. Mail sent to dependents of military personnel for delivery at the sponsor's military quarters need not be addressed in care of the sponsor.

2.3 General Restrictions

2.3.1 Mailability Conditions

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military Post Offices are subject to the conditions of *International Mail Manual* 130, the standards in [601, Mailability](#), and conditions prescribed by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin*.

2.3.2 Firearms

Firearms are subject to [601.11.0](#). To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, periodically printed in the *Postal Bulletin*, a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military Post Offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

2.3.3 Animals and Plants

Information on mailing animal and plant products is in [601.9.0](#) and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

2.3.4 Military Retirees

Except for eligible mail marked “Free Matter for the Blind or Handicapped,” any mailpiece addressed to a retiree at a military Post Office overseas must weigh less than 1 pound when the designation “Box R” is part of the address.

2.3.5 Packaging

Packages addressed from, to, or between overseas military Post Offices must meet the standards in [601.1.0](#) through [601.10.0 in Mailability](#). All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container.

2.3.6 Customs Declarations

Any mailpiece weighing 16 ounces or more that is addressed to an APO or FPO ZIP Code must bear customs Form 2976 and must be presented to an employee at a Post Office or as designated by the postmaster. Certain destination APO and FPO addresses require customs Form 2976-A, as shown in the chart *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, published in the *Postal Bulletin*. Unless the destination ZIP Code has a customs declaration form requirement in the chart, any known mailer (see the *International Mail Manual*) presenting bulk mailings that are declared on a postage statement is not required to use customs forms. The *International Mail Manual* contains procedures for completing the forms. Regardless of method of postage payment, mail from government agencies and their contractors going to, from, or between APO or FPO ZIP Codes is exempt from the requirements of this section unless customs declarations are necessary for customs treatment as indicated in the chart.

2.4 Military Ordinary Mail (MOM)

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, Parcel Select, or Package Services prices that requires faster service than sealift transportation to, from, and between military Post Offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

- a. Be conspicuously marked “MOM” on the address side, below the postage or penalty mail indicia, and above the addressee’s name.
- b. Conform to the maximum size and weight limits for the postage price claimed (Periodicals, Standard Mail, or Package Services).

2.5 Parcel Airlift (PAL)

2.5.1 Description

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military Post Offices (MPOs) outside the 48 contiguous states (from the Post Office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a Post Office within the 48 contiguous states.

2.5.2 Availability

PAL is available for Package Services or Parcel Select pieces that do not exceed 30 pounds in weight or 60 inches in length and girth combined, when mailed at or addressed to any overseas military Post Office outside the 48 contiguous states.

2.5.3 Parcel Airlift (PAL) Fees

Fee, in addition to postage and other fees, per piece:

MAXIMUM WEIGHT	FEE
2 pounds	\$0.50
3 pounds	1.00
4 pounds	1.45
30 pounds	2.00

2.5.4 Fee and Postage

The applicable PAL fee must be paid in addition to the regular surface price of postage for each addressed piece sent by PAL service.

2.5.5 Additional Services

The following extra services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Insured mail.
- c. Restricted delivery (if insured for more than \$200.00).
- d. Return receipt (if insured for more than \$200.00).
- e. Return receipt for merchandise.
- f. Special handling.

2.5.6 Marking

PAL parcels must be marked with the large letters “PAL” on the address side.

2.6 Express Mail Military Service (EMMS)**2.6.1 Availability**

EMMS is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations.

2.6.2 Prices

EMMS postage prices correspond to the type of service requested, based on the weight of the addressed piece.

2.6.3 Designated Acceptance Sites

EMMS is available at designated USPS facilities for 2-day or 3-day service to designated APO/FPO 5-digit ZIP Codes and at designated APO/FPO facilities for 2-day or 3-day service to designated 3-digit destination ZIP Code areas, facilities, or locations in the United States. The 3-day service option is offered from U.S. acceptance offices to APOs/FPOs to which 2-day EMMS is not logistically supportable. (All 2-day EMMS acceptance offices can accept EMMS shipments for 3-day service after the local cutoff time for normal 2-day service. Designated APO/FPO facilities overseas can accept 3-day service EMMS shipments for 3-digit destination ZIP Code areas in the United States not included on their 2-day service network.)

2.6.4 Service Limitation

EMMS may not be available at or between all Post Offices or at all times of deposit. An EMMS directory, showing detailed local information about EMMS, is available at Post Offices.

2.6.5 Acceptance

EMMS items must be presented by the times authorized by the local postmaster.

2.6.6 Post Office to Addressee (To APO/FPO)

Under Post Office to Addressee Service to APO/FPO destinations, items presented under [2.6](#) for an APO/FPO address are available for delivery at the destination APO/FPO facility by 3 p.m. of the second day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day. Items presented for 3-day service are available for delivery at the destination APO/FPO facility by 3 p.m. of the third day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day.

2.6.7 Post Office to Addressee (From APO/FPO)

Under Post Office to Addressee Service from APO/FPO to U.S. destination, items presented under [2.6](#) are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the second day after mailing. Items presented for 3-day service are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the third day after mailing.

2.6.8 Mailing Label

For each Express Mail Next Day Service item, the mailer must complete a mailing label—either Label 11-A or Label 11-E (for Post Office to Post Office Service) or Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*.

2.6.9 Customs Declaration

For an Express Mail Military Service (EMMS) item, the mailer may also have to complete a customs declaration under 2.3.6. Military (APO/FPO) mail cannot be accepted under an Express Mail Manifesting agreement.

2.6.10 Waiver of Signature

Waiver of signature is not available for Express Mail Military Service.

2.6.11 ZIP Code Determination

For Express Mail Military Service (EMMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin.

2.6.12 Deposit

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

2.7 Delivery of Military Mail**2.7.1 Military Post Offices**

Military Post Offices (MPOs) are branches of a U.S. civil Post Office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or commercial mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices.

2.7.2 Units Without MPOs

For units not operating military Post Offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the Post Office, on Form 3849 or Form 3801.

703.2.7.3

2.7.3 Units With MPOs

For units operating military Post Offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested.

2.7.4 Identification

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

2.7.5 Receipts

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee.

3.0 Department of State Mail**3.1 Availability****3.1.1 General**

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries.

Authorized mailers pay domestic postage prices and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

3.1.2 Inspection of Mail

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.

3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under [2.0](#) or to a Department of State branch Post Office at a diplomatic post under Title 39 USC 406 or 413.

3.2 Conditions For Authorized Mail**3.2.1 Mailability**

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

- a. Parcels not meeting the size and weight limits in [3.2.3](#).

- b. Items not meeting the standards in [601.8.0, *Nonmailable and Restricted Articles and Substances Generally*](#), or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.
- i. Items that are illegal to import into the receiving country or to export from the sending country.
- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

3.2.3 Weight and Size

Weight limit is 50 pounds. Maximum dimensions are 32 inches long, 18 inches high, and 17 inches wide.

3.2.4 Postage Prices

Mailers must pay postage at the applicable domestic postage price for the class of mail and the type of service requested for mail sent through the Department of State. Zoned prices are computed to 3-digit ZIP Code area 205.

3.2.5 Express Mail

Mailers may not send Express Mail items through the Department of State.

3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement "Service Not Available." (Mailers may request other extra services under [503](#).)

- a. Collect on Delivery (COD).
- b. Insured Mail.
- c. Registered Mail.
- d. Restricted Delivery.
- e. Special Handling.

3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:

RECIPIENT'S NAME (e.g., John Smith or Information Management Officer)

703.3.2.8

STREET AND NUMBER (e.g., 9900 Vienna Place)
WASHINGTON DC 20521+4 (e.g., Washington, DC 20521-9900)

3.2.8 Change-of-Address

Individuals may not file a change-of-address order for mail originally addressed to them at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to forward mail to any Department of State ZIP Code. This restriction includes all change of address methods (e.g., online change of address available at www.usps.com).

3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.

3.3 Mail Security

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

4.0 Mail Sent by U.S. Armed Forces

4.1 Letters Sent Postage Collect

4.1.1 Eligibility and Marking

Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

- a. The address side of the letter must be marked "Soldier's Letter," "Airman's Letter," "Sailor's Letter," or "Marine's Letter," as applicable.
- b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is.

4.1.2 Postage

Postage at the applicable single-piece price for First-Class Mail is collected from the addressee on delivery.

4.2 Matter Sent Free

4.2.1 Description

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

4.2.2 Eligibility

The free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either:

- a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces Post Office in that area.
- b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee.

4.2.3 Description of Overseas Areas

The definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details.

4.2.4 Military Address

Matter mailed free must be addressed to a military Post Office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. Post Office.

4.2.5 Preparation

The address side of a mailpiece must be marked "FREE," written in the sender's handwriting, in the upper right corner; and the sender's name, military grade, and complete military address, in the upper left corner.

4.2.6 Extra Services

Matter mailed free may not be registered, certified, or insured.

4.2.7 Undeliverable Mail

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

5.1 Basic Information

5.1.1 General

Subject to the standards below, 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. The provisions of 5.0 apply to domestic mail only.

5.1.2 Mail Classification

Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable.

5.1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).
- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.
- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
 1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
 2. Being unable to read or unable to use standard printed material as a result of physical limitations.
 3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
 4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

5.1.4 Certifying Authority

For purposes of this standard:

- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by

professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).

- c. In the case of reading disability from organic dysfunction, “competent authority” is defined as doctors of medicine and doctors of osteopathy.

5.1.5 Qualifying Individuals

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 5.1.3 and 5.1.4, or verify by other means that the recipients are eligible to receive free matter.

5.2 Matter Sent To Blind or Other Physically Handicapped Persons

5.2.1 Acceptable Matter

Subject to 5.2.2, this matter may be mailed free:

- a. Reading matter in braille or 14-point or larger sightsaving type and musical scores.
- b. Sound reproductions.
- c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.
- d. Reproducers or parts of them for sound reproductions.
- e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in 5.1.3.

5.2.2 Conditions

The matter listed in 5.2.1 must meet these conditions:

- a. The matter must be for the use of a blind or other physically handicapped person.
- b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.
- c. The matter may be opened and inspected by the USPS.
- d. The matter contains no advertising. Advertising is defined as:
 1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
 2. Reading matter or other material of which an advertising price is charged.
 3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser’s products in which a display advertisement appears.
 4. An organization’s advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

703.5.2.3

5.2.3 Letters From Sighted Individuals

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage.

5.3 Matter Sent By Blind or Other Physically Handicapped Persons**5.3.1 Acceptable Letters**

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in [5.1.3](#).

5.3.2 Other Letters

Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.

5.4 Preparation**5.4.1 Basic Standards**

All matter mailed under this standard:

- a. Must be marked "Free Matter for the Blind or Handicapped" in the upper right corner of the address side.
- b. Must meet the minimum and maximum dimensions in [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.11.0](#) in *Mailability*.

5.4.2 Extra Services

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

6.0 Official Mail (Franked)**6.1 Basic Information****6.1.1 Members of Congress**

Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. [Exhibit 6.1.1](#) shows what is accepted under frank and who is authorized its use.

Exhibit 6.1.1 Franked Mail of Members of Congress

USER ENTITLED	MATTER PERMITTED	MARKING REQUIRED	PERIOD AUTHORIZED
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House)	Public documents printed by order of Congress	“Public Document” and “U.S.S.” or “M.C.” must appear on address side.	During 90 days immediately after expiration of term of office
Members of Congress and Resident Commissioners	<i>Congressional Record</i> or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties	“Congressional Record” or “Part of Congressional Record” and “U.S.S.” or “M.C.” must appear on address side.	During term of office only
Members of Congress	Seed and agricultural reports from Department of Agriculture	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after expiration of term of office
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel	Official correspondence	The signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer’s name by authorized persons.
Vice President-elect	All mail connected with preparation for assumption of official duties as Vice President	Signature and title (written or printed facsimile) of Vice President-elect must appear on address side.	Until assumption of duties as Vice President
Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner	Matter on official business about closing of offices	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after date of leaving office
Former Speakers of the House	Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence	Signature and title (written or printed facsimile) of former Speaker or public document marking as shown above, must appear on address side.	For as long as former Speaker determines necessary

6.1.2 Former President and Spouse

Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender’s written or facsimile signature and the words “Postage and Fees Paid” in the upper right corner of the address side.

6.1.3 Surviving Spouse of Member of Congress

When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate.

6.1.4 Use

A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress.

6.1.5 Criteria

Franked mail must be addressed to the recipient by name, except under [602.3.0, Use of Alternative Addressing](#), and it must meet the mailability criteria in [601](#) and the physical standards for the class of mail used.

6.1.6 Handling

Franked mail is entitled to all extra services for which it is properly endorsed and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed.

6.1.7 Package to One Addressee

A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them.

6.2 Addressing**6.2.1 Required Addressing**

Except as permitted in [6.2.2](#), all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address.

6.2.2 Alternative Addressing

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in [602.3.2](#) through [602.3.4](#) for delivery to customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she represents. Any representative-at-large may send franked mail with the simplified address format to USPS customers within the entire state that he or she represents.

6.2.3 Simplified Address Format—Mail Preparation

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under [602.3.0](#).
- b. PS Tag 11, *Congressional Mail* (“Postmaster—Open and Distribute”), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

6.2.4 Delivery

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each Post Office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under [6.2.4a](#) and [6.2.4c](#), partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

6.2.5 Delivery Information

Delivery information as described in [509.1.0, Address Information System Products](#), is provided on request for a congressional district when a Post Office serves areas located in more than one district.

7.0 Official Mail (Penalty)

7.1 Definitions

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, *agencies* are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail.

7.2 Postage And Fees

7.2.1 Reimbursement

Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

7.2.2 Prepayment

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.

7.3 Eligibility

7.3.1 Matter Sent as Penalty Mail

Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency.

7.3.2 USDA

Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

- a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the Post Office authorized by the PCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.
- b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.
- c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college.

7.3.3 Employment Security Offices

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.

7.3.4 Others Authorized

The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the *International Mail Manual*).

7.3.5 Vice President-Elect

The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. The right to use penalty mail ceases immediately on inauguration to the vice presidency.

7.4 Authorization

7.4.1 Authorized Agencies

Agencies authorized to use penalty mail are listed in Handbook DM-103, *Official Mail*, and are updated periodically in the *Postal Bulletin*. Other agencies may request authorization to use penalty mail by writing to the Post Office Accounting manager, USPS Headquarters (see [608.8.0](#) for address).

7.4.2 College Officer

The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under [7.3.2a](#) must be authorized by the PCSC to deposit penalty mail at a specific Post Office.

7.4.3 Licenses and Permits

Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific Post Offices under [7.7](#) through [7.13](#).

7.4.4 Private Use

Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

7.4.5 Permit and BRM Numbers

Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Post Office Accounting manager, USPS Headquarters.

7.5 Services, Classes, Prices, Preparation, And Detention

7.5.1 Postal Services

USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.5.2 Nonprofit Prices

Agencies are not permitted to send penalty mail at any nonprofit or subsidized price.

7.5.3 Basic Preparation

Penalty mail must:

- a. Be prepared with an appropriate penalty indicia format.
- b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and price of postage used.
- c. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.
- d. For all methods of payment, be endorsed for class or price except for single-piece price First-Class Mail.

703.7.5.4

7.5.4 Discounted Prices

Discounted penalty mail mailings must meet additional preparation standards:

- a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.
- b. Mailing fees and application fees are reimbursed under [7.2](#) and are not paid to the local Post Office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.
- c. Discounted mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.
- d. Discounted mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted mailing, the single-piece price is charged and the mailing is accepted.

7.5.5 Extra Services

Penalty mail endorsed for an extra service is given the requested service. Penalty mail may not be used for:

- a. Money orders.
- b. Collect on delivery (COD) mail.
- c. Post office box service fees.

7.5.6 Shortpaid and Unpaid Mail

[604.6.0](#), [604.8.0](#), and [604.10.0](#) apply to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under [7.5.7](#).

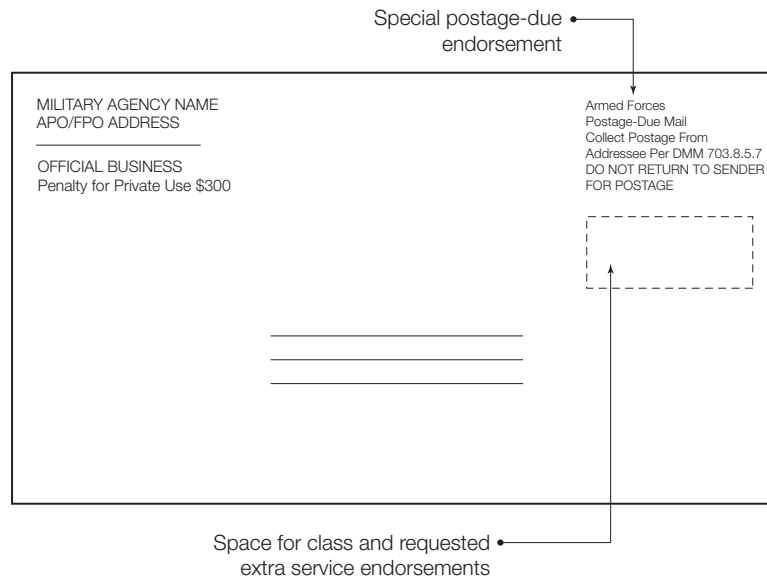
7.5.7 Military Units

Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

- a. This mail must be in the format shown in [Exhibit 7.5.7](#).
- b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.
- c. Endorsements for class and requested extra services must be placed below the special postage-due indicia.
- d. The return address must be a military Post Office (APO/FPO).
- e. The Military Postal Service Agency must notify the Post Office Accounting manager, USPS Headquarters, within 3 business days after effecting these provisions.
- f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.

- g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises.

Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations



7.5.8 Foreign

Penalty mail may be sent to other countries under the applicable standards and restrictions.

7.5.9 Mail Detention

Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to the PCSC for referral to the proper agency for investigation and action.

7.6 General Standards for Penalty Indicia

7.6.1 General

The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty mail stamps, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Express Mail. Information on use of INTELPOST may be obtained from the Post Office Accounting manager, USPS Headquarters. All penalty mail matter must meet the applicable standards in 7.6 through 7.15.

7.6.2 Use

Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

- a. Official items are carried by employees of the originating agency.
- b. Official items are carried by contractors for later entry into the U.S. Mail.

- c. Agencies reach written agreement with the Post Office Accounting manager, USPS Headquarters, to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606).

7.7 Penalty Meter

7.7.1 Description

Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in [604.4.0](#) as modified in [7.7.2](#) through [7.7.11](#).

7.7.2 License

The agency must include its 3-digit agency code on each application for a meter license submitted under [604.4.0](#) and may assign one cost code to each license. A meter may be licensed for use at only one licensing Post Office. The agency must have a license and assigned meter(s) for each Post Office where it will deposit mail. The agency may have any number of meters under a single license. All transactions for each meter on a single license are charged to the agency code on the license application.

7.7.3 Meter Indicia Format

Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under [604.4.0](#), *Postage Meters and PC Postage Products ("Postage Evidencing Systems")*, envelopes used with a penalty postage meter must not contain facing identification marks (FIMs) or printing other than the meter indicia in the area where the meter stamps are applied.

7.7.4 Return Address

The complete return address (agency name and mailing address) must be in the upper left corner of each mailpiece. The preprinted words "Official Business" must be immediately below the return address.

7.7.5 Refunds for Unused Penalty Meter Indicia

Refunds for complete, legible, valid, unused penalty mail meter indicia are made under [604.9.3.2](#). No refunds are made in cash or applied to a meter.

7.7.6 Transferring Meter

An agency transferring a meter from one licensing Post Office to another must obtain a license from the new licensing office under [7.7.2](#).

7.7.7 On-Site Service

An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered.

7.7.8 Replacement Meter

If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter. The postage may not be transferred to a penalty meter operating under a different license number. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service.

7.7.9 Insufficient Postage

Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.7.10 Computerized Meter Resetting

An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by the postage meter provider and approved by the USPS. The agency must follow the procedures in [604.4.0](#), except the agency is not required to prepay for metered postage.

7.7.11 Disaster Field Office Meters

Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Post Office Accounting manager (see [608.8.0](#)) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing Post Office under normal meter licensing procedures.

7.8 Penalty Permit Imprint

7.8.1 Application

An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the Post Office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the “Name of Applicant” section of the form. When the agency receives authorization to use a penalty permit imprint number not shown in the most recent listing in the *Postal Bulletin*, a copy of the authorizing letter from the Post Office Accounting manager, USPS Headquarters, must be submitted with Form 3615 to the Post Office where mailings are to be made. These procedures also apply when an agency uses a contractor to mail penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry Post Office. Fees are reimbursed under [7.2](#) and are not paid to the local Post Office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at Post Offices.

7.8.2 Indicia Format

The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece. The indicia must include the words “Postage and Fees Paid,” the agency name, and the agency’s assigned penalty permit imprint number or other penalty permit imprint number authorized by the Post Office Accounting manager, USPS Headquarters, preceded by the letter “G.” In addition, the class of mail or appropriate price endorsement must be the first item within the indicia or

703.7.8.3

immediately below or to the left of the indicia. Price endorsements for certain price categories may also be directly above the top line of the address. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints may also show the date.

7.8.3 Return Address

The complete return address (agency name and mailing address) must be in the upper left corner. The preprinted words “Official Business” and “Penalty for Private Use \$300.00” must be directly below the return address. The penalty statement must not be handwritten or typewritten.

7.8.4 Postage Statement

Mail sent under penalty permit imprint procedures must meet the standards of [604.5.0](#), except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner.

7.8.5 GPO Contractor

As an exception to the general standard in [7.8.5](#), an agency mailing submitted by a GPO contractor may contain nonidentical-weight pieces or more than one class of mail, if:

- a. The pieces are for mailing only at single-piece prices.
- b. All other applicable standards for use of permit imprints are met, including those on minimum quantity and class of mail endorsements.
- c. A completed Form 3602-G is submitted to the entry Post Office for each mailing, in duplicate if the contractor wants a copy.
- d. The mailing is separated by the class and weight categories on Form 3602-G when presented to the Post Office. Postage is computed on the average weight of a piece for each category of mailing reported.
- e. Mailings reported on Form 3602-G are not eligible for intra-BMC Parcel Post, or intra-BMC Parcel Select prices.
- f. GPO Form 712 is submitted with the mailing and the proper USPS postage statement.

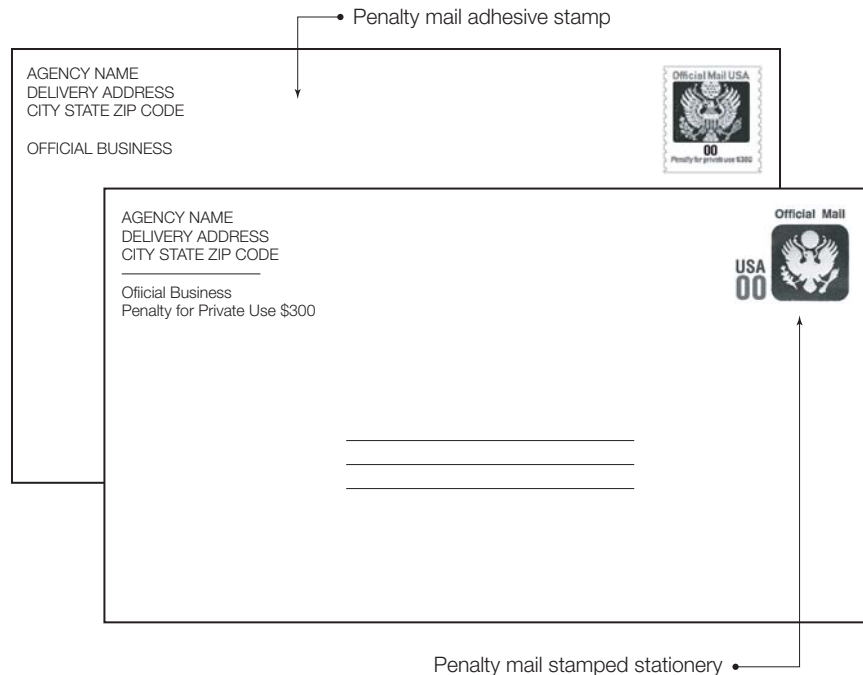
7.9 Penalty Postage Stamps and Stationery**7.9.1 Use**

Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct single-piece price postage, including applicable surcharges or extra service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp, are handled under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.9.2 Availability

Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see Exhibit 7.9.2) are available in various denominations.

Exhibit 7.9.2 Penalty Mail Postage Format



7.9.3 Application

A federal agency may apply to use penalty mail stamps by submitting a letter to the Post Office Accounting manager, USPS Headquarters, stating how the agency plans to use the stamps. The Post Office Accounting manager provides a written response stating approval or denial of the application.

7.9.4 Placement

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

7.9.5 Return Address

The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words "Official Business" must be immediately below the return address. On penalty stamped stationery, "Penalty for Private Use \$300.00" must be placed below "Official Business."

703.7.9.6

7.9.6 Ordering Stock

An agency authorized to use penalty mail stamps must order penalty mail stock as follows:

- a. Orders for penalty mail stamp stock other than personalized envelopes must be sent on Form 17-G to the stamp distribution office (SDO) serving the ZIP Code area to which the stamp stock is to be shipped. Orders for personalized envelopes must be sent on Form 17-J to Stamp Fulfillment Services (see [608.8.0](#) for address).
- b. Each order must total at least \$50. Smaller orders received are increased to meet or exceed the minimum by adding full 100-stamp coils at the current First-Class Mail single-piece 1-ounce price.
- c. Each denomination of stamps must be ordered in multiples of 100 (i.e., full sheets or coils), except that \$1 and \$5 stamps must be ordered in multiples of 10.
- d. Penalty stamped cards must be ordered in full units of 250 cards.
- e. Penalty stamped envelopes (plain and personalized) must be ordered in full units of 500 envelopes.

7.9.7 Exchanges

Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value.

7.10 General Standards for Penalty Reply Mail**7.10.1 Restriction to Approved Formats**

An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label.

7.10.2 Prepayment

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

7.10.3 Penalty Metered Reply

An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to [604.4.0](#).

7.10.4 Penalty Stamped Mail

An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer.

7.10.5 Format

Letter-size reply mail pieces enclosed in automation price mailings must meet the standards in [201.3.0](#) and [507.9.0](#).

7.11 Penalty Business Reply Mail (BRM)

7.11.1 General

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in [507.9.0](#). Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each Post Office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see [507.9.1](#)). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

7.11.2 Application

An agency must apply for a BRM permit on Form 3615 at each Post Office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at Post Offices.

7.11.3 Permit Fees

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary.

7.11.4 Addressing and Format

Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in [507.9.0](#) and as shown in [Exhibit 7.11.4](#), with these exceptions:

- a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation price mailings must meet the standards in [201.3.0](#) and [507.9.0](#).
- b. The required legend must read “Postage Will Be Paid By [name of authorized agency].”
- c. The space for the permit holder’s use must include the statement “Official Business, Penalty for Private Use \$300.00.” Space above this statement may be used for return address, logos, and distribution codes.

703.7.11.5

Exhibit 7.11.4 Penalty Business Reply Mail Format

**See Exhibit 507.9.8.1 for more complete formatting information*

7.11.5 Cancellation

If an agency wants to cancel a BRM account, the agency must notify the Post Office handling the account.

7.12 Penalty Merchandise Return Service**7.12.1 Description**

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece price First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, and Media Mail only) that is returned by the permit holder's customers via a special label produced by the permit holder as specified by [507.11.0](#).

7.12.2 Postage and Extra Service Fees

The standards for payment of postage and fees are:

- a. The permit holder guarantees payment of the proper postage and extra service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.
- b. Returned parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Parcel Post prices. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC prices (for Parcel Post).
- c. There is no per piece charge per parcel returned.

7.12.3 Annual Accounting Fee

All MRS permit holders are required to pay the annual accounting fee in [507.11.1.2](#), which is assessed automatically through OMAS.

7.12.4 Application

An agency must apply by letter to the Post Office Accounting manager, USPS Headquarters, to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers.

7.12.5 Post Office Notification

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 at each Post Office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

7.12.6 Permit Renewal

Authorization to use a penalty merchandise return permit number at a local Post Office is renewed automatically unless the agency notifies the Post Office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS.

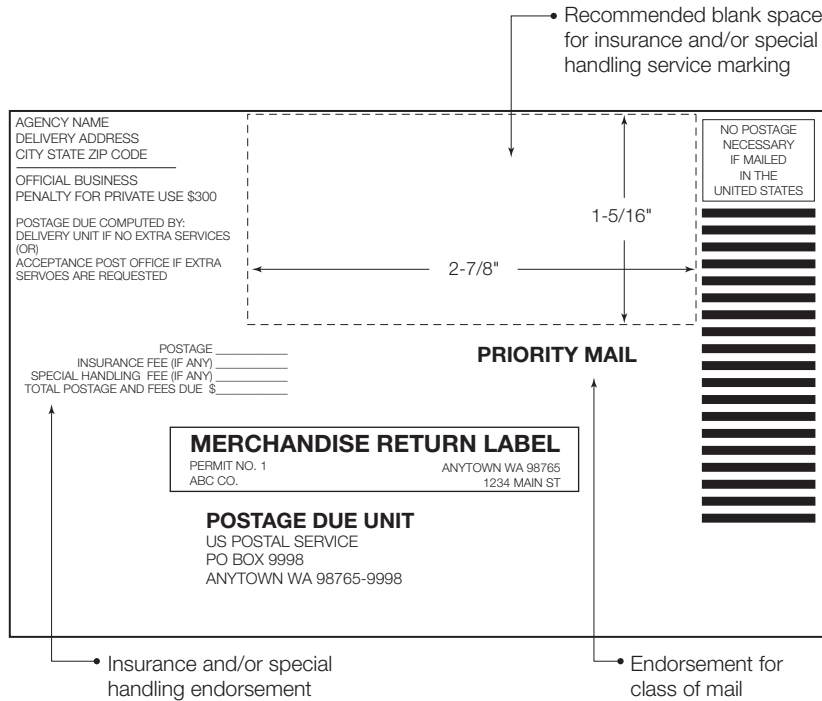
7.12.7 Label Format

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. [Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#) shows the format required when no extra services are requested or when insurance and/or special handling are requested. [Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance](#) shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by [507.11.0](#), except:

- a. The phrases "Official Business" and "Penalty for Private Use \$300.00" must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

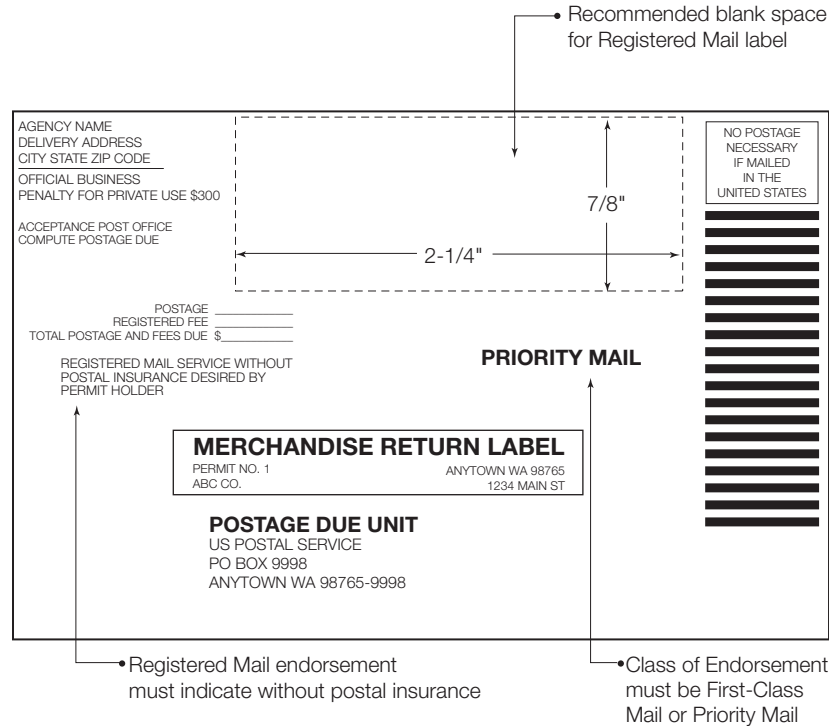
703.7.12.7

Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling



- b. The Post Office name required in the “Merchandise Return Label” legend must be the same as the Post Office authorized to receive the mail.

Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance



- c. Permit holders are encouraged, but are not required, to put the price marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking.

7.12.8 Insurance Indicated by Permit Holder

The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to \$100. Items requiring insurance greater than \$100 may not be mailed under penalty merchandise return service. Only Package Services matter (matter not required to be mailed at First-Class Mail prices under 133.3.0) may be insured. Insured mail may be combined with other extra services as listed in 503.4.0, *Insured Mail*. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$_____ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (609).

7.12.9 Insured Mail Added by Sender

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim (609).

7.12.10 Registered Mail

Only the permit holder may request that the piece receive Registered Mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the manager of Mailing Standards (see 608.8.0 for address). Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail prices. Only Registered Mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in 507.11.0. When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in Exhibit 7.12.7b, *Merchandise Return Label for Registered Mail Service Without Insurance*, must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Registered Mail Service without Postal Insurance Desired by Permit Holder."

7.12.11 Special Handling

Only the permit holder may request that the mailpiece receive special handling. The format in Exhibit 7.12.7a, *Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling*, must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Special Handling Desired by Permit Holder."

7.12.12 Permit Cancellation

A permit may be canceled by the Post Office Accounting manager, USPS Headquarters, for violation of postal regulations, including:

- a. Refusing to accept and pay the required charges for merchandise return offered for delivery.
- b. Distributing merchandise return labels that do not meet USPS specifications.

7.12.13 Later Receipt

When a permit is canceled, mailpieces received after the cancellation are treated under 507.11.0.

7.13 Penalty Periodicals**7.13.1 Application**

An agency may apply for penalty Periodicals mailing privileges for Periodicals publications that meet the basic eligibility standards in 707.4.0 through 707.15.0. The correct application form and supporting materials must be submitted to the Post Office where the known office of publication is located.

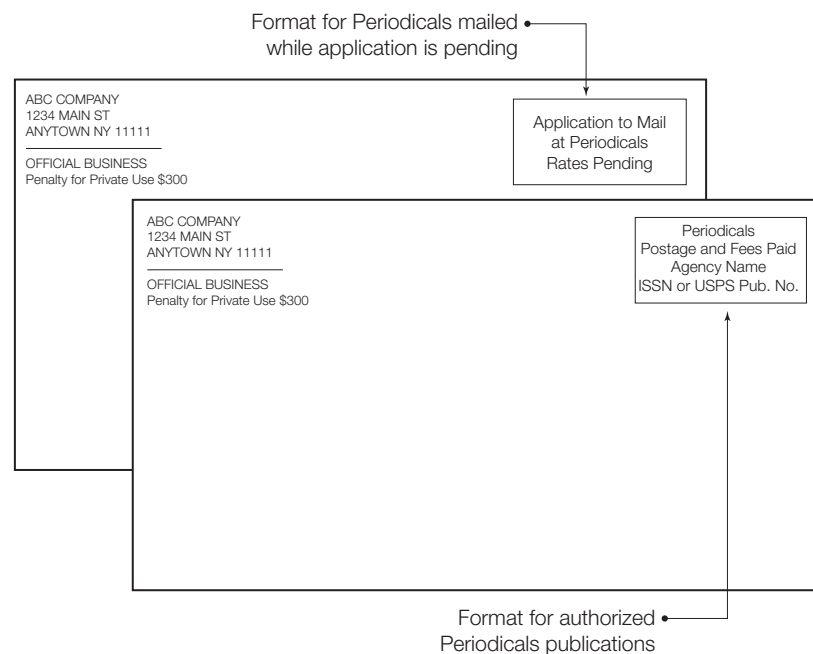
7.13.2 Compliance

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

7.13.3 Format

A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read “Application to Mail at Periodicals Rates Pending.” The imprint for authorized publications must contain the words “Periodicals” or “Periodicals Newspaper” (as appropriate); the words “Postage and Fees Paid”; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See [Exhibit 7.13.3](#) for format.

Exhibit 7.13.3 Penalty Periodicals Formats



7.13.4 Return Address

For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words “Official Business” and “Penalty for Private Use \$300.00” must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see [Exhibit 7.13.3](#)).

703.7.13.5

7.13.5 Postage and Fees

Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in [707.16.0](#) and [707.17.0](#).

7.14 Penalty Express Mail

Agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may prepay Express Mail postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin*. If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Express Mail labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases “Official Business” and “Penalty for Private Use \$300.00.”

7.15 Contractors**7.15.1 Reimbursement**

An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services. The agency must promptly provide, in the form requested, all information on contractor use of penalty mail services that the Post Office Accounting manager, USPS Headquarters, considers necessary for accurate reimbursement to the USPS.

7.15.2 Preparation

Preparation standards for a contractor's penalty mailings include:

- a. First-Class Mail, Standard Mail, Package Services, and Parcel Select penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece price mailings may also be prepared with penalty mail stamps.
- b. Periodicals must be prepared with a penalty Periodicals imprint.
- c. Reply mail must be prepared under [7.10, General Standards for Penalty Reply Mail](#), [7.11, Penalty Business Reply Mail \(BRM\)](#), and [7.12, Penalty Merchandise Return Service](#), as applicable.
- d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under [7.14](#).

7.15.3 Postage Statement

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

7.15.4 Providing Materials

When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels.

7.15.5 Return Address

Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address.

8.0 Absentee Balloting Materials**8.1 Basic Standards****8.1.1 Definition**

Balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes, may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.
- c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

8.1.2 Eligibility

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. military Post Office, or an American Embassy or American Consulate.

8.1.3 Between Officials

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in [8.2](#).

8.1.4 Elections Affected

Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.

8.2 Marking**8.2.1 Envelope**

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words "Official Absentee Balloting Material—First-Class Mail" (or similar language required by state law) in a rectangular box. Immediately below, the words "No Postage Necessary in the U.S. Mail—DMM 703.8.0" must be printed. Envelopes previously approved with the citation "DMM E080" must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words "U.S. Postage Paid, 39 USC 3406" must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see [Exhibit 8.2.1](#)).

703.8.2.2

Exhibit 8.2.1 Balloting Material Formats—Envelope

The diagram shows a rectangular envelope with the following layout:

- Top Left:** "Name and Complete Address" with four horizontal lines for text.
- Top Right:** A postage-paid box containing "U.S. Postage Paid" and "39 USC 3406". Below this box is the text "PAR AVION".
- Center:** A box containing "OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL". Below this box is the text "NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0".
- Bottom Center:** The address: "SECRETARY OF STATE OF WASHINGTON", "CHAMPAIGN COUNTY ELECTIONS BOARD", "CHAMPAIGN COUNTY COURTHOUSE", "1234 MAIN ST", "ANYTOWN WA 98765-4321".
- Bottom Right:** A series of vertical bars (Facing Identification Mark).

8.2.2 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.2.2](#) must be printed on the address side of the card.

Exhibit 8.2.2 Balloting Material Formats—Postcard

The diagram shows a rectangular postcard with the following layout and dimensions:

- Dimensions:** A vertical arrow on the left indicates a height of "5\"", and a horizontal arrow at the bottom indicates a width of "8\"".
- Top Left:** "Name and Complete Address" with four horizontal lines for text.
- Top Right:** A postage-paid box containing "U.S. Postage Paid" and "39 USC 3406". Below this box is the text "PAR AVION".
- Center:** A box containing "OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL". Below this box is the text "NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0".
- Bottom Center:** "TO:" followed by three horizontal lines for text.
- Bottom Right:** A series of vertical bars (Facing Identification Mark).

8.2.3 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in [507.9.8.8](#) must be printed on the address side of envelopes and cards.

9.0 Mixed Classes

9.1 Basic Eligibility Information for Mixed Classes

9.1.1 General Eligibility

When mail of a higher class is enclosed with mail of a lower class, the postage on the entire piece or package is charged at the price of the higher class, except under 9.2 through 9.6 in *Mixed Classes*.

9.1.2 Concealing Higher Classes

A mailer is subject to a fine if the mailer knowingly conceals letters or other mail of a higher class (or price) in mail sent at a lower class (or price) without paying the correct postage on the enclosures (18 USC 1723).

9.2 Eligibility for Attachments of Different Classes

9.2.1 First-Class Mail or Standard Mail

Letters or other pieces of First-Class Mail or Standard Mail may be placed in an envelope and attached to the address side of a Periodicals, Standard Mail, Parcel Select, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used.

9.2.2 Price Qualification

If a Periodicals, Standard Mail, Parcel Select, or Package Services host piece qualifies for:

- a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort price. The attachment need not meet the volume standard that would apply if mailed separately.
- b. An automation price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price. The attachment need not meet the volume standards that would apply if mailed separately. An automation price may not be claimed for an attachment unless a similar automation price is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation price.
- c. A carrier route price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price if every host piece for which the carrier route price is claimed has a First-Class Mail or Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route price may not be claimed for an attachment unless a similar price is claimed for the host piece.
- d. A destination entry price (DDU, DSCF, DADC, or DBMC), a Standard Mail attachment is eligible for the comparable destination entry price. The attachment need not meet the volume standard that would apply if mailed separately. A price including a destination entry discount may not be claimed for an attachment unless a similar price is available and claimed for the host piece.

703.9.3

9.3 Eligibility for an Enclosure in Periodicals Publication**9.3.1 All Enclosures**

Except under [9.3.2](#), all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of Standard Mail may be mailed as enclosures with Periodicals publications.

9.3.2 Loose Enclosure

A loose enclosure may be mailed with a bound Periodicals publication only if:

- a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.
- b. For Standard Mail matter, the total weight of all enclosed material is less than 16 ounces.
- c. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.
- d. The enclosure is not addressed.

9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels**9.4.1 First-Class Mail**

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail, Parcel Select, and Package Services. Postage at the appropriate First-Class Mail price must be paid for each piece of First-Class Mail, except incidental First-Class Mail attachments or enclosures under [9.5](#).

9.4.2 Standard Mail

Standard Mail may be enclosed in a parcel mailed at Parcel Select or Package Services prices or under [4.0](#), *Mail Sent by U.S. Armed Forces*. Postage at the applicable First-Class Mail or Standard Mail price must be paid on this matter, unless excepted by the prices and eligibility standards in [453](#), [463](#), [473](#), and [483](#).

9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class Mail postage if mailed separately. Incidental First-Class Mail matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), Parcel Select, and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage price of the host piece with which it is attached or enclosed. Incidental First-Class

Mail matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter

9.6.1 Machinable Parcels

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in [401.1.5](#).

9.6.2 Presorted Prices

Presorted prices may be claimed, subject to the applicable preparation standards. If Presorted prices are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in [365.5.0](#) for flats and [465.5.0](#) for parcels.

9.7 Markings on Mixed Mail

9.7.1 Attachments

First-Class Mail attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.”

9.7.2 Enclosures

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

- a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.
- b. If placed in the identification statement, the marking must meet the standard in [9.7.2a](#).
- c. Except under [9.9](#), the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

9.7.3 Parcels

The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail, Parcel Select, and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording.

9.8 Postage Payment for Attachments of Different Classes

9.8.1 Computation and Payment

Postage for the host Periodicals, Standard Mail, Parcel Select, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under [9.11](#), First-Class Mail or Standard Mail attachments must have postage affixed at the proper price.

9.8.2 Postage Statements

Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.

703.9.8.3

9.8.3 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail price.

9.9 Postage Payment for Enclosure in Periodicals Publication**9.9.1 General Rule**

Postage for the Periodicals publication is paid under [707.16.0](#). The proper First-Class Mail or Standard Mail price is paid for the enclosed material, based on the comparable Periodicals price applicable to the addressed piece containing the enclosure.

9.9.2 Authorized Payment Method

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated Post Office (DPO) under the relevant standards in [707.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

9.9.3 Multiple Items

When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

9.9.4 Affixing Postage

Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

9.9.5 Permit Imprint—Outside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

- a. The permit imprint is prepared as shown in [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.
- c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

9.9.6 Permit Imprint—Inside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

- a. The permit imprint is prepared under [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement and surrounded by either a black line or a 1/4-inch clear area.

- c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

9.9.7 Permit Imprint—Omitted

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, when the marking “First-Class Mail Enclosed” or “Standard Mail Enclosed,” as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

9.9.8 Computing Permit Imprint Postage

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail price, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the price for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement.

9.9.9 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail price.

9.9.10 Documentation

Subject to [708.1.0](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

- a. The Periodicals postage statement and any supporting documentation specified in the standards for the price claimed.
- b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.
- c. Amendments or additions to the documentation required in [9.9.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it.

9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel

9.10.1 Postage

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.

703.9.10.2

9.10.2 Postage Statements

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure**9.11.1 Computation**

Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the price applicable to the host piece.

9.11.2 Periodicals

Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

- a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.
- b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.

9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter**9.12.1 Postage**

Postage for each separate unit must be placed on the outside of the parcel.

9.12.2 Postage Statements

When required, a separate postage statement must be submitted for each part of the combined mailing.

9.12.3 Endorsement

In addition to the required price markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., "Bound Printed Matter Enclosed \$1.345.").

9.12.4 Rating of Unmarked Parcel

A parcel containing Media Mail and Bound Printed Matter is charged postage at Inter-BMC/ASF Parcel Post prices if it:

- a. Is not endorsed as specified in [9.12.3](#).
- b. Does not consist of separate and distinguishable units of mail.
- c. Is not machinable.

9.13 Extra Services for Mixed Classes**9.13.1 Special Handling**

A combination mailpiece sent as a Parcel Select or a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

9.13.2 Insured and COD

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.

9.13.3 Registered

A combination mailpiece may not be sent as Registered Mail.

705 Advanced Preparation and Special Postage Payment Systems

Overview

- 1.0 Customized MarketMail
- 2.0 Manifest Mailing System
- 3.0 Optional Procedure Mailing System
- 4.0 Alternate Mailing System
- 5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods
- 6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels
- 7.0 Combining Package Services and Parcel Select Parcels for Destination Entry
- 8.0 Preparing Pallets
- 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks
- 10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product
- 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles
- 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold
- 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold
- 14.0 Plant Load Mailings
- 15.0 Plant-Verified Drop Shipment
- 16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute
- 17.0 Express Mail Reshipment Service
- 18.0 Metered Mail Drop Shipment
- 19.0 Postage Due Weight Averaging Program
- 20.0 Optional Combined Parcel Mailings
- 21.0 Repositionable Notes (RPNs)

1.0 Customized MarketMail

1.1 Basic Standards

1.1.1 General

Customized MarketMail (CMM) is an option for mailing nonrectangular and irregular-shaped Regular Standard Mail and Nonprofit Standard Mail pieces if the pieces weigh 3.3 ounces or less and meet the physical characteristics and the dimensional requirements in 1.1.3 and the mail preparation standards in 1.4. Other Regular and Nonprofit Standard Mail pieces measuring 3/4 inch thick or less and meeting the applicable standards in 1.0 may be entered as CMM at the mailer's option. CMM must be entered directly at a destination delivery unit (DDU).

1.1.2 Eligibility Standards

All pieces in a CMM mailing must:

705.1.1.3

- a. Meet the basic standards for Standard Mail in [243.2.0, Content Standards for Standard Mail Letters](#) through [243.4.0, Price Eligibility for Standard Mail](#) and, for Nonprofit Standard Mail, the additional standards in [703.1.0](#).
- b. Be part of a single mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted by standard under an approved postage payment system.
- c. Bear a complete delivery address using the general addressing formats in [602.1.0](#) or the exceptional or occupant address formats in [602.3.0, Use of Alternative Addressing](#), with the correct ZIP Code or ZIP+4 code. Each piece also must bear a carrier release endorsement as specified in [508.1.0, Recipient Options](#). These additional addressing standards apply:
 1. Detached address labels (DALs) under [602.4.0, Detached Address Labels \(DALs\)](#) are not permitted.
 2. Ancillary service endorsements under [507.1.0, Treatment of Mail](#), are not permitted.
 3. The ZIP Code accuracy standard in [243.3.8](#) must be met.
 4. At the mailer's option, a carrier route information line under [708.6.0](#) may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must meet the carrier route accuracy standard in [243.6.2](#).
- d. Be marked, sorted, and documented as specified in [1.4](#).
- e. Be entered at the destination delivery unit appropriate to the delivery address on the corresponding mail, as a mailing subject to the applicable requirements in [243.2.0](#) through [243.4.0, Price Eligibility for Standard Mail](#) and [246.2.0](#) through [246.5.0 in Enter and Deposit](#), as a mailing using Express Mail or Priority Mail Open and Distribute under [16.5](#) and [16.5.13](#), or as a plant-verified drop shipment (PVDS) mailing under [15.0](#). Minimum volumes per destination are not required.

1.1.3 Physical Standards

Mailpieces prepared as Customized MarketMail (CMM) under [1.0](#) must meet these additional standards and physical characteristics:

- a. The material used for constructing the pieces must be free of sharp edges, protrusions, and other design elements that could cause harm or injury to USPS personnel handling these pieces.
- b. The dimensions of the pieces must not be smaller than the minimum dimensions for letter-size mail in [201](#) or greater than the maximum dimensions for flat-size mail in [301](#). Length and height are defined as follows:
 1. The length and the axis of length are determined by drawing a straight line between the two outer points most distant from each other.
 2. The height is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines defines the height.
- c. The maximum weight may not exceed 3.3 ounces.

- d. Pieces may be rectangular or nonrectangular, may be uniform or nonuniform in thickness, and may include die cuts, holes, and voids.
- e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 4-7/8 inches wide, 14-7/8 inches high, and 5-7/8 inches long (deep).
- f. Design approval by the district business mail entry manager is not required, but it is recommended.

1.2 Prices

Pieces mailed as Customized *MarketMail* under 1.0 must not exceed 3.3 ounces and must pay the following prices:

- a. Regular Standard Mail: \$0.460 per piece.
- b. Nonprofit Standard Mail: \$0.334 per piece.

1.3 Extra Services

CMM is not eligible for any extra service.

1.4 Preparation Standards

1.4.1 All Mailings

All mailings and all pieces in each mailing prepared as Customized MarketMail (CMM) are subject to specific preparation standards in 1.4 and to these general standards:

- a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 in *Prices and Eligibility* and specific eligibility in 246.2.0 through 246.5.0 in *Enter and Deposit*. Nonprofit Standard Mail pieces must meet the additional eligibility standards in 703.1.0.
- b. CMM pieces must not be part of a mailing containing any other type of Standard Mail pieces.
- c. Each mailing must meet the applicable standards for mail preparation in 245.1.0 and 245.2.0 and the following:
 - 1. Subject to the marking standards in 202, Regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). All pieces must also be marked "Customized MarketMail," "CUST MKTMAIL," or "CMM."
 - 2. At the mailer's option, a carrier route information line under 708.6.0 may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must be applied using CASS-certified software and the current USPS Carrier Route File scheme, printed Carrier Route Files, or another AIS product containing carrier route information, subject to 509.1.0, *Address Information System Products*, and 708.3.0, *Coding Accuracy Support System (CASS)*. Carrier route information must be updated within 90 days before the mailing date.
- d. Pieces are subject to the price eligibility specified in 1.0, *Customized MarketMail*.

1.4.2 Required Endorsement

Any matter mailed as Customized MarketMail must bear the endorsement "Carrier—Leave If No Response" placed directly below the return address. If any other endorsement is used, the carrier route release endorsement must be separated by the equivalent of one blank line of the type size used.

1.4.3 Postage

CMM is subject to the same options of postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces as permitted under [244, Postage Payment and Documentation](#).

1.4.4 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Mailings of nonidentical-weight pieces or mailings using more than three different types of containers must also be supported by standardized documentation meeting the standards in [708.1.0](#). Documentation for nonidentical-weight pieces is not required if the correct postage is affixed to each piece.

1.4.5 Required Bundling

Bundling is required before sacking, traying, or filling other types of mailing containers. A bundle must be prepared when two or more addressed pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort level is used. The maximum weight for any bundle is 20 pounds. Pieces of irregular thickness must be counterstacked as provided in [245.2.0](#). At the mailer's option, facing slips, optional endorsement lines, or pressure-sensitive bundle labels may be used on bundles. CMM pieces prepared in optional carrier route bundles are subject to [243.6.0](#) but are not required to meet any minimum number of pieces per route.

1.4.6 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. *Carrier route* (optional), no minimum; and carrier route information line (required).
- b. *5-digit* (required), no minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL).

1.4.7 Required Containerizing

The following standards apply to containerizing CMM bundles:

- a. Bundles and single pieces to a destination must be prepared in 5-digit containers or optionally in 5-digit scheme under [L606](#), carrier route, or 5-digit carrier routes containers, with no minimum volume (piece or weight) required for an individual container.
- b. Bundles for PVDS drop shipment mailings or non-PVDS mailings under [246.2.0](#) through [246.5.0](#) must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Express Mail Open and Distribute shipments under [16.5](#) may be placed in USPS-supplied or mailer-supplied mailing containers.

- c. The container size must be appropriate to the dimensions of the pieces, and the number of containers must be appropriate to the volume of pieces in the mailing.
- d. If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system (MMS), unless the manager, Business Mailer Support approves another postage payment system. Each mailing presented in mailer-supplied containers must include sample containers for tare weight calculations.

1.4.8 Containerizing and Labeling

Containers are prepared and labeled as follows:

- a. PVDS drop shipments and non-PVDS mailings under [246.2.0](#) through [246.5.0](#), *Destination Delivery Unit (DDU) Entry* must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under [L606](#), Column B), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:
 1. Line 1: For 5-digit, carrier route, 5-digit carrier routes, city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), [L606](#).
 2. Line 2: "DEL LTR STD CMM MAN" (for letter trays); "DEL FLTS STD CMM MAN" (for flat trays); "DEL STD CMM MAN" (for sacks).
 3. Line 3: Office of mailing or mailer information (see [707.21.0](#), *Sack and Tray Labels*).
- b. Express Mail and Priority Mail Open and Distribute shipments must be prepared in USPS-provided Express Mail or Priority Mail containers (pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under [16.5](#).

2.0 Manifest Mailing System

2.1 Description

2.1.1 Using an MMS

A manifest mailing system (MMS) is a method of verifying postage payment of permit imprint mailings, as an alternative to weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in First-Class Mail, Standard Mail, Parcel Select, Package Services, and international permit imprint mailings. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mailpiece. The USPS randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards in [2.2](#) describe how to mail using an MMS.

2.1.2 Electronic Verification System

Mailers using a MMS when presenting Parcel Select destination entry mailings under [456.2.0](#) or, commingled parcel mailings under [6.0](#) or [7.0](#), may document and pay postage using the Electronic Verification System (eVS) (see [2.9](#)). Business Mailer Support (BMS), USPS Headquarters, must approve these systems. Unless

705.2.2

authorized by Business Mailer Support, mailers may not commingle eVS mail with non-eVS mail within the same mailing or place eVS mail and non-eVS mail in or on the same mailing container.

2.2 Basic Standards

2.2.1 Authorization Document

A MMS is established through a letter of authorization or by a service agreement as follows:

- a. A MMS approved by the district, as defined in [2.4.6a](#), is authorized with a letter signed by the district Customer Service manager, and addressed to the mailer making the MMS application. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.
- b. A MMS approved by Business Mailer Support, as defined in [2.4.6b](#), is authorized with a service agreement signed by the mailer and the Business Mailer Support manager. The service agreement contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.

2.2.2 Mailer System

The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct price of postage for each piece and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- and flat-size mail produced using batch processing must bear the keyline information in [2.3](#). The system must produce a manifest for each mailing that allows USPS verification of the postage and levels of presort. The manifest must account for every piece in the mailing, as follows:

- a. For presorted letter- and flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.
- b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors used to calculate the correct amount of postage, such as the destination postal zone and piece weight. Each page of the manifest must show cumulative postage totals.
- c. When extra services are used, the manifest must include the fees for each piece.
- d. A summary listing the required information on the postage statement must be included as the last page of the manifest.
- e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings.

2.2.3 Manifest Format

The two basic manifest formats are:

- a. *Itemized processing.* Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System*, contains specific formats for manifests using itemized processing.
- b. *Batch processing.* The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece price letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing.

2.2.4 Mailer Quality Control

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The authorization letter or service agreement must detail the USPS-approved quality control procedures.

2.2.5 Permit Imprint

Mailings deposited under the MMS program must meet the standards for permit imprint mail in [604.5.0](#), except that presorted letter-size or flat-size mail produced using batch processing must include the qualified price abbreviation in the keyline.

2.2.6 Marking

MMS mailings must meet the marking standards for the price claimed. Markings on presorted letter-size and flat-size mail produced using batch processing are placed in the keyline as described in [2.3.3](#). Markings on itemized mailpieces may be:

- a. Incorporated as part of the permit imprint.
- b. Printed or rubber-stamped above the address and immediately below or to the left of the permit imprint.
- c. Produced as otherwise specified in the MMS authorization.
- d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line.

2.2.7 Postage Statement

The mailer must submit a complete postage statement with each mailing. If the entry office postmaster approves, mailers may submit a computerized facsimile of the applicable USPS postage statement. Data fields may be omitted on facsimile if they pertain to prices not claimed in the mailing.

2.2.8 Manifest Adjustments

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by the USPS must be used. Whether the method in [2.2.8a](#) or [2.2.8b](#) is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods:

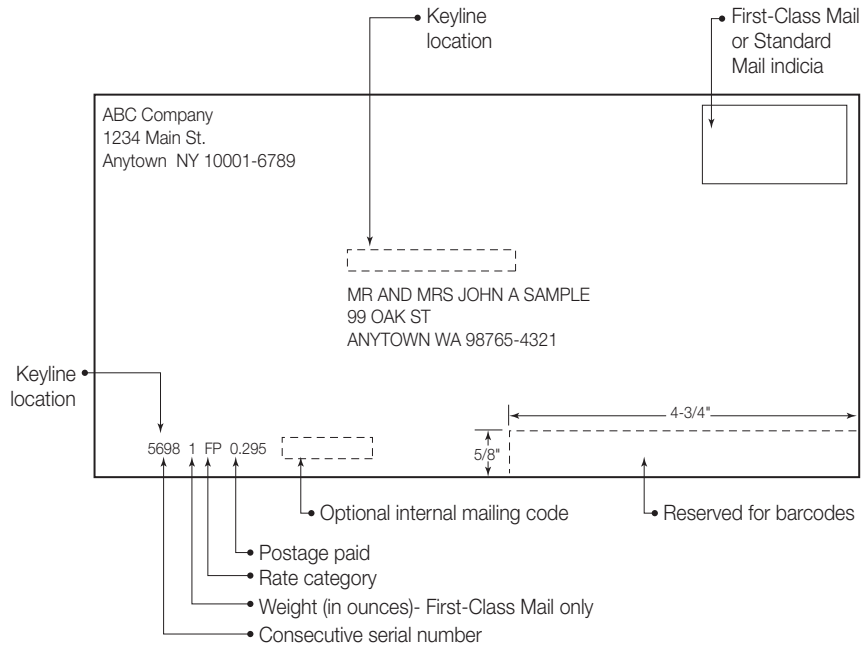
705.2.3

- a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.
- b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, price category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight increment, price category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

2.3 Keyline**2.3.1 Batch Mailings**

The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or Standard Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the price category for which the piece qualifies, and the postage paid by weight and price category (see [Exhibit 2.3.1](#)).

Exhibit 2.3.1 Letter-Size Keyline Information



2.3.2 Mailer Codes

Codes for internal mailer use may be printed to the right of the postage-paid information, if at least two spaces separate the postage paid and any internal code information.

2.3.3 Price Category Abbreviations

Keylines on First-Class Mail or Standard Mail may use only the price category abbreviations in Exhibit 2.3.3a or Exhibit 2.3.3b, respectively. All pieces that qualify for more than one postage price must show each price category abbreviation, separated by a “/” (slash) (e.g., EB/DS).

a. First-Class Mail:

Exhibit 2.3.3a Price Category Abbreviations—First-Class Mail

CODE	PRICE CATEGORY
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC Letters
AB	Automation ADC Flats
MB	Automation Mixed AADC Letters
MB	Automation Mixed ADC Flats
FP	Presorted
SP	Single-Piece Price (when fewer than 500 pieces accompany automation price mail)

b. Standard Mail:

Exhibit 2.3.3b Price Category Abbreviations—Standard Mail

CODE	PRICE CATEGORY
AV	Automation 5-Digit [letters only]
AT	Automation 3-Digit [letters only]
AB	Automation AADC Letters
AB	Automation AADC Flats
MB	Automation Mixed AADC Letters
MB	Automation Mixed ADC Flats
MA	Machinable AADC Letters
MM	Machinable Mixed AADC Letters
NV	Nonmachinable 5-digit Letters
NT	Nonmachinable 3-digit Letters
NA	Nonmachinable ADC Letters
NM	Nonmachinable Mixed ADC Letters
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
ES	Enhanced Carrier Route Saturation
NF	Not Flat-Machinable
DB	Destination Bulk Mail Center (DBMC)
DS	Destination Sectional Center Facility (DSCF)
DD	Destination Delivery Unit (DDU)

2.3.4 Keyline Location—Batch Mailings

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see [Exhibit 2.3.1](#) for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see [202.2.1](#)) or barcode clear zone (see [202.5.1](#)). If printed on an insert, the keyline must conform to [202.5.0](#).

2.3.5 Unique ID Number Location—Itemized Mailings

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone, 5-digit, 3-digit, or BMC ZIP Code area on the manifest.

2.4 Authorization**2.4.1 Application**

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each Post Office where mailings will be deposited. Publication 401 contains an application to mail using an MMS. Application procedures for mailers who want to manifest and pay postage for

Express Mail using an Express Mail Manifesting System are outlined in 2.6. Publication 205, *Electronic Verification System Technical Guide*, provides the eVS application procedures for mailers.

2.4.2 Approval Review

After the mailer completes the development and installation of the MMS, the following will occur:

- a. For a MMS approved by the district, as defined in 2.4.5a, a district USPS representative will review the system and the district Customer Service manager will give final approval if the system is functioning as required.
- b. For a MMS approved by Business Mailer Support, as defined in 2.4.5b, a district USPS representative will review the system and the district Customer Service manager will give temporary approval if the system is functioning as required. A final review will be conducted by a Business Mailer Support representative within 90 days of the date of the temporary approval, and the Business Mailer Support manager will give final approval if the system is functioning as required.

2.4.3 General Requirements for Authorization

General requirements for authorization are as follows:

- a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage for any underpayments identified during USPS verification. A mailer may elect to overpay postage for pieces that are borderline weight or price increments to avoid postage underpayment adjustments.
- b. If the total postage or the total weight of pieces sampled during a verification results in an underpayment by more than 1.5%, total postage for the mailing is adjusted.
- c. For eVS mailings prepared under 2.9, USPS charges eVS mailers for postage due for any underpaid, unmanifested, or mis-shipped destination delivery unit (DDU) parcels at the end of the review period following the monthly mailing period as follows:
 1. *Underpaid Parcels*. If the total postage of parcels sampled during the mailing period indicates that the mailer has underpaid postage by more than 1.5% when compared with the corresponding parcel records in the mailer's manifest files, USPS determines additional postage due based on the total postage already paid for the mailing month using the procedures in Publication 205.
 2. *Unmanifested Parcels*. USPS charges eVS mailers for parcels not listed in the mailer's manifest files but identified by USPS processing scans or acceptance and delivery scans as being mailed. USPS determines the postage charges using sampling data and the procedures in Publication 205.
 3. *Mis-Shipped DDU Parcels*. USPS charges eVS mailers the appropriate single-piece price less the original price paid for parcels identified by acceptance scans to be deposited at incorrect destination delivery units.

705.2.4.4

USPS transports these mis-shipped parcels to the correct destination delivery units. USPS determines the additional postage using scanning data and the procedures in Publication 205. Parcels mis-shipped at destination BMCs or destination SCFs are handled through parcel sampling and are treated as underpaid parcels.

- d. The mailer must notify the USPS in writing of any system change that affects postage calculation, generation of required documentation, or mail presorting before the mailing is presented.
- e. Postage must be paid by an advance deposit account from which funds may be deducted by the USPS to cover any deficiency discovered after acceptance of the mail.

2.4.4 Authorization Period

The authorization period for an MMS is as follows:

- a. A MMS, not approved to use the Minimum Volume Reduction Provision (MVRP) defined in Publication 401, and approved by the district as defined in [2.4.5a](#), remains in effect until such time as the district Customer Service manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification to the agreement, the authorization will be modified with concurrence by the district Customer Service manager and the mailer.
- b. A MMS approved to use a MVRP as defined in Publication 401, remains in effect for the time period specified in the MVRP, unless the district Customer Service manager or the mailer cancels the MMS authorization. The MVRP authorization will be reviewed at the end of the authorization period and may be renewed by decision of the district Customer Service manager.
- c. A MMS approved by Business Mailer Support as defined in [2.4.5b](#), remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification of the agreement, the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

2.4.5 Approval Authority

Approval authority for manifest mailing systems is as follows:

- a. The district Customer Service manager approves systems that produce separate or mixed mailings of single-piece price First-Class Mail, Package Services, Parcel Select, international mail, including mailings with extra services and predetermined weights, or presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest or 50,000 total pieces in daily manifested mail volume.
- b. The Business Mailer Support manager, USPS Headquarters, approves MMS that produce presorted First-Class Mail (except as noted in [2.4.5a](#)) or Standard Mail mailings, Package Services or Parcel Select presort mailings, PVDS mailings, or eVS mailings.

2.4.6 Denial

If an MMS application is denied, the mailer may appeal the decision as follows:

- a. For MMS applications denied by the district Customer Service manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence in support of why the MMS should be authorized. This appeal is sent to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision.
- b. For MMS applications denied by the Business Mailer Support manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence in support of why the MMS should be authorized. This appeal is sent to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision.

2.4.7 Renewal

Only MMS with an approved Minimum Volume Reduction Provision (MVRP) requires renewal. MMS with MVRP are renewed prior to the expiration date by the Sales manager that originally authorized the MVRP. The Sales manager reviews all supporting documentation to determine if the mailer continues to meet the requirements of the MVRP. The MVRP is renewed when the review demonstrates that the MVRP continues to meet established requirements.

2.5 Revocation

2.5.1 Revocation Authority

The revocation authority for MMS is as follows:

- a. The district Customer Service manager may revoke a MMS authorization when the final approval had originally been given through that office.
- b. The Business Mailer Support manager may revoke any MMS authorization.

2.5.2 Reasons for Revocation

The reasons for revocation of an MMS are as follows:

- a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.
- b. The mailer is not properly completing the required quality control procedures.
- c. The mailings no longer meet MMS criteria established by standards in 2.0 or in the MMS authorization letter or service agreement.
- d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the authorization letter or service agreement).
- e. The mailer continues to present mailings that are improperly prepared and proper postage is not being paid.

2.5.3 Corrective Action

After a notice of revocation is issued, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion, the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization.

2.5.4 Appeal of Revocation

The mailer may appeal following receipt of the notice of revocation and may continue to mail under the MMS during the appeal process. Appeals are handled as follows:

- a. For MMS authorizations given final approval by the district Customer Service manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Business Mailer Support manager. The appeal must include the reason why the MMS authorization should not be revoked. The Business Mailer Support manager issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.
- b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Marketing and Technology Channel Management manager, USPS Headquarters. The appeal must include the reason why the MMS authorization should not be revoked. The Marketing and Technology Channel Management manager, USPS Headquarters, issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.

2.6 Express Mail Manifesting Agreements

2.6.1 Description

Express Mail Manifesting (EMM) is an automated system that allows a mailer to document postage and fees for all pieces in an Express Mail mailing by transmitting an electronic file to the USPS.

2.6.2 What May Be Manifested

EMM may be used to pay postage for domestic Express Mail items and Global Express Mail items as well as any extra service fees. Postage for other classes of mail cannot be paid through EMM. Custom-designed service and mailings to military (APO/FPO) addresses may not be mailed using EMM.

2.6.3 Service Guarantee

Express Mail items mailed using an EMM are covered by current Express Mail service and postage guarantees:

- a. Mailers using Express Mail Manifesting (EMM) receive Sunday/holiday guaranteed delivery at no additional charge without paying a premium.
- b. Refunds for service failures are subject to the standards in [604.9.5](#). Reimbursements are paid under [604.9.5.7](#).

2.6.4 Postage Payment

Postage for EMM is paid through an Express Mail corporate account (EMCA) using the information in the mailer's electronic file. Mailers wishing to mail using an EMM system must apply for an EMCA using the procedures in [114](#) before an EMM agreement will be authorized.

2.6.5 Mail Volume

EMM is designed for large volume mailings; however, there are no minimum volume requirements.

2.7 Basic Standards

2.7.1 Mailer Participation Requirements

To participate in Express Mail Manifesting, mailers must:

- a. Develop or purchase computer software that will meet the EMM technical requirements outlined in Publication 97, *Express Mail Manifesting Technical Guide*.
- b. Obtain a DUNS® number for each mailing location.
- c. Obtain USPS certification that the mailer's software and barcoded labels meet EMM requirements.
- d. Develop and administer effective quality control procedures that will ensure the integrity of the system.
- e. Use one-ply Express Mail labels that meet the requirements in Publication 97.
- f. Be able to have the USPS accept and dispatch EMM items from their company or a postal facility at the times approved by the district marketing manager.
- g. Receive authorization to mail items using EMM under [2.8](#).

2.7.2 Mailer Quality Control

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures.

2.7.3 Mailer System Accuracy/Manifest Adjustments

The USPS verifies the accuracy of the EMM system by selecting mailpieces at random and comparing them to a verification manifest. If the sampling indicates that the total postage (for the sample mailpieces) is understated by more than 1.5%, the mailer must either withdraw the mailing or pay postage at an adjusted price. Specific procedures are outlined in Publication 97.

2.7.4 Markings, Label Specifications, and Barcodes

No special price markings are required on EMM items. However, barcoded EMM labels are required on all EMM mailpieces, and specific label formats must be followed. Detailed barcode and Express Mail label specifications and options are published in Publication 97. The labels are subject to approval by Product Information Requirements, Product Development, USPS Headquarters, and the National Customer Support Center (NCSC). Mailers must follow the specific certification procedures outlined in Publication 97.

2.7.5 Mail Entry

Mailers must present a photocopy or facsimile of Form 3152-E and a verification manifest with each mailing.

2.7.6 Manifest Data Edit Error/Warning Listing

Mailers must retrieve and retain the Manifest Data Edit Error/Warning Listing for each mailing that will be made available by the host computer. The listing confirms whether an electronic transmission was successful or contained errors or warnings. Specific information about this requirement is included in Publication 97 and in the mailer's EMM agreement.

2.7.7 Form 3152-E for Postage Payment

Form 3152-E is presented with each mailing. There is no postage affixed to the mailpieces and no postage statement presented with mailings. Postage payment is completed by electronic withdrawal of funds from a mailer's Express Mail corporate account. Form 3152-E must include the following information:

- a. Number of pieces in the mailing.
- b. Total weight of pieces in the mailing.
- c. Total postage and extra service fees, if applicable, for the mailing.
- d. EMCA number.
- e. Electronic file number from header record positions 4-25.
- f. Mailer signature.
- g. Date of mailing.

2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations**2.8.1 Applications**

Mailers must apply to use an EMM system by completing the application in Publication 97. The application must be sent to the USPS sales representative at the Post Office where the items will be accepted as mail. After the application and other documentation has been received and reviewed, the application and Form 1357-S is faxed to Product Information, Product Requirements, USPS Headquarters. This office will send the contact page of the application to the Postal NCSC Delivery Confirmation Office. The Delivery Confirmation Office will send a test kit to the applicant via electronic mail to test the electronic file transmission accuracy. The application for EMM must be accompanied by the following:

- a. A completed Form 1357-S.
- b. A copy of Form 5637 showing that an Express Mail corporate account has been established.
- c. A DUNS® number for each mailing location.
- d. Sample copies of a verification manifest created from the mailer's EMM software.
- e. An EMM label sample.
- f. A price matrix, if applicable.

2.8.2 Approval

A temporary service agreement will be issued by the district marketing manager through the Business Mail Entry Office for 90 days at the location where the mailings will be verified and accepted when a review of the mailer's application and mailing operation indicates the mailer meets the eligibility requirements for entry of Express Mail items using an EMM system. Prior to the end of the 90 day temporary agreement the district business mail entry manager will conduct a final review to ensure that the system continues to meet standards. Upon a successful review, the district Customer Sales and Service manager gives final approval of the EMM

system. Publication 97-A, Express Mail Manifesting Implementation and Administration Guide, outlines the specific responsibilities of the various USPS departments in approval process.

2.8.3 Denial

If an application for EMM is denied by the district marketing manager, the denial is effective 15 days from the mailer's receipt of the notice unless a written appeal is filed within that time to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision on the application.

2.8.4 Changes, Additions, or Modifications to the Service Agreement

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the district marketing manager.

2.8.5 Renewal

EMM agreements are valid for 2 years. The district Customer Service and Sales manager, USPS Headquarters, will conduct renewal reviews.

2.8.6 USPS Suspension

The district Customer Service and Sales manager may suspend an EMM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The district Customer Service and Sales manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification.

2.8.7 USPS Cancellation

The district Customer Service and Sales manager may cancel an EMM agreement upon 15 days notice if:

- a. The mailer fails to provide a manifest with correct data.
- b. The required quality control procedures described in the EMM agreement are not properly performed.
- c. The EMM does not comply with USPS requirements.
- d. Mailings are presented that are not properly prepared or paid.
- e. No Express Mail manifest mailings are presented for more than 6 months (unless approved by the Business Mailer Support manager).
- f. The mailer has relocated or has changed ownership without notification.
- g. The 2-year renewal review reveals that the EMM agreement should no longer be authorized or the mailer is not complying with the agreement.

2.8.8 Cancellation Notice and Appeal

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the EMM agreement should not be canceled. The Business Mailer Support manager will issue the final agency decision.

2.9 Electronic Verification System

2.9.1 Description

The Electronic Verification System (eVS) is a manifest mailing system that allows parcel mailers to document and pay postage and extra services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents, with the following principal features:

- a. *File Creation.* eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin/entry Post Office, with records for the parcels grouped under the record for the entry facility or entry Post Office. Successfully accepted files and the records within those files are used by eVS to generate electronic postage statements for automatic debiting of the mailer's postage payment account. Files must be prepared as specified in Publication 205, *Electronic Verification System Technical Guide*.
- b. *Daily Mailing and Presort Eligibility.* A mailing, which is determined by all file transmissions received from the eVS mailer within a 24-hour cycle, must meet all presort and volume requirements for the class of mail and price category claimed. The 24-hour cycle begins at 2:00:00 a.m. and ends at 1:59:59 a.m. Central Time.
- c. *Sampling.* eVS sampling data, which are used to monitor postage and preparation accuracy, is primarily captured after the mailer deposits the mailing at a destination entry facility.
- d. *Monthly Data Reconciliation.* eVS sampling data are reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. All mailings entered during a calendar month are treated as a single mailing for the purpose of reconciliation and the collection of any postage due.

2.9.2 Availability

eVS may be used only for parcel mail paid with a permit imprint and only for the following classes and subclasses of mail, price categories, and mail processing categories, except for those prices or processing categories as noted:

- a. *First-Class Mail.* Single-piece price and presorted prices; machinable and nonmachinable parcel processing categories. Field testing for First-Class Mail prices available July 1, 2007.
- b. *Priority Mail.* Single-piece price, flat-rate envelope, and flat-rate box; all parcel processing categories. Field testing for Priority Mail prices available July 1, 2007.
- c. *Regular Standard Mail.* Presorted prices, destination bulk mail center (DBMC) prices, destination sectional center facility (DSCF) prices, and destination delivery unit (DDU) prices; machinable parcels, irregular parcels, and Not Flat-Machinable pieces. Field testing for irregular presorted prices and Not Flat-Machinable prices available after May 14, 2007.

- d. *Nonprofit Standard Mail*. Presorted prices, DBMC prices, DSCF prices, and DDU prices; machinable parcels, irregular parcels, and Not Flat-Machinable parcels. Field testing for irregular presorted prices and Not Flat-Machinable prices available after May 14, 2007.
- e. *Parcel Post*. Parcel Post prices include Intra-BMC prices and inter-BMC prices (including balloon and oversized prices); machinable parcels and nonmachinable parcels.
- f. *Parcel Select*. Prices include DBMC prices, DSCF prices, and DDU prices (including balloon and oversized prices); machinable parcels and nonmachinable parcels; origin BMC and BMC presort prices, and barcoded machinable parcel discounts.
- g. *Bound Printed Matter*. Nonpresorted prices, presorted prices, DBMC prices, DSCF prices, and DDU prices; machinable parcels and irregular parcels. Field testing for nonpresorted prices, machinable and irregular parcels, available after May 14, 2007.
- h. *Media Mail*. Single-piece prices, basic prices, and 5-digit prices; machinable parcels. Field testing for all irregular parcels available after May 14, 2007.
- i. *Library Mail*. Single-piece prices, basic prices, and 5-digit prices; machinable parcels and irregular parcels. Field testing for all Library Mail prices available after May 14, 2007.

2.9.3 Extra Services

eVS mailers may use the following Extra Services if they are available for the specific class of mail used:

- a. Delivery Confirmation.
- b. Signature Confirmation.
- c. Certified Mail.
- d. Insured Mail, if Form 3877 is used.
- e. Collect on Delivery (COD), if Form 3877 is used.
- f. Return Receipt.
- g. Return Receipt for Merchandise.
- h. Restricted Delivery.
- i. Special Handling.
- j. Bulk Insurance.

2.9.4 Use

Mailers depositing permit imprint parcels for those classes of mail and price categories specified in [2.9.2](#) may document and pay postage using eVS. Mailers authorized to commingle Standard Mail parcels, Package Services, and Parcel Select presorted parcels under [6.0](#) and [7.0](#) also may use eVS to document and pay postage for all parcels in the mailing for those mail classes and subclasses available under [2.9.2](#).

2.9.5 General Requirements

General requirements for participation are as follows:

- a. *Permit Account Number.* The mailer must have or establish a single permit account number for eVS at the business mail entry unit designated by the administering district manager. The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. The eVS permit account number is to be used exclusively for eVS mailings. No other permit number may be used for eVS mailings.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account for the withdrawal of funds from postage statements generated by eVS from the electronic files transmitted by the mailer.
- c. *Annual Mailing Fees.* The mailer must pay all applicable presort and destination entry mailing fees at the administering district business mail entry unit.
- d. *Customer Identification Number.* The mailer must have or obtain a DUNS number from Dun and Bradstreet or a unique identification number from the Postal Service. This customer identification number must be registered with the Postal Service and used to identify all electronic manifests transmitted by the mailer for eVS mailings. The mailer may use the same customer identification number in the Package Identification Code (PIC) or different numbers in the PIC if these additional numbers are also registered with the Postal Service. The mailer is required to keep the Postal Service updated on changes and additions to customer identification numbers.
- e. *Application.* The mailer must complete and submit the eVS application available from the Postal Service.
- f. *Computer Access.* The mailer must obtain computer access to eVS and, if necessary, to *PostalOne!*
- g. *File Transfer.* The mailer must complete and submit Form 1357-S to set up the file transfer mechanism with the Postal Service. Form 1357-S is not required for Electronic Data Interchange (EDI).
- h. *Software.* The mailer must develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes used on the parcel mailing labels.
- i. *File and Label Certification.* The mailer must have electronic files and barcodes certified by the Postal Service.
- j. *Quality Assurance.* The mailer must develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, and file transmissions.
- k. *Mailing Test.* The mailer must complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system.
- l. *Mailing Agreement.* The mailer must enter into an eVS manifest mailing agreement with the Postal Service.

2.9.6 System Requirements

A mailer using eVS must have or contract with a service provider that has an automated system that produces mail according to USPS standards and calculates postage and extra services fees accurately. The system used for eVS must:

- a. Create and submit electronic manifest files as described in Publication 205 and assign a unique file number for each manifest file containing the mailer's customer identification number used for all file transmissions.
- b. Produce a manifest file for each mailing or mailing segment deposited at a destination Postal Service facility or entry Post Office as identified by ZIP Code.
- c. Provide all required data in each manifest record for each parcel for the destination Postal Service facility or entry Post Office.
- d. Assign each parcel a unique package identification code used for producing a corresponding unique barcode containing a customer identification number.
- e. Transmit electronic manifest files on or before the date of mailing.

2.9.7 Postage Payment

All eVS mailings must be paid with a permit imprint and meet the standards for permit imprint mail in [604.5.0](#). USPS calculates postage payment and electronically debits postage from the mailer's postage account based on information received from the mailer's electronic manifest and data collected through USPS operational and sampling scans. Mailers must pay for postage through a Centralized Account Payment System (CAPS) debit account.

2.9.8 Verification and Postage Adjustments

USPS randomly samples parcels and considers verification samples to be representative of the entire mailing period. Verification data is used to make the following monthly adjustments for postage due, collected on the 21st day after the last day of the month of mailing:

- a. *Postage Adjustment Factor (PAF) Payment.* USPS applies postage adjustment calculations, based on verification samples, to all pieces mailed during the mailing period. A mailing period is defined as a calendar month for purposes of calculating adjustments in eVS. USPS adjusts the total postage for the mailing period if the total postage of the pieces sampled during the mailing period results in an underpayment greater than 1.5%. The mailer must pay postage for any underpayments identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover any underpayments discovered after acceptance of the mail.
- b. *Unmanifested Parcel Payment.* The mailer is responsible for postage payment of unmanifested parcels. Unmanifested parcels are those parcels for which the Postal Service has obtained information from scanning operations but has not received or successfully processed manifest files and records corresponding to the parcels. The mailer must pay postage for unmanifested parcels or pieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

- c. *Mis-shipped DDU Parcel Payment.* The mailer is responsible for postage payment of destination delivery unit (DDU) mis-shipped parcels. DDU Misshipped parcels are DDU price parcels delivered to the incorrect Postal Service facility by the mailer and transported by the Postal Service to the correct facility. The mailer must pay postage for DDU mis-shipped parcels identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

2.9.9 Authorization

Mailers must be authorized to participate in eVS according to the following procedures:

- a. Mailers must meet the general requirements and system requirements for eVS and submit an eVS application and supporting documentation as specified in Publication 205, *Electronic Verification System Technical Guide*, to the Business Mailer Support manager, USPS Headquarters (see [608.8.0](#) for address).
- b. After mailers successfully complete development and testing for eVS, the USPS grants temporary approval. USPS conducts a review within 90 days of the temporary approval and grants final approval if the mailer's system is working as required. The Business Mailer Support manager, USPS Headquarters, has final authority for eVS approval.
- c. After receiving final authorization, the mailer and a USPS representative must sign a service agreement. The agreement contains provisions regarding mailer and USPS responsibilities, including electronic documentation, document retention, quality control, and the duration of the agreement.

2.9.10 Denial

If USPS denies an eVS application, the mailer may appeal the decision within 15 days from the receipt of the notice by filing a written appeal, including evidence showing why the mailer should be authorized to use eVS. The mailer sends the appeal to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see [608.8.0](#) for address).

2.9.11 Revocation

The Business Mailer Support manager may revoke authorization for eVS participation for any of the following reasons:

- a. A mailer does not provide correct data in electronic manifests and is not able or willing to correct the problems.
- b. A mailer does not properly complete the required quality control procedures.
- c. A mailer does not produce mailings meeting eVS criteria established by this standard or in the mailer's eVS manifest mailing agreement.
- d. A mailer does not present mailings using eVS for more than 6 months (except as noted in the service agreement).
- e. A mailer does not present properly prepared mailings.
- f. A mailer does not pay proper postage.

2.9.12 Corrective Action

After USPS issues a notice of revocation to a mailer, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion of the implementation period, the USPS reexamines the mailer's system to determine if it complies with the program requirements. Failure to correct identified problems is sufficient grounds to sustain revocation of the mailer's eVS authorization.

2.9.13 Appeal of Revocation

After receiving initial notice of revocation, a mailer has 15 days from the date of receipt of the revocation notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include the reason the eVS authorization should not be revoked. The mailer may continue to mail using eVS during the appeal process. The Business Mail Acceptance manager issues the final agency decision. The final revocation takes effect 15 days after the date of the final agency decision.

3.0 Optional Procedure Mailing System**3.1 Basic Information****3.1.1 Description**

An Optional Procedure Mailing System is a method of verifying and accepting First-Class Mail, Standard Mail, Package Services, or Parcel Select paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The Optional Procedure Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage verification is normally completed by a USPS audit of business records kept by the mailer. A USPS audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage.

3.1.2 General Qualification

An Optional Procedure Mailing System is authorized when all of the following conditions are met: The mailer's plant is operating and mailing when the application is submitted.

- a. The mailer's records provide a sound audit trail that ensures proper postage is collected.
- b. Mailings qualify as permit imprint mailings under the applicable standards.
- c. The administering Post Office or district can provide trained, qualified employees during the mailer's hours of mailing operations.

3.1.3 Quality Control

The mailer must implement a documented quality control program that ensures integrity of the system, accuracy and proper maintenance of Optional Procedure records, eligibility of the mailings prepared for the postage prices claimed, and ability to take corrective actions.

3.1.4 Service Agreement

A service agreement must be signed by the mailer, the postmaster, the district manager, and the Business Mailer Support manager before the first Optional Procedure mailing is presented. Before the service agreement is finalized the mailer must submit an Optional Procedure Mailing System application and that application must be approved under the procedures in 3.2. The agreement must set forth, among other things, the mailing information described in 3.2.3 and 3.2.5.

3.2 Authorization

3.2.1 Application

The mailer must submit an Optional Procedure Mailing System application to the postmaster at the office of mailing. Publication 407, *Optional Procedure (OP) Mailing System*, available through business mail entry units and www.usps.com, contains an application and detailed information about mailer standards, responsibilities, and qualifying criteria. The mailer must submit, as part of the application, a complete sample job with all records to be part of the audit trail identified and labeled; a detailed explanation of how each record supports the number of pieces and presort level price of postage claimed on the postage statements; and a detailed description of current internal quality control procedures as they relate to production and presentation of mailing.

3.2.2 Business Mailer Support Action

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for Optional Procedure Mailing Systems.

3.2.3 Approval

When the application is approved, a written service agreement is signed between the USPS and the mailer to specify the types of mailings that may be mailed under the Optional Procedure Mailing System (e.g., the classes of mail, processing categories, permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces).

3.2.4 Authorization Period

Authorization remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification of the agreement, then the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

3.2.5 Denial

If the application is denied, the denial is effective 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the Optional Procedure application should be approved. If the manager determines that the application should be denied, the file is forwarded to the Marketing and Technology Channel Management manager, USPS Headquarters, who will issue the final agency decision to the mailer.

3.2.6 Changes

If the mailer proposes to change the method of presenting or documenting mailings from that specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the Business Mailer Support manager, through the postmaster of the administering Post Office. The Business Mailer Support manager will notify the mailer in writing if the Optional Procedure agreement should be modified, continued, or canceled.

3.2.7 Additions or Modifications to the Service Agreement

If the mailer requests additional options or modifications to the Optional Procedure agreement, the mailer must submit a written request to the Business Mailer Support manager stating the requested change or modification and complete documentation supporting each change or modification. The mailer's request must be submitted before the change or modification is made. Changes to the Optional Procedure service agreement cannot be made until the Business Mailer Support manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the Optional Procedure service agreement.

3.2.8 USPS Suspension

The Business Mailer Support manager may suspend an Optional Procedure Mailing System at any time, pending review, when there is an indication that postal revenue is not fully protected. The Business Mailer Support manager will notify the mailer in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

3.2.9 Mailer Cancellation

The mailer may cancel an Optional Procedure Mailing System authorization at any time by written notice to the administering Post Office.

3.2.10 USPS Cancellation

The USPS may cancel an Optional Procedure Mailing System authorization if:

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the Optional Procedure agreement during any consecutive 12-month period, or routinely fails to comply with the Optional Procedure agreement or the standards applicable to the Optional Procedure Mailing System.
- b. An audit reveals that the Optional Procedure Mailing System agreement should no longer be authorized or the mailer is not complying with the agreement.

3.2.11 Cancellation Notice and Appeal

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the Optional Procedure Mailing System authorization should not be canceled. If the Business Mailer Support manager does not uphold the appeal, the appeal letter, additional information, and the complete record underlying the decision to cancel the authorization are forwarded to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision to the mailer.

3.3 Records

3.3.1 Mailer Responsibility

The mailer must submit accurate postage statements and keep accurate records. The mailer must prepare a complete record for each mailing, label all component records as they are created with the mailing (and/or order) to which they relate, and keep it at a central location for 1 year. Records used for verification of Optional Procedure mailings must be records that are also routinely kept for production of other than Optional Procedure mailings.

3.3.2 Mailer Running Summary

The mailer must maintain a running summary of mailings made to the USPS. The summary must include the permit number, date of mailing, postage statement sequence number, total pieces, weight of a single piece (or weight ranges of nonidentical-weight pieces), and the total weight and total postage for each mailing. For plant-verified drop shipment (PVDS) mailings the grand totals from the consolidated postage statement are entered on the summary.

3.3.3 Contents

Each mailing record must contain a sample of the mailpiece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's Optional Procedure agreement.

4.0 Alternate Mailing System

4.1 Basic Information

4.1.1 Purpose

An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in [2.0, Manifest Mailing System](#), or [3.0, Optional Procedure Mailing System](#), that show proper postage payment and mail preparation without verification by weight.

4.1.2 Postage Adjustment

Underpayments identified during USPS verification may require a postage adjustment. Verification samples are considered to be representative of the entire mailing and postage adjustment calculations are applied to the total mailing. The total corrected postage for the entire mailing is deducted from the mailer's permit imprint advance deposit account.

4.2 Authorization

4.2.1 Procedure

A mailer may request authorization to pay postage by an AMS by submitting a written request to the postmaster at the office of mailing. The request must include a complete description of the types of matter to be mailed, the proposed method of paying postage, the proposed method to determine correct mail preparation, and a statement of the reasons for requesting the alternate system. The USPS may review the mailer's operation before ruling on the application.

4.2.2 Conditions

The conditions of authorization are:

- a. Authorization to use AMS must benefit the USPS.
- b. Authorization to use AMS must include a signed AMS agreement.
- c. An AMS agreement must specify the terms and conditions of the AMS.
- d. All postage must be paid by permit imprint unless otherwise permitted in writing by the Business Mailer Support manager.
- e. There must be no additional cost to the USPS for an AMS agreement beyond the costs of current mail acceptance procedures for the mail in question.
- f. The mailer must implement a quality control program that ensures proper mail preparation and accurate documentation, subject to USPS approval. The service agreement must include details of this program. Each AMS mailing must include a statement from the mailer certifying that the approved quality control verification is done.

4.2.3 Business Mailer Support Action

The Business Mailer Support manager approves or denies a written request for AMS.

4.2.4 Approval

If the application is approved, a service agreement must be signed by the USPS and the mailer.

4.2.5 Authorization Period

Authorization remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification of the agreement, then the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

4.2.6 Denial

If the application is denied the mailer may file a written appeal within 15 days from the receipt of the notice, including additional evidence explaining why the AMS request should be approved, to the Marketing and Technology Channel Management manager, USPS Headquarters, who reviews the appeal and issues the final agency decision.

4.2.7 Revocation

The Business Mailer Support manager may revoke an AMS authorization if the mailer:

- a. Provides incorrect data for mailings and appears unable or unwilling to correct all problems.
- b. Is not conducting required quality control procedures.
- c. No longer meets the criteria established by standard or the AMS agreement.
- d. Does not present mailings under AMS for more than 6 months (except under the service agreement).

705.4.2.8

- e. Continues to present mailings improperly prepared or mailings without correct postage.

4.2.8 Notice of Revocation

After a revocation notice is issued, the mailer and the USPS decide on the corrective actions and set up an implementation schedule, after which the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke a mailer's AMS authorization.

4.2.9 Appeal

Revocation proceeds if the mailer is unable or unwilling to correct the discrepancies found. The mailer may file a written appeal within 15 days from the date of receipt of the notice, which includes evidence explaining why the AMS authorization should not be revoked. The appeal must be filed with the Business Mailer Support manager for referral to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision. The mailer may continue to present mail under the AMS pending a decision on appeal. The revocation decision takes effect 15 days after receipt by the mailer.

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

5.1 Basic Provisions

5.1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail letter-size automation price mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different prices of postage affixed or multiple ounces of First-Class Mail permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

5.1.2 Postage Payment

Postage that is due to the USPS for permit imprint mail and additional postage for postage-affixed pieces is paid through the mailer's advance deposit account.

5.1.3 Value Added

To request value added refunds of postage overpayments for the metered part of combined mailings, see [604.9.0](#).

5.1.4 Mailer Processing

The mailer must have an automated mailing system that can be shown to correctly produce automation price letter-size mailings under the applicable standards and accurately compute and document the postage due.

5.1.5 Authorization Process

To be authorized to prepare automation price combined letter-size mailings, a mailer must submit a written request to the postmaster serving the mailer's production plant. This request must:

- a. Identify the postage payment methods to be combined, the prices of postage to be affixed to precanceled stamped or metered pieces, and, for First-Class Mail, the weight increments of pieces to be combined.
- b. Describe all steps in the automated mailing system to be used to prepare combined mailings. Include a flow chart showing how jobs are handled from the time received from clients or other departments through the time the combined mailing is presented to the Post Office for verification and acceptance.
- c. Include samples of all reports that the mailing system can generate. Number and annotate samples to describe step-by-step how the data are obtained and how each data element is supported and can be verified. Describe at which step in the mailing operation the reports may be generated, and how the reports relate to each other and to the preparation of postage statements.
- d. Describe how rejects are handled during mail preparation.
- e. Describe in detail internal quality control procedures that ensure that mailings are properly prepared, that postage statement and supporting data are accurate, and that correct postage is paid. Submit copies of quality control instructions and checklists used.

5.1.6 On-Site Review

The USPS examines the mailer's operation as part of the application process. During the on-site review, the mailer must:

- a. Produce a controlled test mailing with supporting documentation.
- b. Show that internal quality control procedures are satisfactorily administered.
- c. Show that the mailing system provides acceptable documentation by which the USPS can verify postage statement data.

5.1.7 Interim Authorization

If the mailer meets standards, the USPS grants a 90-day interim authorization to prepare combined mailings. During this time, USPS monitors the mailer's system to ensure continued compliance with all applicable standards.

5.1.8 Final Authorization

At the end of the 90-day interim authorization, if the mailer's program meets all applicable standards, Business Mailer Support prepares a detailed authorization for the mailer to follow in preparing combined mailings. The mailer must give advance written notice to Business Mailer Support regarding any planned changes to the system used to prepare combined mailings.

5.1.9 Authorization Period

Authorization remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification of the agreement, then the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

5.1.10 Denial

If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence explaining why the request should be approved, to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision.

5.1.11 USPS Review

A USPS review of the mailer's system is conducted annually with the following results:

- a. If the review shows no need for modifications to the agreement, it continues according to current requirements.
- b. If the review shows modifications were made to the system without prior notification to Business Mailer Support, but the system still remains qualified, the agreement is changed to reflect the new requirements.
- c. If the review shows that the system can be continued, but requires modifications specified by the USPS, the mailer must be so informed. If the mailer agrees to the modifications, a new agreement is implemented under [5.1.7](#) and [5.1.8](#).
- d. If the review shows that the mailer is not properly preparing combined mailings or does not agree to USPS modifications, steps must be taken to cancel the authorization.

5.1.12 Suspension

The Business Mailer Support manager may suspend a combined mailing system agreement at any time, pending investigation, if the manager finds that postage is not being fully paid or mail is not being prepared according to standards. The decision to suspend the agreement may be appealed to the Marketing and Technology Channel Management manager, USPS Headquarters, within 15 days of the receipt of the notice, by submitting a written appeal with explanation. The suspension remains in effect during the appeal. A suspension is ended when the mailer comes into compliance.

5.1.13 Cancellation by USPS

The USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

- a. Provides misleading or incorrect data to avoid payment of postage.
- b. Makes no combined mailings under the agreement during any consecutive 12-month period.

- c. Fails to comply with applicable standards or the agreement, including required quality control procedures, and does not make changes to comply after USPS notification.

5.1.14 Cancellation Procedure

If the USPS decides to cancel an authorization, cancellation becomes effective 15 days from the mailer's receipt of the notice, unless the mailer files a written appeal within that time with the Business Mailer Support manager. The appeal must include additional information explaining why the combined mailing authorization should not be canceled. If the manager denies the appeal, both the appeal and the additional information are sent to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision.

5.1.15 Cancellation by Mailer

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering Post Office in writing.

5.2 Postage

5.2.1 Metered Pieces—First-Class Mail

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted price or at an automation price for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.2 Metered Pieces—Standard Mail

Metered pieces in a combined mailing must bear postage at a Presorted or automation price for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [243.3.0](#), [705.5.0](#), and [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.3 Precanceled Pieces—First-Class Mail

Pieces with precanceled stamps in a combined mailing must not weigh more than 1 ounce and must bear postage in any denomination of precanceled stamps permitted in a Presorted or automation price mailing. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at the single-piece First-Class Mail price must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.4 Precanceled Pieces—Standard Mail

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an automation price mailing. Nonprofit postage may appear only on pieces in a Nonprofit price mailing that are eligible for and claimed at a Nonprofit price. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [243.3.0](#), [243.5.0](#), or [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.5 Permit Imprint Pieces—First-Class Mail and Standard Mail

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid from the mailer's permit imprint advance deposit account. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#) and, for Standard Mail, [243.3.0](#) and [243.5.0](#). Additional preparation to verify postage due may be required by the USPS.

5.3 Producing the Combined Mailing

5.3.1 Mailer Quality Control

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

- a. Meter dates are correct.
- b. Meter impressions are legible.
- c. Permits and licenses are current at office of mailing.
- d. In First-Class Mail mailings, full postage on 2-ounce and 3-ounce metered and precanceled stamped pieces is affixed for the ounces in addition to postage for the first ounce at a price acceptable for inclusion in the mailing.
- e. In Standard Mail mailings, full postage is affixed at a price acceptable for inclusion in the mailing.
- f. Barcodes meet all applicable standards.
- g. Mailings are prepared under the relevant standards.
- h. Source mailing information (on client, job, or segment) is entered accurately into the automated mailing system.
- i. When markings are applied by an MLOCR, they properly show the applicable identifier/price code described in [5.3.2](#) that specifies the product month designator, *MASS/FASTforward* system identifier, the method of postage payment, and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the price entered by the mailer when the pieces are run through the MLOCR.

5.3.2 Price and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These seven-character markings provide the automation price marking information and additional information including the product month designator, MASS/FASTforward (FF) system identifier, manufacturer code, and price marking information. The product month designator is the first character position and represents the product month of the USPS ZIP+4 Product installed with the system’s lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character “A” through “L” (with “A” meaning January, “B” meaning February, etc.). The MASS/FF System Identifier is characters 2 through 4 and represents the certified system identifier responsible for the ZIP+4 assignment. There is a one-to-one relationship between the certified system serial number and the assigned identifier. The manufacturer code is the fifth character and is assigned at the manufacturer’s discretion with one exception: the character “Z” is assigned when the mailpiece contains a delivery point barcode in the address block and the MLOCR does not perform a lookup but simply reproduces the address block barcode. The price marking is represented in the last two characters according to the chart below. The applicable marking must appear on each mailpiece in one of the locations authorized under 202 for letters, 302 for flats, or 402 for parcels.

a. First-Class Mail:

PRICE MARKING		
Letters	Flats	PRICE AND POSTAGE CATEGORY
P1	F1	Barcoded 1-ounce Permit Imprint
P2	F2	Barcoded 2-ounce Permit Imprint
P3	F3	Barcoded 3-ounce Permit Imprint
P4	F4	Barcoded 4-ounce Permit Imprint
	F5	Barcoded 5-ounce Permit Imprint
	F6	Barcoded 6-ounce Permit Imprint
	F7	Barcoded 7-ounce Permit Imprint
	F8	Barcoded 8-ounce Permit Imprint
	F9	Barcoded 9-ounce Permit Imprint
	F0	Barcoded 10-ounce Permit Imprint
	FA	Barcoded 11-ounce Permit Imprint
	FB	Barcoded 12-ounce Permit Imprint
	FC	Barcoded 13-ounce Permit Imprint
51	MF	Barcoded 5-Digit Meter Postage Affixed - 1 ounce
52		Barcoded 5-Digit Meter Postage Affixed - 2 ounces
53		Barcoded 5-Digit Meter Postage Affixed - 3 ounces
54		Barcoded 5-Digit Meter Postage Affixed - 4 ounces
31	MT	Barcoded 3-Digit Meter Postage Affixed - 1 ounce
32		Barcoded 3-Digit Meter Postage Affixed - 2 ounces

705.5.3.2

PRICE MARKING		
Letters	Flats	PRICE AND POSTAGE CATEGORY
33		Barcoded 3-Digit Meter Postage Affixed - 3 ounces
34		Barcoded 3-Digit Meter Postage Affixed - 4 ounces
A1	MD	Barcoded AADC Meter Postage Affixed - 1 ounce
A2		Barcoded AADC Meter Postage Affixed - 2 ounces
A3		Barcoded AADC Meter Postage Affixed - 3 ounces
A4		Barcoded AADC Meter Postage Affixed - 4 ounces
M1	MX	Barcoded Mixed AADC Meter Postage Affixed - 1 ounce
M2		Barcoded Mixed AADC Meter Postage Affixed - 2 ounces
M3		Barcoded Mixed AADC Meter Postage Affixed - 3 ounces
M4		Barcoded Mixed AADC Meter Postage Affixed - 4 ounces
11		Presorted Meter Postage Affixed - 1 ounce
12		Presorted Meter Postage Affixed - 2 ounces
13		Presorted Meter Postage Affixed - 3 ounces
14		Presorted Meter Postage Affixed - 4 ounces
S1		Precanceled \$0.15 Stamp Affixed (card)
S2		Precanceled \$0.25 Stamp Affixed

b. Standard Mail (letters only):

PRICE MARKING	PRICE AND POSTAGE CATEGORY
PI	Barcoded Regular Permit Imprint
NI	Barcoded Nonprofit Permit Imprint
M5	Barcoded 5-Digit Meter Regular Postage Affixed*
N5	Barcoded 5-Digit Meter Nonprofit Postage Affixed*
M3	Barcoded 3-Digit Meter Regular Postage Affixed*
N3	Barcoded 3-Digit Meter Nonprofit Postage Affixed*
MA	Barcoded AADC Meter Regular Postage Affixed*
NA	Barcoded AADC Meter Nonprofit Postage Affixed*
MM	Barcoded Mixed AADC Meter Regular Postage Affixed*
NM	Barcoded Mixed AADC Meter Nonprofit Postage Affixed*
M8	Machinable AADC Meter Regular Postage Affixed*
N8	Machinable AADC Meter Nonprofit Postage Affixed*
M9	Machinable Mixed AADC Meter Regular Postage Affixed*
N9	Machinable Mixed AADC Meter Meter Nonprofit Postage Affixed*
SR	Precanceled \$0.10 Regular Price Stamp Affixed
SN	Precanceled \$0.05 Nonprofit Stamp Affixed

* The same code is used regardless of the destination entry price, if any, for which the piece is metered.

5.3.3 Merging Methods and Documentation

During the initial count of each source mailing (i.e., the quantity of mail originated by each of the mailer's clients) by the mailer's automated mailing system, pieces must be grouped by payment method (and, within each for First-Class Mail, by ounce increment). All pieces within each postage-affixed group must have the same amount of postage affixed (for First-Class Mail, the same amount of postage must be affixed for the first ounce). The mailer must keep records of each source that was merged in the combined mailing to allow the USPS to identify each source, the number of pieces by postage payment method, and, within each, by ounce increment (for First-Class Mail), or by amount of postage affixed (for Standard Mail). The mailer must keep these records (in the form of computer-generated printouts or computer media approved by Business Mailer Support) in a central location for 90 days after the mailing date of the combined mailing.

5.3.4 Rejected Pieces

Pieces rejected for any reason by the mailer's automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

- a. If postage-affixed, bear postage or have additional postage affixed to equal a price no lower than:
 1. For First-Class Mail, the correct Presorted First-Class Mail.
 2. For Standard Mail, the correct 5-Digit or AADC (as applicable) Presorted Standard Mail price for letters.
- b. If paid by permit imprint, separately presented to the USPS for verification of postage.

5.4 Documentation

5.4.1 Submission

Mailers are required to submit or generate the following reports:

For each First-Class Mail or Standard Mail combined mailing, the mailer must provide these materials:

- a. For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top.
 1. A separate Form(s) 3553.
 2. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
 3. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight, and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment

705.5.4.2

(PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered price in the mailing. Business Mailer Support may authorize submission of only portions of this report.

4. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
 5. Other documentation that may be required by other standards for the price claimed.
- b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

5.4.2 Permit Imprint

To prepare the postage statement for permit imprint pieces, the mailer multiplies the number of such pieces qualifying for each price level (and, for First-Class Mail, in each weight increment) (as documented by the mailer) by the corresponding price. The result is the net postage due for the permit imprint part of the combined mailing. If the mailing contains nonidentical-weight permit imprint pieces, the postage statement must be so annotated.

5.4.3 Postage Affixed

In completing the separate postage statements for postage-affixed pieces:

- a. Multiply the number of pieces at each price level (which, for First-Class Mail, are treated as weighing 1 ounce or less, regardless of actual weight) by the corresponding price of postage. The product is the postage due before adjustments are made for the value of postage affixed to those pieces.
- b. Multiply the amount of postage (or, for First-Class Mail only, first ounce postage) affixed by the number of pieces at each amount, to determine the total postage already paid.
- c. Set the amount paid against the amount due to find the postage to be paid by or to the mailer for the postage-affixed pieces.

5.4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under [604.9.0](#).

6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

6.1 Basic Standards for Combining Parcels and NFM's

6.1.1 Basic Standards

Standard Mail parcels, NFM's, Package Services, and Parcel Select parcels in combined mailings must meet the following standards:

- a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.
- b. Mailers must be authorized under [6.1.4](#).
- c. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- d. Minimum volume requirements for Standard Mail, Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count towards these minimum volume requirements.

6.1.2 Postage Payment

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved postage payment system. The applicable system agreement must include procedures for combined mailings approved by Business Mailer Support. Types of permissible postage payment systems are as follows:

- a. Manifest Mailing System (MMS) under [2.0](#). Mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- b. Optional Procedure (OP) Mailing System under [3.0](#).
- c. Alternate Mailing System (AMS) under [4.0](#).

6.1.3 Documentation

Mailers must prepare separate postage statements for Standard Mail, Package Services, and Parcel Select pieces for each of the mailings in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

6.1.4 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written authorization, which may not exceed 2 years. A mailer may terminate an

authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

6.2 Combining Parcels and NFMs—DBMC Entry

Mailers may combine Standard Mail NFMs 6 ounces or more and machinable parcels with Package Services and Parcel Select machinable parcels for entry at a BMC when authorized by the USPS under [6.1.4](#).

6.2.1 Eligible Prices

Combined pieces may be eligible for Standard Mail, Parcel Post, Parcel Select DBMC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DBMC, and single-piece and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

6.2.2 Additional Standards

Standard Mail machinable parcels, NFMs 6 ounces or more, and Package Services and Parcel Select machinable parcels prepared for DBMC entry must meet the following conditions in addition to the basic standards in [6.1](#):

- a. Each piece in a combined Standard Mail, Package Services, and Parcel Select mailing must meet the criteria for machinable parcels in [401.1.5](#) or the criteria in [401.2.2.2](#) for NFMs 6 ounces or more.
- b. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- c. Parcels may be claimed at single-piece, Presorted, and DBMC/ASF destination entry prices as applicable.
- d. Mailers must prepare all parcels in sacks under [6.2.3](#), or on pallets or in pallet boxes under [8.0](#), to achieve the finest level of sortation.
- e. Mailers must deposit combined machinable parcels and NFMs at BMCs or ASFs (see [Exhibit 6.2.3](#)) under applicable standards in [15.0](#).

6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, but required for Standard Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L606](#).
 2. Line 2: "STD/PSVC MACH 5D SCH."
- b. *5-digit*, optional, but required for Standard Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [8.6.4](#) for overseas military mail).
 2. Line 2: "STD/PSVC MACH 5D."
- c. *ASF*, optional, allowed only for mail deposited at an ASF to claim DBMC price, 10-piece or 20-pound minimum; labeling:

1. Line 1: use [L602](#), Column B. DBMC price eligibility determined by [Exhibit 6.2.3](#).
 2. Line 2: "STD/PSVC MACH ASF."
- d. *BMC*, required, 10-piece or 20-pound minimum; labeling:
1. Line 1: use [L601](#), Column B. DBMC price eligibility determined by [Exhibit 6.2.3](#).
 2. Line 2: "STD/PSVC MACH BMC."
- e. *Mixed BMC*, required, no minimum; labeling:
1. Line 1: "MXD" followed by [L601](#) Column B information for BMC serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: "STD/PSVC MACH WKG."

Exhibit 6.2.3 BMC/ASF – DBMC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

6.3 Combining Parcels—Parcel Select OBMC Presort, BMC Presort, DSCF, and DDU Prices

6.3.1 Qualification

Combination requirements for specific discounts and prices are as follows:

- a. When claiming Parcel Select OBMC Presort discounts and Parcel Select BMC Presort discounts, machinable Standard Mail parcels and NFMs 6 ounces or more may be combined with machinable Package Services parcels under [6.3](#).
- b. When claiming the DSCF price for Parcel Select, Bound Printed Matter parcels, all Standard Mail parcels and NFMs may be combined with Package Services and Parcel Select parcels under [6.3](#).
- c. All Standard Mail parcels and NFMs may be combined with Package Services and Parcel Select parcels prepared for DDU prices under [6.3](#).

6.3.2 Preparation and Prices

Combined parcels must be prepared as follows:

- a. *Minimum Mailing Volume.* Separate minimum mailing volume requirements must be met for Standard Mail parcels, Package Services, and for Parcel Select parcels.
- b. *Parcel Select or Bound Printed Matter Qualifying for DSCF Prices.* Mailers must prepare the combined mailings under the applicable 5-digit scheme and 5-digit sack requirements in [455.4.2](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [8.0](#) for the Parcel Select DSCF prices. All other requirements for Parcel Select DSCF prices and Standard Mail prices, as applicable, must be met. The following additional requirements apply:
 1. If sacked under [455.4.2](#), the minimum requirement of seven pieces per sack must be met with only Package Services and Parcel Select parcels. After the minimum sack volume has been met, Standard Mail parcels may be included in the sack or in overflow sacks.
 2. If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services and Parcel Select parcels. After the minimum pallet volume has been met, Standard Mail parcels may be included on the pallet or in overflow sacks.
 3. If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF price is at least 50, Standard Mail parcels may not be combined with Package Services and Parcel Select parcels.
 4. If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of Standard Mail, Package Services, and Parcel Select parcels may be used to meet the minimum pallet height requirement.

705.6.4

5. Line 2 of 5-digit scheme pallet and sack labels must read: “STD/PSVC MACH 5D SCH.” Line 2 of 5-digit pallet and sack labels must read: “STD/PSVC MACH 5D.”
6. Standard Mail parcels are eligible for presorted prices according to [443](#).
- c. Parcel Select Qualifying for OBMC Presort or BMC Presort Prices. Mailers must prepare the combined mailings under the BMC pallet requirements in [8.0](#) for machinable parcels at Parcel Select OBMC Presort or BMC Presort prices. All other requirements for Parcel Select OBMC Presort or BMC Presort prices and Standard Mail prices must be met. The following additional requirements apply:
 1. The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail, Package Services, and Parcel Select parcels.
 2. Line 2 of BMC pallet box labels must read: “STD/PSVC MACH BMC.”
- d. Package Services, Parcel Select, and Standard Mail parcels and NFM parcels qualifying for DDU prices:
 1. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in [445.4.0](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [8.22](#) for the Parcel Select or Bound Printed Matter DDU prices.
 2. Line 2 of 5-digit scheme container labels must read, “STD/PSVC PARCELS 5D SCH.” Line 2 of 5-digit container labels must read, “STD/PSVC PARCELS 5D.”

6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

6.4.1 Entry at Designated SCFs

Mailers may deposit pieces otherwise eligible for the Package Services, Parcel Select, and Standard Mail DBMC prices and the Standard Mail DSCF price at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#).

6.4.2 Qualification and Preparation

Parcel Select and Bound Printed Matter machinable parcels, and Standard Mail parcels and NFM pieces, may be prepared for entry at designated SCFs under these standards:

- a. Standard Mail parcels and NFM pieces that weigh less than 2 ounces and Standard Mail parcels that are tubes, rolls, triangles, and similar pieces may not be included.
- b. Mailers must prepare pieces on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the pieces into containers as specified by the destination facility.
- c. Parcel Select and Bound Printed Matter parcels are eligible for the applicable DBMC entry price.

- d. Standard Mail machinable parcels and NFM 6 ounces or more are eligible for the BMC presort level, DBMC price; NFM pieces less than 6 ounces and irregular parcels are eligible for the 3-digit presort level, DSCF price.
- e. All pieces must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all zone-priced parcels deposited at the SCF is computed using the zone chart for that postal facility.

7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

7.1 Combining Parcels—DSCF and DDU Entry

7.1.1 Qualification

Mailers may combine Package Services and Parcel Select parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets for entry either at a destination sectional center facility (DSCF) or a destination delivery unit (DDU) when authorized by the USPS under 7.5. Mailers must pay all applicable fees for presort and drop shipment and must meet the minimum volume requirements for Presort prices and Parcel Select prices. Combined Package Services and Parcel Select mailings must meet the standards in 455.4.0 and 466.3.0 through 466.6.0, except as provided by this section. Mailers may not combine Carrier Route Bound Printed Matter with other parcels under these standards. Parcels entered at SCFs and DDUs under these standards are not eligible for the barcode discount.

7.1.2 Basic Standards

Package Services and Parcel Select parcels that qualify as machinable, nonmachinable, and irregular under 401 and meet the following conditions may be combined in 5-digit scheme and 5-digit sacks or 5-digit scheme and 5-digit pallets under these conditions:

- a. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
- b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0. For mailings presented under 7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.
- c. All parcels must be prepared in sacks under 7.2 or on pallets under 7.3. For mail entered at the DSCF prices, pallet preparation is not permitted for 5-digit ZIP Codes that are unable to handle pallets. Refer to the Drop Ship Product maintained by the National Customer Support Center (NCSC) (see 608.8.0 for address) to determine which 5-digit delivery facilities can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.

705.7.1.3

- d. Pieces may be claimed at single-piece prices, Presorted prices, and destination entry prices under [7.2.1](#) or [7.1.6](#).
- e. Separate postage statements must be prepared for each subclass and destination entry price as appropriate.
- f. The deposit of combined Package Services and Parcel Select at a DSCF or DDU must be in accordance with applicable drop shipment standards.

7.1.3 Combined Parcels Prepared in Sacks—Price Eligibility

In addition to the applicable standards in [455.4.0](#) and [466.3.0](#) through [466.6.0](#) for destination entry Parcel Select and Package Services, the following standards apply for combined parcels prepared in sacks:

- a. Parcel Select DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DSCF price in [453.3.0](#) and [455.4.2](#) are met. Parcel Select DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DDU price in [453.3.0](#) and [455.4.1](#) are met.
- b. Presorted Bound Printed Matter DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DSCF price in [466.3.0](#) through [466.6.0](#) are met. Presorted Bound Printed Matter DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DDU price in [466.3.0](#) through [466.6.0](#) are met.
- c. Presorted Library Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#).
- d. Presorted Media Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#).
- e. Single-piece price parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), qualify for single-piece prices.

7.1.4 Sack Preparation

Only 5-digit scheme and 5-digit sacks may be prepared. Each sack of combined Parcel Select and Package Services mail must contain at least 10 pieces. One overflow sack containing fewer than 10 pieces is permitted per 5-digit scheme and 5-digit destination.

7.1.5 Sack Labeling

Sack labels must be prepared as follows:

- a. *5-digit scheme*, optional; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 2. Line 2: "PSVC PARCELS 5D."

7.1.6 Combined Parcels Prepared on Pallets—Price Eligibility

In addition to the applicable standards in [455.4.0](#), [Preparing Destination Entry Parcel Select](#), and [466.3.0](#) through [466.6.0](#) in [Enter and Deposit](#) for destination entry parcels, the following standards apply for combined parcels prepared on pallets:

- a. Parcel Select DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DSCF under [455.4.0](#). Parcel Select DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DDU under [455.4.0](#).
- b. Presorted Bound Printed Matter DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DSCF under [466.3.0](#) through [466.6.0](#). Presorted Bound Printed Matter DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DDU under [466.3.0](#) through [466.6.0](#).
- c. Presorted Library Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#).
- d. Presorted Media Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#).

705.7.1.7

- e. Single-piece price parcels that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), qualify for single-piece prices.

7.1.7 Pallet Preparation

Only 5-digit scheme and 5-digit pallets may be prepared. Each 5-digit scheme and 5-digit pallet of combined Parcel Select and Package Services must contain at least:

(1) 50 parcels and 250 pounds of mail, or (2) 36 inches of mail (excluding the height of the pallet). Pallets prepared using either minimum requirement may be combined in the same mailing.

7.1.8 Overflow Sacks

After filling pallets to a 5-digit scheme or 5-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in 5-digit scheme or 5-digit overflow sacks. Overflow sacks must be labeled under [7.2.3](#).

7.1.9 Pallet Labeling

Pallet labels must be prepared as follows:

- a. *5-digit scheme*, optional; labeling:
 - 1. Line 1: use [L606](#), Column B.
 - 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 - 2. Line 2: "PSVC PARCELS 5D."

7.2 Combining Parcel Select and Package Services Machinable Parcels for DBMC Entry**7.2.1 Qualification**

Mailers may combine Parcel Select and Package Services machinable parcels for entry at a BMC when authorized by the USPS under [7.5](#). These parcels may be eligible for Parcel Post, Parcel Select DBMC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DBMC, and single-piece and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

7.2.2 Basic Standards

Parcel Select and Package Services parcels must meet the following conditions:

- a. Each piece in a combined machinable parcels mailing must meet the criteria for machinable parcels in [401.1.5](#).
- b. Each parcel in a combined machinable parcels mailing is subject to the applicable content and price eligibility standards for the price claimed.
- c. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.

- d. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0. For mailings presented under 7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.
- e. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- f. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count toward these minimum volume requirements.
- g. Parcels may be claimed at single-piece, Presorted, and DBMC/ASF destination entry prices as applicable.
- h. Mailers must prepare all parcels in sacks under 6.2.3, or on pallets or in pallet boxes under 8.0, to achieve the finest level of sortation.
- i. Mailers must deposit combined machinable parcels at BMCs under applicable standards in 15.0.

7.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, 10-piece or 20-pound minimum; labeling:
 - 1. Line 1: use L606, Column B.
 - 2. Line 2: "PSVC MACH 5D SCH."
- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit price for Media Mail and Library Mail, 10-piece or 20-pound minimum; labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 8.0 for overseas military mail).
 - 2. Line 2: "PSVC MACH 5D."
- c. *ASF*, optional, allowed only for mail deposited at an ASF to claim DBMC price, 10-piece or 20-pound minimum; labeling:
 - 1. Line 1: use L602, Column B. DBMC price eligibility is determined by 6.3.
 - 2. Line 2: "PSVC MACH ASF."
- d. *BMC*, required, 10-piece or 20-pound minimum; labeling:
 - 1. Line 1: use L601, Column B. DBMC price eligibility is determined by 6.3.
 - 2. Line 2: "PSVC MACH BMC."

7.2.4 Pallet Presort and Labeling

Mailers must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required under the conditions shown. Destination entry price eligibility applies only to Parcel Select (see 453.3.0 and 455.4.0) and Bound

705.7.3

Printed Matter (see [466.3.0](#)). Mailers may, at their option, prepare all machinable parcels for destination entry (see [7.0](#)). Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.0](#).

- a. *5-digit scheme*, optional. Pallet may contain parcels for the same 5-digit scheme under [L606](#). Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, prepare 5-digit pallets under [2.4](#). Labeling:
 1. Line 1: use [L606](#), column B.
 2. Line 2: "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").
- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit price eligibility for Media Mail and Library Mail. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.0](#) for military mail).
 2. Line 2: "PSVC MACH 5D," as applicable.
- c. *ASF*, required if claiming DBMC prices, otherwise optional. Not available for the Buffalo, NY ASF. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L602](#). Labeling:
 1. Line 1: use [L602](#), column B.
 2. Line 2: "PSVC MACH ASF," as applicable.
- d. *BMC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L601](#). Labeling:
 1. Line 1: use [L601](#), column B. DBMC price eligibility is determined by [Exhibit 446.3.1](#).
 2. Line 2: "PSVC MACH BMC," as applicable.

7.3 Postage Payment

Postage for all pieces must be paid with permit imprint at the Post Office serving the mailer's plant under [2.0](#).

7.4 Documentation

Mailers must complete separate postage statements for each of the mailings contained within the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section.

7.5 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written authorization, which may not exceed 2 years. A mailer may terminate an

authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

8.0 Preparing Pallets

8.1 Physical Characteristics

8.1.1 Standards

All pallets presented to the USPS, whether USPS-provided or mailer-provided, must meet the standards in 8.1.2 through 8.1.4. Mail on such pallets must meet the standards for the class and price claimed.

8.1.2 Construction

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow four-way entry by forklift trucks and two-way entry by pallet jacks.

8.1.3 Securing Pallets

Except for stacked pallets under 8.3.1 and pallet boxes under 8.4.3, each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

- a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used.
- b. Wrapping with stretchable or shrinkable plastic.
- c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic. Wire and metal bands and straps, metal buckles, metal seals, and similar metal fastening devices cannot be used.

8.1.4 Nonconforming Mailer

The USPS informs any mailer or mailer's agent who presents palletized mailings, including plant-verified drop shipment (PVDS), when the mailer's pallets fail to meet basic pallet integrity and safety standards. After a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 8.2 through 8.5, respectively. A mailer is suspended from the pallet program if the mailer's pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes.

8.2 Top Caps

8.2.1 Use

Top caps are used as follows:

705.8.2.2

- a. Except as provided below, all pallets of sacks, trays, parcels, bundles of mail, or pallet boxes must be top-capped if the pallets are stacked two, three, or four tiers high when presented to the USPS for acceptance.
- b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.
- c. Lower pallet(s) containing either parcels or bundles of mail need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load.

8.2.2 Construction

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

8.2.3 Securing

A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

8.2.4 Use by Nonconforming Mailer

A nonconforming mailer (see 8.1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or bundles of mail, regardless of weight, or on pallets containing pallet boxes no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

- a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.
- b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C-flute and/or B-flute.
- c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.
- d. Corrugated fiberboard C-flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors.

8.3 Stacking Pallets**8.3.1 Physical Characteristics**

Pallets may be stacked two, three, or four tiers high if:

- a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.
- b. The heaviest pallet is on the bottom and the lightest is on the top.
- c. Individual pallets are secured with straps or stretchable or shrinkable plastic as specified in 8.1.3.

- d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used. The stack of pallets cannot be secured together with stretchable or shrinkable plastic.
- e. Each pallet is top-capped as specified in 8.2.
- f. The combined height of the stacked pallets and their loads does not exceed 84 inches. *Exception:* Pallets prepared for entry at Anchorage or Fairbanks, Alaska, cannot exceed 72 inches (pallets, top caps, and mail).

8.3.2 Pallet Height Restriction for Nonconforming Mailer

A nonconforming mailer (see 8.1.4) who stacks pallets is subject to the requirements of 8.3.1 with the additional restrictions that the combined height of any stacked pallets may not exceed 77 inches and that stacking pallets four tiers high is permitted only for pallets of parcels.

8.4 Pallet Boxes

8.4.1 Use

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the USPS beyond the entry office, or for Parcel Select DSCF price mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches. Pallet standards require the use of pallet boxes meeting the size requirements in 8.4.2 for machinable Parcel Select claiming OBMC Presort and BMC Presort discounts. Pallet standards prohibit use of pallet boxes for nonmachinable Parcel Select claiming OBMC Presort and BMC Presort discounts. Pallet boxes meeting the size dimensions in 8.4.2 also may be used at the mailer's option for Parcel Select DSCF and Parcel Select DDU price mail.

8.4.2 Height

The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For all Parcel Select and Package Services mailings entered at a DSCF or DDU, the height of the pallet box may not exceed 60 inches (excluding the pallet). For Parcel Select OBMC Presort and BMC Presort price mailings of machinable pieces, the height of the pallet box must not exceed 69 inches (excluding the pallet).

8.4.3 Securing

Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used) that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

705.8.4.4

- a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed; and
- b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing.

8.4.4 Use by Nonconforming Mailer

Except when mailing Parcel Select claiming a DSCF or DDU price, a nonconforming mailer (see 8.1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches.

8.5 General Preparation

8.5.1 Presort

Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms are defined in the Mail Preparation section for each class of mail, standard presort levels are defined in 8.0, and advanced presort levels are defined in 10.0, 12.0, and 13.0. For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed ADC or mixed BMC pallets are prepared for a mailing or job. Bundles must not be placed on mixed ADC or mixed BMC pallets. Bundles that cannot be placed on pallets must be prepared in sacks under the standards for the price claimed. The standards for bundle reallocation to protect the SCF, ADC, or BMC pallet (8.11, 8.13, and 8.14) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF, ADC, or BMC level. These standards may result in some bundles of Periodicals flats and irregular parcels and Standard Mail flats that are part of a mailing job prepared in part as palletized flats at automation prices not being placed on the finest level of pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using bundle reallocation (bundle reallocation is optional, but if performed, it must be done for the complete mailing job).

8.5.2 Required Preparation

The following standards apply to Periodicals, Standard Mail, Parcel Select, and Package Services, except Parcel Select mailed at BMC Presort, OBMC Presort, DSCF, and DDU prices.

- a. Mailers must prepare a pallet to the required sortation level(s) for the class of mail when a mailing contains 500 or more pounds of bundles, sacks, or parcels or 72 linear feet or six layers of letter trays for the destination.
- b. For bundles of flat-size mailpieces or bundles of irregular parcels on pallets, after preparing all possible pallets under 8.5.2a, when 250 or more pounds of bundles remain for an ADC (Periodicals) or for a BMC/ASF (Standard Mail, Parcel Select, and Package Services), mailers must prepare the ADC or

BMC/ASF pallet, as applicable for the class of mail. Exception: If there are no ADC or BMC/ASF pallets in a mailing and 250 or more pounds remain for an SCF, mailers must prepare the SCF pallet.

- c. If bundles remain that cannot be prepared on an ADC, BMC/ASF, or SCF pallet, mailers must place those bundles in sacks (8.9.1).

8.5.3 Minimum Load

The following minimum load standards apply to mail prepared on pallets:

- a. For Periodicals, Standard Mail, Parcel Select, and Package Services (except for Parcel Select mailed at BMC Presort, OBMC Presort, DSCF, and DDU prices):
 1. In a single mailing, the minimum load per pallet is 250 pounds of bundles, parcels, or sacks, except as provided in items 2 through 4 below. When preparing letter trays on pallets, the minimum load is 36 linear feet or three layers of trays, except as provided in item 3 below.
 2. There is no minimum load for pallets entered at a destination delivery unit (DDU) if the mail on those pallets is for that unit's service area.
 3. A pallet may contain a minimum of 100 pounds of nonletter-size mail or 12 linear feet of letter trays if it is a BMC or ASF pallet entered at the destination BMC or ASF; an ADC pallet entered at the destination ADC; an SCF pallet entered at the destination SCF; or the only pallet entered at an individual destination BMC or ASF, ADC, or SCF facility.
 4. At an SCF, a 5-digit, 3-digit, or SCF pallet may contain less than the required minimum load of mail for that SCF's service area only if the SCF manager provides written authorization for such preparation.
- b. Parcel Select mailed at BMC Presort, OBMC Presort, DSCF, and DDU prices. A minimum load for the price claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. There are separate minimum mail heights for machinable parcels and for nonmachinable parcels claimed at OBMC Presort and BMC Presort prices. Mail entered at the Parcel Post DSCF prices and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two options requiring a minimum number of pieces and pounds per pallet. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF price. There are no minimums for the Parcel Select DDU price.

8.5.4 Minimum Height of Mail

The definitions of the minimum height of mail used to qualify for OBMC Presort, BMC Presort, and DSCF Parcel Select prices are as follows:

- a. *Machinable parcels.* The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.
- b. *Nonmachinable parcels.* The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

8.5.5 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for bundles, parcels, sacks, or pallet boxes, or 77 inches or 12 layers of trays (whichever occurs first) for letter trays.

Exception: A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches (pallet, top cap, and mail).

8.5.6 Mail on Pallets

[9-11-08] These standards apply to mail on pallets:

- a. Pieces in trays, bundles, and sacks must be prepared under the standards for the class of mail and price claimed.
- b. When two or more Periodicals mailings, two or more Standard Mail mailings, or two or more Bound Printed Matter mailings are placed together on pallets, the mailer must keep records for each mailing as required by the standards for the class of mail.
- c. For letter-size Standard Mail and Periodicals prepared in trays on pallets, mailers must prepare carrier route price mail on separate 5-digit pallets (5-digit carrier routes pallets) from automation price or nonautomation price mail (5-digit pallets).
- d. For determining minimum pallet volume, mail in letter trays is measured in full layers of trays or in linear feet. A 2-foot tray equals 2 linear feet; a 1-foot tray equals 1 linear foot.
- e. Heavier, fuller trays must be placed at the bottom of the load.
- f. For Bound Printed Matter irregular parcels, Presorted and Carrier Route price mail may be combined on all levels of pallet. For Bound Printed Matter flats, Presorted and Carrier Route price mail may be combined on all levels of pallet except as provided in 8.5.6g.
- g. For sacks of Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels, carrier route price mail must be prepared on separate 5-digit pallets from automation price and/or presorted price mail.
- h. Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels prepared in carrier route and noncarrier route 5-digit bundles may be placed on the same merged 5-digit scheme, merged 5-digit, and 5-digit metro pallet, as appropriate.
- i. All presort bundles on pallets must be placed with the addresses facing up.

8.5.7 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 8.5.8, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

8.5.8 Counter-Stacking—Sacked and Palletized Mail

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.

- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

8.5.9 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Customized MarketMail.
- b. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes sacks.
- d. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).
- e. Bundles of Standard Mail flat-size pieces prepared in letter trays under 345.3.4.

8.5.10 Labeling Bundles

[7-3-08] Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Firm (Periodicals use only), blue Label F.
- b. 5-digit scheme presort level, red Label 5 SCH.
- c. 5-digit presort level, red Label 5.

705.8.5.11

- d. 3-digit scheme presort level, green Label 3 SCH.
- e. 3-digit presort level, green Label 3.
- f. ADC presort level, pink Label A.
- g. Mixed ADC presort level, tan Label X.

8.5.11 Securing Bundles on Pallets

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment. Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

8.5.12 Sacked Mail

Mail that is not palletized (e.g., the mailer chooses not to prepare BMC pallets, or the bundles do not meet the machinability standards in 8.5.7 through 8.5.11) must be prepared under the standards for the price claimed. For Periodicals, the mailer must separately sack bundles of each publication that are not palletized or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of bundles not placed on pallets) containing bundles remaining after all pallets are prepared may be presented with the palletized mail (and reported on the same postage statement) if separated from the palletized portion of the mailing.

8.5.13 Nonconforming

For a nonconforming mailer (see 8.1.4) of letter-size mail in trays, the combined height of a pallet and its load cannot exceed six layers of MM or EMM letter trays.

8.6 Pallet Labels

8.6.1 Placement

At least two clearly visible labels must be affixed on two adjacent sides of each pallet.

8.6.2 Specifications

Pallet labels must be pink for Periodicals mail or white for Standard Mail and Package Services mail. Pallet labels must measure at least 8 inches by 11 inches.

8.6.3 Lettering

Lettering for required information on pallet labels must be at least 1/2 inch high (or at least 48-point type). *Exception:* When customers apply USPS-specified pallet barcodes to pallet labels, the lettering for the required information on line 3 (origin line) must be at least 1/8 inch high (or at least 12-point type). See the “surface visibility” information at <http://ribbs.usps.gov> for more information about pallet barcodes.

8.6.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas military mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet.

8.6.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Content line information.* Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. The content line (line 2 of required information) must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet and other information as specified by standard. If the content line of a pallet label does not provide enough space for all required information, the content information may be continued right-justified on the line immediately below the content line and above the office of mailing or mailer information line.

705.8.6.6

- b. *Codes.* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG (Periodicals, Standard Mail, and Package Services only)
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG (Standard Mail only)
Nonmachinable	NON MACH
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Nonmachinable Parcels	NON MACH
Package Services	PSVC
Parcels	PARCELS (First-Class Mail and Package Services only)
Periodicals	PER (see 707.21.1.3) NEWS (see 707.21.1.3)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

8.6.6 Line 3 (Origin Line)

The office of mailing or mailer information line (line 3 of required information) must be the bottom line of required information unless the pallet or pallet box contains mail prepared under the Electronic Verification System (eVS). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. Electronic Verification System

All pallets and pallet boxes containing parcels prepared and identified using the Electronic Verification System (eVS) under 2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below line 3 (origin line) using the same size and lettering used for Line 3.

8.6.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets

All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words “CARRIER ROUTES” (or “CR-RTS”) after the processing category description on the content line under 8.0, 10.0, 12.0, and 13.0. 5-digit pallets of Bound Printed Matter that contain only carrier route price mail also must show the words “CARRIER ROUTES” (or “CR-RTS”) after the “5D” pallet level description on the contents line.

8.6.8 Extraneous Information

Extraneous information is permitted on pallet labels if:

- a. The print size is smaller than a 1/2 inch.
- b. It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.
- c. It does not appear on or between the lines reserved for USPS required information (blank lines are permitted). Exception: For combined mailings of Standard Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.
- d. It is below the office of mailing or mailer information line.
- e. A 1-inch clear space is maintained around the lines reserved for USPS required information.
- f. On the office of mailing or mailer information line, the mailer’s name or abbreviation, “Mailer,” “From” (or “FR”), “Entered at,” or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information.

8.6.9 Periodicals Publications

Except as provided in 8.16 for copalletized mailings, Periodicals publications must use one of the following for Line 2 class information:

- a. “PER.”
- b. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

8.6.10 Pallet Bundle Information

It is recommended that mailers preparing bundles on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of 8.6.8, additional information listing the number of bundles for each bundle sortation and price level on the pallet (i.e., the number of carrier route bundles, the number of 5-digit, 3-digit, and ADC automation price bundles, and the number of 5-digit, 3-digit, and ADC Presorted price bundles on each pallet).

8.7 Copalletized, Combined, or Mixed-Price Level Mailings of Flat-Size Pieces

8.7.1 General

Palletized mailings (including combined, copalletized, and mixed price level mailings) must be prepared under the standards for the class of mail, subject to specific authorization by Business Mailer Support when required.

8.7.2 Application

The mailer (or publisher or agent) must submit a written request to Business Mailer Support to present the types of pallets described in this section. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed price mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names, addresses, and telephone numbers of the mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, price, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under [8.0](#), or [10.0](#), [12.0](#), and [13.0](#).

8.7.3 Periodicals Publications

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common bundles to achieve the finest presort level for the combined mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted bundles for each publication to achieve the finest presort level for the mailing. A combined or copalletized mailing prepared using bundle reallocation under [8.11](#) or [8.13](#) may not always result in all bundles being placed on the finest pallet level possible. Both combined and copalletized publications must be supported by the documentation required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#). Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

8.7.4 Standard Mail

To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing, except that a copalletized mailing prepared under [8.11](#) or [8.14](#) using the bundle reallocation option may not always result in all bundles being placed on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#) that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level.

8.7.5 Cancellation

An authorization may be canceled by Business Mailer Support if the mailer does not meet the standards for pallets or the prices claimed or the mailer does not submit information on future mailings as requested by Business Mailer Support. A mailer may appeal canceled authorizations through Business Mailer Support to the Business Mail Acceptance manager, USPS Headquarters.

8.8 Basic Uses

These types of mail may be palletized:

- a. Letter-size mail in trays.
- b. Bundles of nonletter-size mail not prepared in sacks.
- c. Bundles or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings, subject to [8.0, *Preparing Pallets*](#).
- f. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to [6.0](#).
- g. Two or more Periodicals publications combined or copalletized, subject to [8.0](#).
- h. Combined mailings of Nonprofit Standard Mail mixed price levels, subject to [8.0](#).
- i. Commingled zoned price Parcel Select and Package Services, subject to [455.1.7](#).

8.9 Bundles on Pallets

8.9.1 Applicability

Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under [8.9.2](#) through [8.9.5](#) and [8.10](#). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to [8.16.5](#), reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

8.9.2 Basic Bundling Standards

Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the applicable standards for each class or subclass of mail. Bundles may be sorted onto pallets under [8.10](#) and [10.0](#), [12.0](#), and [13.0](#).

8.9.3 Periodicals

Bundle size: Six-piece minimum (lower volume bundles permitted under [707.22.0, *Preparing Nonbarcoded \(Presorted\) Periodicals*](#), and [707.23.0, *Preparing Carrier Route Periodicals*](#)), 20-pound maximum, except that:

- a. Firm bundles may contain as few as two copies of a publication. Mailers must not consolidate firm bundles with other bundles to the same 5-digit destination. Only In-County firm bundles may be counted as an addressed piece for presort standards (see [707.22.0](#) and [707.23.0](#)).
- b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- c. Carrier route and 5-digit bundles placed on 5-digit or finer pallets may weigh up to 40 pounds when entered at a DDU.
- d. The last bundle to a presort destination may contain less than 10 pounds.

705.8.9.4

8.9.4 Standard Mail

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- b. The last bundle to a presort destination may contain less than 10 pounds.

8.9.5 Bound Printed Matter

Bound Printed Matter on pallets must be bundled as follows:

- a. Minimum Bundle Size. Bundle mail under the minimum bundle size of “10 pieces or 10 pounds, whichever comes first” according to these standards:
 1. For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.
 2. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies). Alternatively, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
 3. Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.
- b. Presorted and Carrier Route Bound Printed Matter:
 1. Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted price pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), or prepared in sacks under [365.5.0](#) for flats and [465.5.0](#) for parcels. Carrier route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), and qualify for Presorted prices or be prepared in sacks under [365.6.0](#) for flats and [465.6.0](#) for parcels and qualify for carrier route prices.
 2. Bundles must be prepared under [365.5.0](#) for presorted flats and [465.5.0](#) for presorted parcels, or [11.0](#), as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets prepared under [8.10.3a](#) through [8.10.3d](#), and [8.10.4a](#) through [8.10.4g](#) is

40 pounds. The maximum physical bundle size for pallets prepared under 8.10.3e through 8.10.3i, and 8.10.4h through 8.10.4i is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

8.10 Pallet Presort and Labeling

8.10.1 Periodicals—Bundles, Sacks, or Trays

[7-3-08] Pallets must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See 707.29.0 for additional requirements for destination entry prices eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with 8.10.1e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. All pallets prepared under 8.10.1 may contain firm bundles, and pallets prepared under 8.10.1a through 8.10.1i may contain low-volume bundles. Bundles of Periodicals flats and irregular parcels may also be palletized under 10.0, 12.0, or 13.0. For pieces meeting the standards in 707.26.0, mailers may prepare the nonpalletized (residual) portion of a mailing in sacks under 10.0.

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under 301.3.0. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 8.10.1d. Labeling:
 1. Line 1: L001.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.1e. Labeling:
 1. Line 1: L001.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- c. *5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing automation-compatible flats under 301.3.0. Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation price and/or Presorted price mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 8.10.1f. Labeling:
 1. Line 1: L001.

705.8.10.1

2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail; followed by “SCHEME” (or “SCH”).
- d. *Merged 5-digit*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D.”
- e. *5-digit carrier routes*, required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”).
- f. *5-digit*, required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or the same 5-digit scheme under [L007](#) (for automation-compatible flats only under [301.3.0](#)). Five-digit scheme bundles are assigned to pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail.
- g. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route, automation price, and/or Presorted price bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Labeling:
 1. Line 1: [L006](#).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.

- h. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- i. *SCF*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Mailers may place origin mixed ADC (OMX) sacks on origin SCF pallets. Labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- j. *ADC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L004](#). Labeling:
1. Line 1: [L004](#).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “ADC”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- k. *Origin Mixed ADC (OMX)*, optional, no minimum, permitted for sacks only. Pallet may contain carrier route, automation price, and/or presorted price mail. Labeling:
1. Line 1: Use the destination information shown in [L201](#), Column C for mail entered at the corresponding entry Post Offices in [L201](#), Column A.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains nonautomation price mail; followed by “WKG.”
- l. *Mixed ADC*, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation price, and/or presorted price mail. Pallets must not contain origin mixed ADC (OMX) sacks. Labeling:

705.8.10.2

1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry Post Office as shown in [L004](#), Column A (label to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail; followed by "WKG."

8.10.2 Standard Mail—Bundles, Sacks, or Trays

[7-3-08] Mailers must prepare pallets under [8.0](#) in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required. For irregular parcels, use this preparation only for pieces in carrier route bundles or in sacks. Palletize unbundled or unsacked irregular parcels under [705.8.10.6](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). Mailers also may palletize bundles of Standard Mail flats under [10.0](#), [12.0](#), or [13.0](#).

- a. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.1e](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- b. *5-digit carrier routes*, required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- c. *5-digit*, required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or same 5-digit scheme. 5-digit scheme bundles and sacks are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).

2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail. For letters, “STD LTRS 5D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- d. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route, automation price, and/or Presorted price bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
 1. Line 1: [L006](#).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- e. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0, Physical Standards for Automation Flats](#)). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS 3D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- f. *SCF*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Mailers may, at their option, place AADC trays on SCF pallets when the tray's “label to” 3-digit ZIP Code (from [L801](#)) is within that SCF's service area. Mailers may also, at their option, place mixed ADC or mixed AADC trays, labeled per [L010](#), on an SCF pallet entered at the SCF facility responsible for the processing of mixed ADC or mixed AADC trays for that BMC/ASF facility. Labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or

Presorted price mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.

- g. *ASF*, required unless bundle reallocation used under 8.13, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L602. ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in L004 or L603, as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in L801. At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC and mixed AADC trays of letters, may be sorted to ASF pallets according to the “label to” ZIP Code in L010. Mixed ADC sacks of irregular parcels may be sorted to ASF pallets according to the “label to” ZIP Code in L604. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF in 6.3. Labeling:
1. Line 1: L602.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- h. *BMC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L601. ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in L004 or L603, as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in L801. At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC trays and mixed AADC trays of letters, may be sorted to BMC pallets according to the “label to” ZIP Code in L010. Mixed ADC sacks of irregular parcels may be sorted to ASF pallets according to the “label to” ZIP Code in L604. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the BMC service area. Labeling:
1. Line 1: L601.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BMC”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS BMC”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.

- i. *Mixed BMC*, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation price, and/or Presorted price mail. Labeling:
 1. Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
 2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail; followed by "WKG." For letters, "STD LTRS"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters; followed by "WKG."

8.10.3 Package Services Flats—Bundles and Sacks

[7-3-08] Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted price mail with a barcode apply only to Bound Printed Matter mailings. Destination entry price eligibility also applies only to Bound Printed Matter (see [366](#) for flats). At the mailer's option, all Package Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with [8.10.3b](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.3b](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- b. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS").
- c. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted price mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for automation-compatible flats only under [301.3.0](#)). Five-digit scheme bundles are assigned to pallets according to the "label to" 5-digit ZIP Code in [L007](#). Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).

2. Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted price mail without a barcode.
- d. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 5-digit ZIP Codes in L006, Column A, and for the 3-digit ZIP Code groups in L006, Column B. Labeling:
 1. Line 1: L006.
 2. Line 2: "PSVC FLTS"; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- e. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked "N" in L002. Pallet may contain mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 301.3.0). Three-digit scheme bundles are assigned to pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- f. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in L005. Labeling:
 1. Line 1: L002, Column C.
 2. Line 2: "PSVC FLTS SCF"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- g. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in L602. ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in L010. All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in 6.3. Labeling:
 1. Line 1: L602.
 2. Line 2: "PSVC FLTS ASF"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.

- h. *BMC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in [L601](#). ADC bundles or sacks are assigned to pallets according to the “label to” ZIP Code in [L004](#). At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [6.3](#). Labeling:
 - 1. Line 1: [L601](#).
 - 2. Line 2: “PSVC FLTS BMC”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.
- i. *Mixed BMC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail with or without a barcode. Labeling:
 - 1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
 - 2. Line 2: “PSVC FLTS WKG.”

8.10.4 Package Services Irregular Parcels—Bundles and Sacks

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route ([8.10.4a](#), [8.10.4b](#), [8.10.4d](#), and [8.10.4e](#)) applies to Bound Printed Matter mailings only. Destination entry price eligibility applies only to Parcel Select (see [456](#)) and Bound Printed Matter (see [466](#) for parcels). At the mailer’s option, all Package Services irregular parcels also may be prepared for destination entry (see [7.0](#)). For mailings of sacks on pallets, pallet preparation begins with [8.10.4e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.4d](#). Labeling:
 - 1. Line 1: [L001](#).
 - 2. Line 2: “PSVC IRREG CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.4e](#). Labeling:
 - 1. Line 1: [L001](#).
 - 2. Line 2: “PSVC IRREG”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).

705.8.10.4

- c. *5-digit scheme*, required, permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted price mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.4d](#). Labeling:
 - 1. Line 1: [L001](#).
 - 2. Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-digit*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit ZIP Code. Labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 - 2. Line 2: "PSVC IRREG CR/5D."
- e. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 - 2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted price mail for the same 5-digit ZIP Code. Labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 - 2. Line 2: "PSVC IRREG 5D."
- g. *5-digit metro*, optional, permitted for bundles only. Pallet must contain carrier route and/or Presorted price bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Labeling:
 - 1. Line 1: [L006](#).
 - 2. Line 2: "PSVC IRREG"; followed by "METRO" (or "MET").
- h. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked "N" in [L002](#). Pallet must contain parcels only for the same 3-digit ZIP Code. Labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- i. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Labeling:
 - 1. Line 1: [L002](#), Column C.
 - 2. Line 2: "PSVC IRREG SCF."
- j. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be

sorted to ASF pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [6.3](#). Labeling:

1. Line 1: [L602](#).
 2. Line 2: “PSVC IRREG ASF.”
- k. *BMC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L601](#). ADC ([L004](#)) bundles or sacks are assigned to pallets according to the “label to” ZIP Code in [L004](#). At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [6.3](#). Labeling:
1. Line 1: [L601](#).
 2. Line 2: “PSVC IRREG BMC.”
- l. *Mixed BMC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail. Labeling:
1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
 2. Line 2: “PSVC IRREG WKG.”

8.10.5 Package Services, Parcel Select, and Standard Mail Machinable Parcels, and Not Flat-Machinable Pieces Weighing 6 Ounces or More

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. At the mailer’s option, Inter-BMC/ASF and Intra-BMC/ASF Parcel Select and Parcel Post mailings may be prepared on pallets under this section. Destination entry price eligibility applies only to Standard Mail (see [446](#) for parcels and NFMs that weigh 6 ounces or more), Parcel Select (see [456](#)), and Bound Printed Matter (see [466](#)). Combined mailings of Standard Mail, Parcel Select, and Package Services machinable parcels also must meet the standards in [6.0](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme, required*. Pallet must contain parcels or NFMs for the same 5-digit scheme under [L606](#). For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, 5-digit pallets are prepared under [8.10.5b](#). Labeling:
1. Line 1: Use [L606](#).
 2. Line 2: “STD MACH 5D,” “STD NFM MACH 5D,” or “PSVC MACH 5D,” as applicable; followed by “SCHEME” (or “SCH”).
- b. *5-digit, required*. Pallet must contain parcels or NFMs only for the same 5-digit ZIP Code. Labeling:
1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).

705.8.10.6

2. Line 2: “STD MACH 5D,” “STD NFM MACH 5D,” or “PSVC MACH 5D,” as applicable.
- c. *ASF, optional, but required for DBMC prices.* Not available for the Buffalo NY ASF in [L602](#). Pallets must contain only parcels or NFMs for the 3-digit ZIP Code groups in [L602](#). Labeling:
 1. Line 1: Use [L602](#).
 2. Line 2: “STD MACH ASF,” “STD NFM MACH ASF,” or “PSVC MACH ASF,” as applicable.
- d. *BMC, required.* Pallets must contain only parcels or NFMs for the 3-digit ZIP Code groups in [L601](#). Labeling:
 1. Line 1: Use [L601](#).
 2. Line 2: “STD MACH BMC,” “STD NFM MACH BMC,” or “PSVC MACH BMC,” as applicable.
- e. *Mixed BMC, optional.* Labeling:
 1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
 2. Line 2: “STD MACH WKG,” “STD NFM MACH WKG,” or “PSVC MACH WKG,” as applicable.

8.10.6 Standard Mail Irregular Parcels Weighing 2 Ounces or More

Mailers who palletize unbundled or unsacked irregular parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below. Pallets or pallet boxes of irregular parcels (except tubes, rolls, and similar pieces) weighing 2 ounces or more must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required. Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under [8.6](#). Mailers may not prepare tubes, rolls, and similar pieces or pieces that weigh less than 2 ounces on pallets or in pallet boxes, except for pieces in carrier route bundles or in sacks under [8.10.2](#).

- a. *5-digit scheme, required.* Pallet or pallet box must contain parcels only for the same 5-digit scheme under [L606](#). Mailers may combine NFMs under 6 ounces with irregular parcels under [8.10.6](#). For 5-digit destinations not part of [L606](#) prepare 5-digit pallets under [8.10.5b](#). Labeling:
 1. Line 1: Use [L606](#).
 2. Line 2: “STD IRREG 5D; followed by “SCHEME” (or “SCH”).
- b. *5-digit, required.* Pallet or pallet box must contain parcels only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “STD IRREG 5D.”

- c. *3-digit, optional*, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet or pallet box must contain parcels only for the same 3-digit ZIP Code. Labeling:
 - 1. Line 1: Use [L002](#), Column A.
 - 2. Line 2: “STD IRREG 3D.”
- d. *ADC, required*. Pallet or pallet box must contain parcels for the 3-digit ZIP Code groups in [L004](#). Labeling:
 - 1. Line 1: Use [L004](#).
 - 2. Line 2: “STD IRREG ADC.”
- e. *Mixed ADC, optional*. Labeling:
 - 1. Line 1: “MXD” followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry Post Office as shown in [L009](#), Column A.
 - 2. Line 2: “STD IRREG WKG.”

8.10.7 Standard Mail Not Flat-Machinable Pieces Weighing Less Than 6 Ounces

Mailers must prepare pieces on pallets or in pallet boxes when there are 250 pounds or more of NFM pieces for the destination levels below. Prepare pallets or pallet boxes of NFM pieces weighing less than 6 ounces under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required. The height of a 5-digit bundle must be at least 1 inch less than the longest dimension of the individual mailpiece. For example, a mailpiece measuring 7 inches long, 5 inches high, and 1/2 inch thick must be placed in a bundle no higher than 6 inches. Mailers may combine NFMs under 6 ounces with irregular parcels over 2 ounces (that are not tubes or rolls) under [8.10.6](#). Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme, required*. Pallet or pallet box must contain NFMs only for the same 5-digit scheme under [L606](#). For 5-digit destinations not part of [L606](#) prepare 5-digit pallets under [8.10.6b](#). Labeling:
 - 1. Line 1: Use [L606](#).
 - 2. Line 2: “STD NFM 5D”; followed by “SCHEME” (or “SCH”).
- b. *5-digit, required*. Pallet or pallet box must contain NFMs only for the same 5-digit ZIP Code. Labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 - 2. Line 2: “STD NFM 5D.”
- c. *3-digit, optional*, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet or pallet box must contain NFMs only for the same 3-digit ZIP Code. Labeling:
 - 1. Line 1: Use [L002](#), Column A.

705.8.11

2. Line 2: "STD NFM 3D."
- d. *ADC, required.* Pallet or pallet box must contain NFMs for the 3-digit ZIP Code groups in [L004](#). Labeling:
 1. Line 1: Use [L004](#).
 2. Line 2: "STD NFM ADC."
- e. *Mixed ADC, optional.* Labeling:
 1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry Post Office as shown in [L009](#), Column A.
 2. Line 2: "STD NFM WKG."

8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets

8.11.1 Basic Standards

Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [8.11.2](#) through [8.11.4](#). Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated. For the purposes of reallocation, 5-digit metro pallets are considered to be 3-digit pallets (because they contain subsets of mail for a 3-digit ZIP Code area).

8.11.2 General Rules

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.
- b. Reallocate bundles from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.
- c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.

- d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.
- e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

8.11.3 Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared

Reallocation rules are as follows:

- a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the 3-digit pallet weight minimum established by the mailer in compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.
- b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.
- c. If preparation is under [8.0](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under [10.0](#), [12.0](#), or [13.0](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in [8.11.3c](#), then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

8.11.4 Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared

Reallocation rules are as follows:

705.8.11.5

- a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in [8.11.4a](#), then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

8.11.5 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets

8.12.1 Basic Standards

Bundle reallocation to protect the ADC pallet is an optional preparation method authorized for mailers using PAVE-certified presort software and may be used to create pallets under the standards in [8.12.2](#) and [8.12.3](#). Presort software determines if mail for an ADC service area falls beyond the ADC level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the ADC service area that falls beyond the ADC pallet level (e.g., to sacks). Reallocate only the minimum number of bundles necessary to create an ADC pallet at the minimum required weight.

8.12.2 General Rules

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an ADC pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an ADC pallet.
- b. Reallocate only bundles of an SCF pallet from the same city and state as the ADC ([L005](#), Column B). This may be accomplished by reallocating a portion of the bundles from an SCF pallet or reallocating all mail from the SCF pallet. Bundles may be reallocated from a protected SCF (PSCF) pallet prepared under [8.11](#).
- c. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

8.12.3 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

8.13 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets

8.13.1 Basic Standards

Bundle reallocation to protect the BMC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [8.13.2](#) through [8.13.4](#). The software will determine if mail for a BMC service area would fall beyond the BMC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the BMC service area that would fall beyond the BMC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the BMC level is the minimum volume that would be reallocated from an ASF pallet, when possible. The following “parent” BMCs can be protected with bundle reallocation by using mail from the ASF “child” pallets indicated in [Exhibit 8.13.1](#).

Exhibit 8.13.1 “Parent” BMC/“Child” ASF

“PARENT” BMC SERVICE AREAS	“CHILD” ASF ZIP CODE AREAS SERVED
Pittsburgh BMC	Buffalo ASF: 130-136; 140-149
Denver BMC	Albuquerque ASF: 865, 870-875, 877-879, 881-884 Phoenix ASF: 850, 852, 853, 855, 859, 860, 863, 864 Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979 Billings ASF: 590-599, 821
Dallas BMC	Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749
Des Moines BMC	Sioux Falls ASF: 570-577
Minneapolis BMC	Fargo ASF: 565, 567, 580-588

8.13.2 General Rules

In general, when reallocating:

- a. The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a BMC pallet.
- b. Use [Exhibit 8.13.1](#) to reallocate bundles from the ASF pallet to create a BMC pallet. The ASF pallet may be eliminated to protect the BMC pallet.
- c. Reallocate mail only from one ASF pallet. Bundle reallocation is to be used only between the “parent” BMC and the “child” ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.

705.8.13.3

- d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

8.13.3 Reallocation of Bundles From ASF Pallets

When reallocating bundles from ASF pallets:

- a. Use [Exhibit 8.13.1](#) to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the BMC level back to the BMC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a BMC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the BMC pallet level.
- b. If no single ASF pallet within the BMC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in [8.13.3a](#), then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet.

8.13.4 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

8.14 Pallets of Bundles, Sacks, and Trays

8.14.1 Periodicals

Additional pallet preparation:

- a. *Combined mailings.* When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.
- b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.
- c. *Carrier route mail on separate 5-digit pallets.* Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets). *Exception:* When flats are prepared as bundles on pallets under [10.0](#), [12.0](#), or [13.0](#), then carrier route mail, 5-digit machinable barcoded price mail, and 5-digit machinable nonbarcoded price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [10.0](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [12.0](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [13.0](#).

8.14.2 Standard Mail

Additional pallet preparation:

- a. *Combined mailings.* Nonprofit Standard Mail may be included in the same mailing or palletized on the same pallet as Regular Standard Mail only as permitted by standard. Mailers may include machinable parcels, irregular parcels, and Not Flat-Machinable pieces on 5-digit pallets.
- b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.
- c. *Carrier route mail on separate 5-digit pallets.* Carrier route price pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation price and/or Presorted price pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as bundles on pallets under [10.0](#), [12.0](#), or [13.0](#), then carrier route sorted mail, 5-digit sorted automation price mail, and 5-digit sorted Presorted price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [10.0](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [12.0](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product, or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [13.0](#).

8.14.3 BMC and Mixed BMC Pallets

Bundles placed on BMC pallets must be machinable on BMC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A BMC or mixed BMC (trays and sacks only) pallet may include pieces that are eligible for the DBMC price and others that are ineligible.

8.14.4 Commingled Zones

Pieces of Parcel Select and Package Services for different zones may be commingled only under [455.1.7](#) for Parcel Select parcels or [365.5.3.3](#) or [365.6.3.3](#) for Bound Printed Matter flats or [465.5.1.3](#) or [465.6.1.3](#) for Bound Printed Matter parcels.

8.14.5 Securing Trays

Trays must be sleeved and strapped under [235.3.0](#) for First-Class Mail letters, [245.3.0](#) for Standard Mail letters, [335.3.0](#) for First-Class Mail flats, [345.3.0](#) for Standard Mail flats, [365.3.0](#) for Bound Printed Matter flats, [375.3.0](#) for Media Mail flats, [385.3.0](#) for Library Mail flats, *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

8.15 Sacks

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing.

705.8.16

8.16 Copalletized Flat-size Pieces—Periodicals or Standard Mail

8.16.1 Basic Standards

Copalletized flat-size mailings must meet the applicable standards in [8.0](#). In addition, if copalletized under [10.0](#), [12.0](#), or [13.0](#), the provisions of one of those preparation options must also be met. Any combination of automation price mailings and nonautomation price mailings is subject to the restrictions in [8.14](#). Bundles in a copalletized mailing qualify for the appropriate presort level price, regardless of the pallet level on which they are placed.

8.16.2 Periodicals

Additional standards are as follows:

- a. Periodicals eligible for preferred prices (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County prices.
- b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see [8.6](#)) or “PER” as the class designation under these conditions:
 1. If at least 51% of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
 2. If less than 51% of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”
- c. Documentation meeting the basic standard in [708.1.0](#) must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the Business Mailer Support manager. Approval is based on the mailer’s demonstrated ability to provide documentation meeting these standards:
 1. Documentation by bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort price claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in [708.b](#).
 2. Documentation showing the number of copies and pieces claimed at the SCF price.
 3. Documentation showing that bundles are sorted to the appropriate finest pallet level in the mailing.
 4. Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.
 5. A listing showing the destination of pallets in the copalletized mailing.
 6. If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level.

8.16.3 Standard Mail

Additional standards are as follows:

- a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other prices unless permitted by standard.
- b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Mailer Support.
- c. All pieces in mailings to be copalletized must be subject to the minimum per piece price, or all subject to the per pound price, unless otherwise authorized by Business Mailer Support.
- d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.
- e. When requested, the mailer must present pallets selected by USPS employees for verification.

8.16.4 Pallet Labels

Pallet labels for copalletized mailings must meet the provisions of [8.6](#) and [8.10](#), or if applicable, [8.6](#) and [10.0](#), [12.0](#), or [13.0](#).

8.16.5 Postage Statement

Separate postage statements are required:

- a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.
- b. For Standard Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement.

8.17 Pallets of Machinable Parcels**8.17.1 Standard Mail**

Pieces may be eligible for the 3/5 price when prepared under [8.10.5a](#) through [8.10.5d](#). This eligibility includes pieces sorted under [8.10.5c](#) and [8.10.5d](#) to the service area of the *entry* ASF/BMC.

8.17.2 DBMC Price

A BMC pallet may include pieces that are eligible for the DBMC price and pieces that are ineligible.

8.17.3 Top Caps

When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

8.18 Parcel Select—Bulk Mail Center (BMC) Presort Discount**8.18.1 Machinable Parcels**

To qualify for the BMC Presort discount:

705.8.18.2

- a. Machinable pieces must be sorted to BMCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1 use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH BMC."

8.18.2 Nonmachinable Parcels

To qualify for the BMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not permitted. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF, required; for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable.

8.19 Parcel Select—Origin Bulk Mail Center (OBMC) Presort Discount**8.19.1 Machinable Parcels**

To qualify for the OBMC Presort discount:

- a. Machinable pieces must be sorted to BMCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet box preparation and Line 1 labeling: destination BMC, required; for Line 1, use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH BMC."

8.19.2 Nonmachinable Parcels

To qualify for the OBMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF, required; for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable.

8.20 Parcel Select DSCF Prices—Parcels on Pallets

8.20.1 Basic Preparation, Parcels on Pallets

Unless prepared under [8.20.2](#), or in sacks, mail must be prepared for the DSCF price as follows:

- a. *General.* Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under [8.20.2](#), each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in [8.20.1b](#). Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in [8.20.1b1](#) and some pallets under the minimum volume requirement in [8.20.1b2](#). A mailing entered at a destination SCF facility containing pallets prepared under [8.20.1](#) also may include mail that is sacked for the DSCF price. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. *Minimum volume.* The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:
 1. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.
 2. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see [8.5.4](#)).
- c. *Overflow.* After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
 1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF price in [455.4.2](#). Overflow pieces sacked in this manner are eligible for the DSCF prices.
 2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.20.1d](#) that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DBMC prices.
- d. *5-digit scheme.* Pallet labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: “PSVC PARCELS 5D SCH.”
- e. *5-digit.* Pallet labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of contents.
 2. Line 2: “PSVC PARCELS 5D.”

705.8.20.2

- f. *3-digit*. Pallet labeling:
 - 1. Line 1: use [L002](#), Column C.
 - 2. Line 2: “PSVC PARCELS 3D.”
- g. *Separation*. If sacks prepared under [455](#) are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [455](#).

8.20.2 Alternate Preparation, Parcels on Pallets

DSCF price mailings not prepared under [8.20.1](#) may be prepared as follows:

- a. *General*. All DSCF price mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit destinations under [8.20.2](#) (i.e., mail prepared under [8.20.1](#) and mail sacked under [455.4.2](#) must not be included in a mailing prepared under [8.20.2](#)). For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. *Minimum volume*. To qualify for the DSCF price, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF price pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.
- c. *Overflow*. After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
 - 1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in [455.4.2](#). Overflow pieces sacked in this manner are eligible for the DSCF prices.
 - 2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.20.2d](#) that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DBMC prices.
- d. *5-digit scheme*. Pallet labeling:
 - 1. Line 1: use [L606](#), Column B.
 - 2. Line 2: “PSVC PARCELS 5D SCH.”
 - 3. In the mailer area below Line 3: use the pallet ID number.
- e. *5-digit*. Pallet labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination of contents.
 - 2. Line 2: “PSVC PARCELS 5D.”
 - 3. In mailer area below line 3: use the pallet ID number.
- f. *3-digit*. Pallet labeling:
 - 1. Line 1: use [L002](#), Column C.

2. Line 2: "PSVC PARCELS 3D."
 3. In the mailer area below Line 3: use the pallet ID number.
- g. *Documentation.* A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF price must be submitted. The pallets in the mailing that qualify for the DSCF price must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF prices, pieces prepared on overflow pallets at the DBMC prices, or pieces claimed at any other price in the mailing.

8.20.3 5-Digit ZIP Codes for Which Pallets May Not Be Prepared

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.0](#)) to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. If a facility cannot handle pallets, the DSCF price is not applicable unless the mail can be prepared under the sacking requirement in [455.4.2](#).

8.21 Parcel Select DSCF Prices—Sacks on Pallets

Mailers who prepared DSCF price mail in 5-digit scheme or 5-digit sacks under [455.4.2](#) may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under [8.20.1](#) or [8.20.2](#) may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See [8.20.1g](#) for requirements concerning separation of sacks prepared under [455.4.2](#) from sacks prepared under [8.20.1](#). There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

- a. *5-digit scheme pallets*, optional; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PP 5D SCHEME" or "PSVC PP 5D SCH."
- b. *5-digit pallets*, labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: "PSVC PP 5D."

8.22 Parcel Select and Bound Printed Matter DDU Prices

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term "pallets" includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU price mailings other than separation by 5-digit scheme and 5-digit destination. Machinable and nonmachinable pieces may be combined. Refer to the

705.9.1

Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.0](#)) and the information in [455.4.1](#). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

- a. *5-digit scheme sacks or pallets*, optional; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit sacks or pallets*, labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 2. Line 2: "PSVC PARCELS 5D."

9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

9.1 First-Class Mail

9.1.1 Basic Standards

Bundles of flats in an automation price mailing prepared under [335.6.5](#) must be cotrayed with bundles of flats in a Presorted price mailing under the following conditions:

- a. The automation price pieces and Presorted price pieces are part of the same mailing job and reported on the same postage statement.
- b. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation price mailing must meet the eligibility criteria in [333.5.0](#), except that the traying criteria in [9.1.4](#) must be met rather than the traying criteria in [335.6.0](#).
- d. The Presorted price mailing must meet the eligibility criteria in [333.3.0](#), except that the traying and documentation criteria in [9.1.1](#) and [9.1.4](#) must be met rather than the traying and documentation criteria in [335.6.0](#).
- e. The prices for pieces in the automation price mailing are applied based on the level of bundle to which they are sorted under [333.5.2, Price Application—Bundle-Based Flats](#), and [333.5.3, Price Application—Tray-Based Flats](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same trays as described in [9.1.4](#).

- h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cotrayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for the Presorted price.
- i. Barcoded tray labels under [708.6.0](#) must be used to label the trays.

9.1.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.1.3](#), the automation price mailing must be bundled and labeled under [335.6.5](#). The Presorted price mailing must be bundled and labeled under [335.5.0](#).

9.1.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.1.2](#), a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in [11.0](#).

9.1.4 Tray Preparation and Labeling

Presorted price and automation price bundles prepared under [9.1.2](#) or [9.1.3](#) must be presorted together into trays (cotrayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and [335.4.0](#) for other sack label criteria.

- a. *5-digit*, required, full trays only (no overflow trays); labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [335.4.3](#) for military mail).
 - 2. Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-digit*, required, full trays only (no overflow trays); labeling:
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: "FCM FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: "FCM FLTS 3D BC/NBC."
- d. *ADC*, required, full trays only (no overflow trays); use [L004](#) to determine ZIP Codes served by each ADC; labeling:
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:

705.9.2

1. Line 1: use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by the city, state, and 3-digit ZIP Code prefix in the corresponding row in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
2. Line 2: “FCM FLTS BC/NBC WKG.”

9.2 Periodicals

9.2.1 Basic Standards

Bundles of flat-size pieces in a machinable barcoded (automation) price mailing must be cosacked with bundles of flat-size pieces in a machinable nonbarcoded price mailing under the following conditions:

- a. The pieces in the machinable barcoded price mailing and in the machinable nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The machinable barcoded price mailing must meet the eligibility criteria in [707.14.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- c. The machinable nonbarcoded price mailing must meet the eligibility criteria in [707.12.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- d. The bundles prepared from the machinable barcoded price mailing and the bundles prepared from the machinable nonbarcoded price mailing must be sorted into the same sacks as described in [9.2.3](#) and [9.2.4](#).
- e. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable price.
- f. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

9.2.2 Bundle Preparation

The machinable barcoded price mailing must be bundled and labeled under [707.25.0](#) (all bundle levels) and the machinable nonbarcoded price mailing must be bundled and labeled under [707.22.0](#) (excluding carrier route bundles).

9.2.3 Bundles With Fewer Than Six Pieces

5-digit and 3-digit bundles prepared under [707.22.0](#) and [707.25.0](#) may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume bundles must claim the applicable mixed ADC price (Outside-County) or basic price (In-County).

9.2.4 Sack Preparation and Labeling

Machinable barcoded price and machinable nonbarcoded price bundles must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and [707.21.0](#) for other sack label criteria. If, due to the physical size of the mailpieces, the machinable barcoded price pieces are considered flat-size under [301.3.0](#) and the machinable nonbarcoded price pieces are considered irregular parcels under [401.1.6](#), the processing category shown on the sack label must show “FLTS.”

- a. *5-digit/scheme*, required; scheme sort required only for pieces meeting the criteria in [301.3.0](#); 24-piece minimum, fewer pieces not permitted; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: “PER” or “NEWS” as applicable and, for 5-digit scheme sacks, “FLT 5D SCH BC/NBC”; for 5-digit sacks, “FLT 5D BC/NBC.”
- b. *3-digit*, required at 24 pieces, fewer pieces not permitted; labeling:
 1. Line 1: use [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable and “FLTS 3D BC/NBC.”
- c. *SCF*, required at 24 pieces, fewer pieces not permitted; labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable and “FLTS SCF BC/NBC.”
- d. *Origin/entry SCF*, required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum; labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable and “FLTS SCF BC/NBC.”
- e. *ADC*, required at 24 pieces, fewer pieces not permitted (bundles of fewer than six pieces are not permitted); labeling:
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable and “FLTS ADC BC/NBC.”
- f. *Origin mixed ADC*, required for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A. There is no minimum for the number of pieces in the sack, but bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted.
 1. Line 1: Use [L201](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS WKG W FCM.”
- g. *Mixed ADC*, required, no minimum, except that bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted. Labeling:
 1. Line 1: use [L009](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable and “FLTS BC/NBC WKG.”

9.2.5 Optional Tray Preparation—Machinable Flat-Size Pieces

As an option, mailers may place in flats trays (see 707.20.4) machinable pieces meeting the criteria in 301.3.0 that would normally be placed in sacks. Mailers must either bundle or group all pieces as specified in 707.25.0 and 707.22.0 for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 24-piece minimum, labeling:
 1. Line 1: L007, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC/NBC.”
- b. *5-digit* (required), 24-piece minimum, labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 708.6.1.2 for overseas military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC/NBC.”
- c. *3-digit* (required), 24-piece minimum, labeling:
 1. Line 1: L002, Column A.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC/NBC.”
- d. *SCF* (required), 24-piece minimum, labeling:
 1. Line 1: L002, Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:
 1. Line 1: L002, Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”
- f. *ADC* (required), 24-piece minimum, no overflow tray allowed, labeling:
 1. Line 1: use L004, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “ BC/NBC.”
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A, labeling:
 1. Line 1: Use L201, Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:

1. Line 1: Use [L009](#).
2. Line 2: "PER" "NEWS" as applicable; followed by "FLTS"; followed by "BC/NBC WKG."

9.3 Standard Mail

9.3.1 Basic Standards

Bundles of flats in an automation price mailing must be cosacked with bundles of flats in a Presorted price mailing under the following conditions:

- a. The automation price pieces and the Presorted price pieces are part of the same mailing job and are reported on the same postage statement.
- b. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation price mailing must meet the eligibility criteria in [343.7.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.7.0](#).
- d. The Presorted price mailing must meet the eligibility criteria in [343.2.0](#) and [343.3.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.5.0](#).
- e. The prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [343.7.0](#). The prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under [343.3.6](#) and [343.3.7](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in [9.3.4](#) and [9.3.5](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for each applicable Presorted price.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

9.3.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.3.3](#), the automation price mailing must be bundled and labeled under [345.7.0](#) and the Presorted price mailing must be bundled and labeled under [345.5.0](#). Loose packing under [345.5.0](#) is not permitted.

9.3.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in 9.3.2, a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in 11.0.

9.3.4 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 9.3.5, the provisions of 345.7.4.2 apply.

9.3.5 Sack Preparation and Labeling

Presorted price and automation price bundles prepared under 9.3.2 and 9.3.3 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and 345.4.0 for other sack label criteria.

- a. 5-digit/scheme, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; 125-piece/15-pound minimum; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH BC/NBC"; for 5-digit sacks, "STD FLT 5D BC/NBC."
- b. 3-digit, required, 125-piece/15-pound minimum; labeling:
 1. Line 1: use L002, Column A.
 2. Line 2: "STD FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:
 1. Line 1: use L002, Column A.
 2. Line 2: "STD FLTS 3D BC/NBC."
- d. *ADC*, required, 125-piece/15-pound minimum; use L004 to determine ZIP Codes served by each ADC; labeling:
 1. Line 1: use L004, Column B.
 2. Line 2: "STD FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
 1. Line 1: use L009, Column B.
 2. Line 2: "STD FLTS BC/NBC WKG."

9.3.6 Tray Preparation and Labeling

Presorted price and automation price bundles meeting the standards in 345.3.0 for letter trays and prepared under 9.3.2 must be presorted together into trays (cotrayed) in the sequence in 9.3.5. Trays must be labeled using the information for Lines 1 and 2 and 345.4.0 for other tray label criteria. Cobundling under this option is not permitted.

9.4 Bound Printed Matter

9.4.1 Basic Standards

Bundles of flat-size pieces in a Presorted price mailing qualifying for and claiming the barcode discount under [363.2.0](#), [363.3.0](#), and [363.5.0](#) must be cosacked with bundles of flat-size pieces from a Presorted price mailing (not claiming the barcode discount) under the following conditions:

- a. The Presorted price pieces qualifying for and claiming the barcode discount and the Presorted price pieces must be part of the same mailing job and be reported on the same postage statement.
- b. The Presorted price pieces qualifying for and claiming the barcode discount must meet the criteria for flat-size mail under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for flat-size mail under [301.2.0](#).
- c. The Presorted price mailing qualifying for and claiming the barcode discount must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.7.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- d. The Presorted price mailing must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.5.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- e. The prices for pieces in the Presorted price mailing qualifying for and claiming the barcode discount are applied based on meeting the sortation requirements in [365.7.0](#), and when applicable, the zone. The prices for pieces in the Presorted price mailing are based on meeting the sortation requirements in [365.5.0](#), and when applicable, the zone.
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the Presorted price mailing qualifying for the barcode discount and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in [9.4.4](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcode discount and the number of pieces qualifying for each applicable Presorted price.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

9.4.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.4.3](#), the Presorted price mailing qualifying for and claiming the barcode discount must be bundled and labeled under [365.7.0](#), and the Presorted price mailing must be bundled and labeled under [365.5.0](#).

9.4.3 Optional Cobundling Preparation

As an alternative to the basic bundling requirements in 9.4.2, flat-size Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with flat-size Presorted price pieces, subject to 11.0.

9.4.4 Sack Preparation and Labeling

Bundles of Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces prepared under 9.4.2 or 9.4.3 must be presorted together into sacks (cosacked) using the following preparation sequence, sack size, and labeling:

- a. *5-digit/scheme*, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; minimum 20 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH BC/NBC"; for 5-digit sacks, "PSVC FLT 5D BC/NBC."
- b. *3-digit*, required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared; minimum 20 addressed pieces; labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "PSVC FLTS 3D BC/NBC."
- c. *SCF*, optional, minimum 20 addressed pieces; labeling:
 1. Line 1: L005, Column B.
 2. Line 2: "PSVC FLTS SCF BC/NBC."
- d. *ADC*, required, minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:
 1. Line 1: L004, Column B.
 2. Line 2: "PSVC FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
 1. Line 1: use L009, Column B.
 2. Line 2: "PSVC FLTS BC/NBC WKG."

10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product

10.1 Periodicals

10.1.1 Basic Standards

Carrier route bundles in a carrier route price mailing may be placed in the same sack or on the same pallet as 5-digit bundles from a machinable barcoded price mailing and 5-digit bundles from a machinable nonbarcoded price mailing (including pieces cobundled under 11.0) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 using 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation, and sacked under 10.1.4.
- b. The pieces in the carrier route mailing, the machinable barcoded price mailing, and the machinable nonbarcoded price mailing must be part of the same mailing job.
- c. Pieces in the machinable price mailing must meet the flats criteria in 301.3.0; pieces that meet the flats criteria in 707.26.0 also may be sacked under this option. Pieces in the machinable nonbarcoded price mailing and the carrier route mailing must be flat-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product (see 509.1.2) to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with machinable barcoded price 5-digit bundles, machinable nonbarcoded price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under 10.1.4 or such a pallet under 10.1.5. In addition, all possible merged 5-digit scheme sacks must be prepared under 10.1.4, or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 10.1.5.
- g. For mailings prepared in sacks, mailers may not combine firm bundles and 5-digit scheme pieces in 5-digit scheme bundles or in 5-digit scheme sacks. Firm bundles must be placed in a separate individual 5-digit sack under 10.1.4g to maintain 5-digit price eligibility. Mailers may combine firm bundles with 5-digit scheme, 3-digit scheme, and other presort destination bundles in carrier route, 5-digit, 3-digit, SCF, ADC, and mixed ADC sacks. Only an In-County firm bundle can contribute toward the six-piece minimum for price eligibility.

705.10.1.2

- h. The bundles from each separated mailing must be sorted together into sacks (cosacked) under [10.1.4](#) or on pallets (copalletized) under [10.1.5](#) using presort software that is PAVE-certified.
- i. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable price.
- j. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

10.1.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under [707.23.0](#). Except when prepared under the cobundling option in [11.0](#), the barcoded price mailing must be bundled and labeled under [707.25.0](#) and the nonbarcoded price mailing must be bundled and labeled under [707.22.0](#).
- b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in [8.9](#).

10.1.3 Bundles With Fewer Than Six Pieces

Carrier route, 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles in only the following containers:
 - 1. Carrier route, merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces.
 - 2. Merged 3-digit sacks that contain at least one six-piece carrier route bundle.
 - 3. Origin/entry SCF sacks.
 - 4. On merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

10.1.4 Sack Preparation and Labeling

Mailers must prepare sacks containing the individual carrier route and 5-digit bundles from the carrier route, barcoded, and nonbarcoded price mailings in the mailing job in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.1.4a](#) through [10.1.4e](#) and [10.1.4h](#) as described below. When sorting is performed under this section, mailers must prepare merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using [L001](#) (merged 5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under [10.1.4, Sack Preparation and Labeling](#). Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [707.20.1, Basic Standards](#). If, due to the physical size of the mailpieces, the barcoded pieces are considered flat-size under [707.26.0](#), and the carrier route pieces and nonbarcoded pieces are considered irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the sack label. If a mailing job does not contain barcoded price pieces and the carrier route pieces and the nonbarcoded pieces are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label.

- a. *Carrier route*, required, may contain only carrier route bundles. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR” for basic price, “WSH” for high-density price, or “WSS” for saturation price; followed by the route type and number.
- b. *Merged 5-digit scheme*, required at 24 pieces, fewer pieces not permitted. Must contain at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the schemes that have an “A” or “C” indicator in the City State Product. For 5-digit ZIP Code(s) in a scheme that has a “B” or “D” indicator in the City State Product, prepare sack(s) under [10.1.4g](#) and [10.1.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.1.4d](#) through [10.1.4h](#). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D SCH.”
- c. *5-digit scheme carrier routes*, required at 24 pieces, fewer pieces not permitted. May contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digits in the scheme have a “B” or “D” indicator in the City State Product. Mailers must prepare this sack if there are any carrier route bundle(s) for such a scheme. Labeling:

705.10.1.4

1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR-RTS SCH.”
- d. *Merged 5-digit*, required at 24 pieces, fewer pieces not permitted. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit bundles. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D.”
- e. *5-digit carrier routes*, required at 24 pieces, fewer pieces not permitted. Include only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.1.4a](#) through [10.1.4d](#). May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a “B” or “D” indicator in the City State Product. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR-RTS.”
- f. *5-digit scheme*, required at 24 pieces, fewer pieces not permitted. May contain only machinable barcoded price and cobundled machinable barcoded and nonbarcoded price 5-digit scheme bundles for the same 5-digit scheme destination. Labeling:
1. Line 1: [L007](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D SCH BC.”
- g. *5-digit*, required at 24 pieces, fewer pieces not permitted, except as provided in [10.1.1g](#) for firm bundles. May contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a “B” or “D” indicator in the City State Product. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D BC/NBC,” except if there are no barcoded price bundles in the mailing job, label under [707.22.6](#).
- h. *Merged 3-digit*. May contain carrier route bundles, any 5-digit and 5-digit scheme bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4g](#), and any 3-digit and 3-digit scheme bundles. When preparation of this sack level is permitted, mailers must prepare a sack if there are any remaining carrier route bundles for the 3-digit area. Required with at least one six-piece carrier route bundle. Must contain at least one carrier route bundle for the

3-digit area, or a minimum of 24 pieces. As an option to preparing bundles in merged 3-digit sacks, mailers may place those bundles in flats trays (see [707.20.4](#)). Labeling:

1. Line 1: use [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D/3D.” If there are no barcoded price bundles in the mailing job, label under [707.22.6](#).
- i. *SCF through mixed ADC.* Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4h](#) and all 3-digit, 3-digit scheme, ADC, origin mixed ADC, and mixed ADC bundles must be sacked and labeled under [9.2](#) for cosacking of barcoded price and nonbarcoded price bundles, except if there are no barcoded price bundles in the mailing job, sack and label under [707.22.6](#), or if there are no nonbarcoded price bundles in the mailing job, sack and label under [707.25.4](#).

10.1.5 Pallet Preparation and Labeling

[7-3-08] Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0, Preparing Pallets](#). When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6, Pallet Labels](#).

- a. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [10.1.5c](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.1.5c](#) (merged 5-digit pallet). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required. May contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR-RTS SCHEME.”

705.10.1.5

- c. *Merged 5-digit*, required. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D.”
- d. *5-digit carrier routes*, required. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required. May contain only machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles. Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded mail.
- f. *5-digit metro*, optional. May contain carrier route, machinable barcoded, and machinable nonbarcoded price bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:
 1. Line 1: use [L006](#), Column C.
 2. Line 2: “PER” or “NEWS”; followed by “FLTS”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price and/or carrier route mail.
- g. *3-digit*, optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, machinable barcoded price, and machinable nonbarcoded price mail, including 3-digit scheme ([L008](#)) bundles. Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
 1. Line 1: use [L002](#), Column A.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D,” followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price mail and/or carrier route mail.
- h. *SCF*, required. May contain carrier route price, machinable barcoded price, and machinable nonbarcoded price bundles. Labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price mail and/or carrier route mail.
- i. *ADC*, required. May contain carrier route price, machinable barcoded price, and machinable nonbarcoded price bundles. Labeling:
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price mail and/or carrier route mail.

10.2 Standard Mail

10.2.1 Basic Standards

Carrier route bundles from a carrier route price mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under [11.0](#)) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under [11.0](#) utilizing 5-digit scheme ([L007](#)) or 3-digit scheme ([L008](#)) bundle preparation and sacked under [10.1.4](#).
- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [301.1.0](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for

705.10.2.2

which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.

- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.
- g. For sacked mailings, the prices for pieces in the carrier route mailing are based on the criteria in 343.6.0, the prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 343.7.0, and the prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under 343.5.0.
- h. The pieces in each separate mailing must bear the applicable markings required under 345.5.0, 345.6.0, or 345.7.0 and under 302.
- i. For palletized mailings, the prices are based on the level of bundle that the pieces are contained in under 343.6.0 and 343.7.0.
- j. The bundles from each separate mailing must be sorted together into sacks (cosacked) under 10.2.3 and 10.2.4 or on pallets (copalletized) under 10.2.5 using presort software that is PAVE-certified.
- k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price.
- m. Barcoded sack labels under 708.6.0 must be used to label sacks.

10.2.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under 345.6.0. Except when prepared under the cobundling option in 11.0, the automation price mailing must be bundled and labeled under 345.7.0 and the Presorted price mailing must be bundled and labeled under 345.5.0.
- b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in 8.0, *Preparing Pallets*.

10.2.3 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 10.2.4, the provisions of 345.7.4.2 apply.

10.2.4 Sack Preparation and Labeling

Mailers must prepare sacks in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.2.4a](#) through [10.2.4e](#) as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using [L001](#) and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [345.4.0, Sack and Tray Labels](#).

- a. *Carrier route*, required, may contain only carrier route bundles. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f](#) for military mail).
 2. Line 2: “STD FLTS”; followed by “ECRLOT,” “ECRWSH,” or “ECRWSS” as applicable for basic, high-density, and saturation price mail; followed by the route type and number.
- b. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route bundle(s) for the scheme. If there is not at least one carrier route bundle for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a “B” or “D” indicator in the City State Product, prepare sack(s) for the automation price and Presorted price bundles under [10.2.4g](#) and [10.2.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.2.4d](#) through [10.2.4h](#). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR/5D SCH.”
- c. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route bundle(s) for such a scheme. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR-RTS SCH.”
- d. *Merged 5-digit*, required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. Must be prepared if there are any

705.10.2.5

carrier route bundles for the 5-digit destination. If there is not at least one carrier route bundle for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for the same 5-digit destination (smaller volume not permitted). Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f.](#) for military mail).
 2. Line 2: "STD FLTS CR/5D."
- e. *5-digit carrier routes*, required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.2.4a](#) through [10.2.4d](#) to this level. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a "B" or "D" indicator in the City State Product. No sack minimum. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f.](#) for military mail).
 2. Line 2: "STD FLTS CR-RTS."
- f. *5-digit scheme*, required. May contain automation price, Presorted price, and cobundled automation and Presorted price 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted. Labeling:
1. Line 1: [L007](#), Column B.
 2. Line 2: "STD FLTS 5D SCH BC/NBC."
- g. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for a 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f.](#) for military mail).
 2. Line 2: "STD FLTS 5D BC/NBC," except if there are no automation price bundles in the mailing job, use "STD FLTS 5D NON BC."
- h. *3-digit through mixed ADC sacks*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.2.4a](#) through [10.2.4g](#), and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under [9.3](#) for cosacking of automation price and Presorted price bundles, except if there are no automation price bundles in the mailing job, sack and label under [345.5.7](#), or, if there are no Presorted price bundles in the mailing job, sack and label under [345.7.4.3](#).

10.2.5 Pallet Preparation and Labeling

[7-3-08] Mailers must prepare pallets in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing

based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [10.2.5b](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.2.5c](#) (merged 5-digit pallet). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-digit*, required, may contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS CR/5D.”
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).

705.10.2.5

2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted price bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:
 1. Line 1: use [L006](#), Column C.
 2. Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price and/or carrier route mail.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
 1. Line 1: use [L002](#), Column A.
 2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- h. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC price eligibility. Labeling:
 1. Line 1: use [L602](#), Column B.
 2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- j. *BMC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s

option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC price eligibility. Labeling:

1. Line 1: use [L601](#), Column B.
2. Line 2: “STD FLTS BMC”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

11.1 First-Class Mail

11.1.1 Basic Standards

Mailers may choose to cobundle (see [335.1.4m](#)) automation price and nonautomation price pieces as an option to the basic bundling requirements in [9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*, subject to the following conditions:

- a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the price category for which they are prepared.
- c. The basic standards in [9.0](#) must be met.
- d. A minimum of 500 automation price pieces and 500 nonautomation price pieces are required. The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers to a presort destination.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort automation price pieces and nonautomation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see [335.1.4l](#)) includes both automation price pieces (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

11.1.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

705.11.2

- a. *5-digit*, required, 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. *3-digit*, required, 10-piece minimum; green Label 3 or OEL.
- c. *ADC*, required, 10-piece minimum; pink Label A or OEL.
- d. *Mixed ADC*, required, no minimum; tan Label X or OEL.

11.2 Periodicals

11.2.1 Basic Standards

Mailers may choose to cobundle (see [707.18.4aa](#)) barcoded price and nonbarcoded price flat-size pieces as an option to the basic bundling requirements in [707.22.0](#) and [707.25.0](#). 5-digit scheme and 3-digit scheme bundles also must meet the additional standards in [707.18.4i](#) and [707.18.4r](#). Mailing jobs (for flats meeting the criteria in [301.3.0](#)) prepared using the 5-digit scheme and/or the 3-digit scheme bundle preparation must be sacked under [9.0](#) or [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the barcoded price mailing and the nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- d. The total number of barcoded price and nonbarcoded price pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonbarcoded price pieces must contain a 5-digit barcode and be cobundled with barcoded price pieces for the same presort destination. All pieces in the mailing job are reported on the same postage statement and must be cobundled.
- f. Within a bundle, all pieces must meet the machinable flats requirements in [301.3.0](#) or all pieces must meet the nonmachinable flats requirements in [707.26.0](#).
- g. Mailers must sort pieces for each presort destination so that only one physical bundle for each logical presort destination (see [707.18.4z](#)) includes both barcoded price pieces (containing a ZIP+4 or delivery point barcode) and nonbarcoded price pieces (containing a 5-digit barcode).

11.2.2 Bundle Preparation

[7-3-08] Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. *Firm*, two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. *5-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); red Label 5 SCH, or OEL.

- c. *5-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); red Label 5 or OEL.
- d. *3-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); green Label 3 SCH or OEL.
- e. *3-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); green Label 3 or OEL.
- f. *ADC*, required, six-piece minimum; pink Label A or OEL.
- g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan Label X or OEL.
- h. *Mixed ADC*, required, no minimum; tan Label X or OEL.

11.2.3 Bundles With Fewer Than Six Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces; or in origin/entry SCF sacks; or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

11.3 Standard Mail

11.3.1 Basic Standards

Mailers may choose to cobundle (see [345.1.4u](#)) automation price and nonautomation price flat-size pieces as an option to the basic bundling requirements in [345.5.0](#) and [345.7.0](#). All pieces in the same bundle must meet the standards in [301.3.0](#). 5-digit scheme and 3-digit scheme bundles must meet the additional standards in [345.1.4f](#). and [345.1.4n](#). Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle preparation (for flats meeting the criteria in [301.3.0](#)) must be sacked under [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).

705.11.3.2

- d. A minimum of 200 pieces or 50 pounds of automation price pieces are required; the nonautomation price mailing may meet the residual volume requirements in [343.3.6](#). The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort nonautomation price pieces and automation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see [345.1.4t](#)) includes both nonautomation price pieces (containing a 5-digit barcode) and automation price pieces (containing a ZIP+4 or delivery point barcode).

11.3.2 Bundle Preparation

[7-3-08] Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme, required:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- b. *5-digit*, required:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.
- c. *3-digit scheme*, required, 10-piece minimum; green Label 3 SCH or OEL.
- d. *3-digit*, required, 10-piece minimum; green Label 3 or OEL.
- e. *ADC*, required, 10-piece minimum; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum; tan Label X or OEL.

11.4 Bound Printed Matter**11.4.1 Basic Standards**

Mailers may choose to cobundle (see [365.1.5l](#)) nonautomation price flat-size with and without a barcode, as an option to the basic bundling requirements in [365.5.0](#) and [365.7.0](#), subject to the following conditions:

- a. The pieces in the nonautomation price mailing qualifying for and claiming the barcode discount and the pieces in the nonautomation price mailing must be part of the same mailing job and reported on the same postage statement.
- b. The mailing job must consist entirely of automation-compatible pieces meeting the criteria in [301.3.0](#), and may be prepared in 5-digit scheme bundles using [L007](#) and 3-digit scheme bundles using [L008](#).
- c. Cobundled pieces must be cosacked under [9.0](#) or palletized under [8.0](#).
- d. A separate minimum of 300 nonautomation price pieces qualifying for and claiming the barcode discount and a separate minimum of 300 nonautomation price pieces are required. The combined total number of pieces qualifying for and claiming the barcode discount and the nonautomation price must be used to meet the minimum volume requirements for bundles and sacks.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with nonautomation price pieces qualifying for and claiming the barcode discount for the same presort destination.
- f. Unless presented using an approved manifest mailing system under [2.0](#), nonautomation price pieces qualifying for and claiming the barcode discount and nonautomation price pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both nonautomation price pieces qualifying for the barcode discount (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

11.4.2 Bundle Preparation

[7-3-08] Preparation sequence, bundle size, and labeling:

- a. *5-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 SCH or OEL.
- b. *5-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 or optional endorsement line (OEL).
- c. *3-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 SCH or OEL.
- d. *3-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 or OEL.
- e. *ADC*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum, maximum bundle weight 20 pounds; tan Label X or OEL.

705.12.1

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

12.1 Periodicals

12.1.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared according to standards in [12.1.5](#). However, neither 5-digit scheme bundles nor 3-digit scheme bundles may be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.
- b. Pieces in the barcoded price mailing must meet the criteria for a flat under [301.3.0](#) or [707.26.0](#). These two types of flats cannot be combined in the same bundle.
- c. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet, pieces in 5-digit bundles (other than firm bundles) must not exceed the 5% limit described in [12.1.4](#).
- d. All possible merged 5-digit scheme and 5-digit scheme pallets must be prepared according to standards in [12.1.5](#).
- e. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [12.1.5](#) using presort software that is PAVE-certified.
- f. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation prepared by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route price, each Presorted price, and each automation price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:
 1. The total number of all addressed pieces.
 2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
 3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
 4. Of the total number of all addressed pieces in [12.1.1f1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- g. Portions of the mailing job that cannot be palletized must be prepared in sacks.

12.1.2 Bundle Preparation

Bundles must be prepared under the standards in [8.0](#).

12.1.3 Low-Volume Bundles

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

12.1.4 5% Threshold

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [12.1.5](#) if all of the following conditions in items [12.1.4a](#) through [12.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code on a “logical” merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for that presort destination.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: nonbarcoded price bundles, followed by barcoded price bundles.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

12.1.5 Pallet Preparation and Labeling

[\[7-3-08\]](#) Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and the 5% threshold, as applicable. Mailers must label pallets according to the Line 1 and Line

705.12.1.5

2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and nonbarcoded price pieces are considered irregular parcels under 401.1.6, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded price pieces and the carrier route mailing and the nonbarcoded price mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label.

- a. *Merged 5-digit scheme*, required; permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.1.4. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.1.4. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.1.5d (merged 5-digit pallet). Labeling:
 1. Line 1: use L001, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required; may contain only carrier route bundles for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 12.1.5a. Labeling:
 1. Line 1 use L001, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCHEME.”
- c. *5-digit scheme*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in 301.3.0 (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:
 1. Line 1: use L001, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required; permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in 12.1.4 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under 12.1.4. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; followed by “CR/5D.”
- e. *5-digit carrier routes*, required; may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme for which a merged 5-digit pallet could not be prepared under [12.1.5d](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-digit*, required; may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail.
- g. *5-digit metro*, optional; may contain carrier route, barcoded, and nonbarcoded price bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:
 1. Line 1: use [L006](#), Column C.
 2. Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price and/or carrier route mail.
- h. *3-digit*, optional; option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme ([L008](#)) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
 1. Line 1: use [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- i. *SCF*, required; may contain carrier route price, barcoded price, and nonbarcoded price bundles. Labeling:

705.12.2

1. Line 1: use [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- j. ADC, required; may contain carrier route price, barcoded price, and nonbarcoded price bundles. Labeling:
1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.

12.2 Standard Mail

12.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.
- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [301.1.0](#).
- d. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles only when the pieces in the 5-digit bundles do not exceed the 5% limit described in [12.2.3](#). Pallets of mail sorted in this manner are called “merged 5-digit” pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called “merged 5-digit scheme” pallets. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under [8.0](#) and [12.2.3](#) to prepare such pallets.
- f. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation price mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted price mailing must meet the eligibility criteria in [343.5.0](#).

- g. The prices are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- h. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0, Preparing Nonautomation Flats](#), [345.6.0, Preparing Enhanced Carrier Route Flats](#), or [345.7.0, Preparing Automation Price Flats](#), and under [302, Elements on the Face of a Mailpiece](#).
- j. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price under [708.1.0](#). A separate 5% threshold summary also must be provided under [708.1.0](#) for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination. This 5% threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. Note: If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.
- l. Portions of the mailing job that cannot be palletized must be prepared in sacks.

12.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0, Preparing Pallets](#).

12.2.3 5%-Threshold Standard

Five-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95.

705.12.2.3

- b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all the mail in a logical 5-digit bundle must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price 5-digit bundle and a Presorted price 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.
- d. Except for bundles prepared under the cobundling option in [11.0](#), if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.
- e. For mailing jobs prepared using the cobundling option in [11.0](#), if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5% limit for a 5-digit ZIP Code in [12.2.3a](#), a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
 - 1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
 - 2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.

3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

12.2.4 Pallet Preparation and Labeling

[7-3-08] Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

- a. *Merged 5-digit scheme*, required, permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.2.3. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation price 5-digit bundles and Presorted price 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.2.3. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.2.4c (merged 5-digit pallet). Labeling:
 1. Line 1: use L001, Column B.
 2. Line 2: "STD FLTS CR/5D SCHEME."
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 12.2.4a. Labeling:
 1. Line 1: use L001, Column B.
 2. Line 2: "STD FLTS CR-RTS SCHEME."
- c. *Merged 5-digit*, required, permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in 12.2.3 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under 12.2.3. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS CR/5D."
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and for which a merged 5-digit pallet could not be prepared under 12.2.4c. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles

705.12.2.4

(automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted price bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
1. Line 1: use [L006](#), Column C.
 2. Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price and/or carrier route mail.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: use [L002](#), Column A.
 2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- h. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
1. Line 1: use [L002](#), Column C.
 2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC price eligibility. Labeling:
1. Line 1: use [L602](#), Column B.

2. Line 2: "STD FLTS ASF"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- j. *BMC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to BMC pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer's option, sort appropriate mixed ADC bundles to BMC pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC price eligibility. Labeling:
 1. Line 1: use [L601](#), Column B.
 2. Line 2: "STD FLTS BMC"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

13.1 Periodicals

13.1.1 Basic Standards

Five-digit scheme bundles (using [L007](#)) and 3-digit scheme bundles (using [L008](#)) must be prepared according to standards in [13.1.4](#). Five-digit scheme bundles and 3-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.
- b. Pieces in the barcoded price mailing must meet the criteria for a flat under [301.3.0](#) or [707.26.0](#). These two types of flats cannot be combined in the same bundle.
- c. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.1.4](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- d. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet according to standards in [13.1.4](#) and [13.1.5](#), the following conditions also apply:

705.13.1.2

1. For 5-digit ZIP Codes identified with an “A” or “C” indicator in the City State Product, merged 5-digit scheme and merged 5-digit pallets may be prepared with no limit to the number of addressed pieces placed in 5-digit bundles.
 2. For 5-digit ZIP Codes identified with a “B” or “D” indicator in the City State Product, the number of addressed pieces placed in 5-digit bundles (other than firm bundles) must not exceed 5% of the total number of addressed pieces placed on the merged 5-digit scheme or merged 5-digit pallet, for each corresponding 5-digit ZIP Code. For merged 5-digit scheme pallets, the 5% threshold is calculated separately for each individual 5-digit ZIP Code.
- e. All possible merged 5-digit scheme, 5-digit scheme carrier routes, and 5-digit scheme pallets must be prepared according to standards in [13.1.5](#).
 - f. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [13.1.5](#) using presort software that is PAVE-certified.
 - g. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation produced by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route price, each nonbarcoded price, and each barcoded price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product.
Note: The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:
 1. The total number of all addressed pieces.
 2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
 3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
 4. Of the total number of all addressed pieces in [13.1.1g1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
 - h. Portions of the mailing job that cannot be palletized must be prepared in sacks.

13.1.2 Bundle Preparation

Bundles must be prepared under the standards in [8.0](#).

13.1.3 Low-Volume Bundles

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

13.1.4 5% Threshold—5-Digit ZIP Codes Identified with a “B” or “D” Indicator

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under 13.1.5 if all of the following conditions in items 13.1.4a through 13.1.4e below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code with a “B” or “D” indicator (in the City State Product) on a logical merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. Five-digit ZIP Codes with an “A” or “C” indicator (in the City State Product) are not subject to the 5% limit.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted price bundles, followed by cobundles (if using 11.0), followed by automation price bundles.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

13.1.5 Pallet Preparation and Labeling

[7-3-08] Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination (8.0) using L001, the City State Product, and the 5% threshold (13.1.4), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and nonbarcoded price

705.13.1.5

pieces are considered irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded price pieces and the carrier route mailing and the nonbarcoded price mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label.

- a. *Merged 5-digit scheme*, required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains 1) carrier route bundles for all 5-digit ZIP Codes in the scheme, 2) 5-digit barcoded price and 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and 3) 5-digit barcoded price and/or 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under [13.1.4](#). For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in [13.1.4](#), place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under [13.1.5b](#) through [13.1.5j](#)). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR-RTS SCHEME.”
- c. *5-digit scheme*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in [301.3.0](#) (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of barcoded price and nonbarcoded price mail for the same 5-digit scheme under [L001](#) for which one or more 5-digit ZIP Codes in the scheme had a “B” or “D” indicator in the City State Product, and the 5-digit bundles could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold). Labeling:
 1. Line 1: use [L001](#), Column B.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; and followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required, may contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.1.4](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare this a merged 5-digit pallet (sort bundles under [13.1.5e](#) through [13.1.5j](#)). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR/5D.”
- e. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-digit*, required, may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail.
- g. *5-digit metro*, optional, may contain carrier route, barcoded, and nonbarcoded price bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:
 1. Line 1: use [L006](#), Column C.

2. Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price and/or carrier route mail.
- h. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme ([L008](#)) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
 1. Line 1: use [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- i. *SCF*, required, may contain carrier route price, barcoded price, and nonbarcoded price bundles. Labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- j. *ADC*, required, may contain carrier route price, barcoded price, and nonbarcoded price bundles. Labeling:
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.

13.2 Standard Mail

13.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.

- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [301.1.1](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.2.3](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- e. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles and firm bundles on merged 5-digit or merged 5-digit scheme pallets as follows:
 - 1. For 5-digit ZIP Codes with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit bundles may be merged with no limit on the number of pieces in 5-digit bundles placed on the pallet. 5-digit scheme bundles may not be used.
 - 2. For 5-digit ZIP Codes with a “B” or “D” indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit bundles must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in [13.2.3](#). Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under [8.0](#) to prepare such pallets using the criteria in [13.2.1e](#) and the sortation criteria in [13.2.4](#).
- g. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation price mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted price mailing must meet the eligibility criteria in [343.5.0](#).
- h. The prices are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0](#), [345.6.0](#), or [345.7.0](#) and under [302, Elements on the Face of a Mailpiece](#).
- j. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces

705.13.2.2

qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price. A separate 5% threshold summary also must be provided under [708.1.0](#) for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product. This 5% threshold summary must show for each 5-digit ZIP Code with a “B” or “D” indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.

- m. Portions of the mailing job that cannot be palletized must be prepared in sacks.

13.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0](#).

13.2.3 5% Threshold Standard

Five-digit bundles, carrier route bundles, and firm bundles may be placed on the same merged 5-digit scheme or merged 5-digit pallet under [13.2.4](#) if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code with a “B” or “D” indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95. 5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all mail in a logical 5-digit bundle for a 5-digit ZIP Code with a “B” or “D” indicator must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or

bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price logical 5-digit bundle and a Presorted price logical 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

- d. Except for bundles prepared under the cobundling option in 11.0, if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code with a “B” or “D” indicator, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.
- e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5% limit for a 5-digit ZIP Code in 13.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
 1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
 2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
 3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

13.2.4 Pallet Preparation and Labeling

[7-3-08] Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001, the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

705.13.2.4

- a. *Merged 5-digit scheme*, required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains: carrier route bundles for all 5-digit ZIP Codes in the scheme; 5-digit automation price and 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product; and 5-digit automation price and/or 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under [13.2.3](#). For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in [13.2.3](#), place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under [13.2.4b](#) through [13.2.4j](#)). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-digit*, required, may contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.2.3](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare a merged 5-digit pallet (sort bundles to pallets under [13.2.4d](#) through [13.2.4j](#)). Labeling:
 1. Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS CR/5D.”
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS," followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code in L007. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted price bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B. Labeling:
1. Line 1: use L006, Column C.
 2. Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price and/or carrier route mail.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:
1. Line 1: use L002, Column A.
 2. Line 2: "STD FLTS 3D"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- h. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
1. Line 1: use L002, Column C.
 2. Line 2: "STD FLTS SCF"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the

705.13.2.4

“label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC price eligibility. Labeling:

1. Line 1: use [L602](#), Column B.
 2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- j. *BMC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [6.3](#). See [363.3.0](#) for additional requirements for DBMC price eligibility. Labeling:
1. Line 1: use [L601](#), Column B.
 2. Line 2: “STD FLTS BMC,” followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

14.0 Plant Load Mailings

14.1 Basic Information

14.1.1 Purpose

In a plant load operation, the USPS receives mail at a mailer's plant and transports it to bypass handling otherwise required at one or more postal facilities. Plant loads are authorized if they benefit the USPS. The USPS selects the appropriate mode of transportation and determines responsibility as shown below.

TYPE	WHO ARRANGES, PAYS TRANSPORT	RESPONSIBILITY	POSTAGE PAID FROM	ADDITIONAL FORMS ¹
Collection ²	USPS	USPS	Affixed/Mailer Plant	None
Pickup ³	USPS with fee	USPS	Affixed/Mailer Plant	Form 5541
Drop Shipment ⁴	Mailer/USPS	USPS	Acceptance Post Office	None
Drop Shipment Metered Mail	Mailer	Mailer	Post Office of License	None/Endorsement
Business Mail Entry Unit (BMEU)	Mailer	Mailer	BMEU Post Office	None
Destination Entry (drop shipment)	Mailer	Mailer	Entry Office	Form 8125
Periodicals Additional Entry	Mailer	Mailer	Entry Office	Form 3510
Periodicals Exceptional Dispatch	Mailer	Mailer	Entry Office	Statements
Periodicals Airport Mail Facility	Mailer	Mailer	Entry Office	Form 3510
Plant Load	USPS	USPS	Mailer Plant	None
Expedited Plant Load Shipment	Mailer	Mailer	Mailer Plant	Form 8017

1. Postage statements and other appropriate mailing documentation forms are required.

2. Collection applies to mail that is part of an approved collection service and may include Presorted First-Class Mail and all automation price mail. It generally does not apply to mailings at bulk prices.

3. Express Mail, Priority Mail, and scheduled Parcel Post only.

4. Express Mail or Priority Mail service to expedite other class. Only at designated postal facilities; mailers must submit/present shipment to acceptance unit designated by postmaster (mailer transportation). USPS transports by Express Mail or Priority Mail from origin Post Office to destination Post Office of the shipment. If authorized, the shipment is accepted at mailer plant acceptance unit and transported from mailer plant with other mail on USPS transportation.

14.1.2 Service Objectives

The service objectives for the class of mail transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives if provided in the plant load agreement.

705.14.1.3

14.1.3 Service Not Provided

The USPS does not hold, store, or delay the dispatch of plant-loaded mail released to the USPS, except under the plant load agreement with the mailer. The USPS does not relocate trailers on the mailer's premises.

14.2 Application for Plant Load Privileges**14.2.1 Application**

To have mail plant-loaded, the mailer must complete Form 3815 and submit it to the postmaster of the Post Office serving the mailer's plant.

14.2.2 Approval

Generally, a plant load application is approved if transportation is available and cost savings to the USPS are shown. If the application is approved, the mailer must enter into a plant load agreement with the USPS.

14.2.3 Denial and Appeal

If the application is denied, the mailer may appeal through the local postmaster within 10 calendar days of the mailer's receipt of the denial notice to the vice president of area operations for the area in which the mailer's plant is located, giving the reasons why the application should be approved.

14.3 Plant Load Operations**14.3.1 Mixed Mail Classes**

A mailer may combine Periodicals, Standard Mail, Parcel Select, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer.

14.3.2 Compliance

The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under [14.5](#) through [14.7](#) and as specified by the postmaster administering the plant load.

14.3.3 Reimbursement by Mailer

Under the plant load privileges and the terms of the plant load agreement, the mailer must reimburse the USPS for services it furnished while providing plant load service, including:

- a. Detention charges when trailers furnished by the USPS are held up for some action or inaction of the mailer.
- b. Costs for bobtailing, deadheading, or waiting/holding, if such charges are incurred by the USPS to provide plant load service for some action or inaction of the mailer.

14.4 Expedited Plant Load Shipment**14.4.1 Definition**

Under an expedited plant load shipment authorization, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility.

14.4.2 Authorization

Only an authorized plant load mailer may prepare and transport expedited plant load shipments. Authorization is by written request to the postal official who authorized the plant load. The request must state, for each destination to which mail is to be transported, the material to be deposited as an expedited plant load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. The mailer must meet all conditions in the authorization, if approved.

14.4.3 Liability

The mailer assumes all liability and responsibility for any loss or damage to the shipment before it is deposited in and accepted at a postal facility, whether or not a third party is used to transport the shipment. The USPS is not liable or responsible for any loss of or damage to an expedited plant load shipment before it is deposited in and accepted at a postal facility.

14.4.4 Postage Refund

The USPS does not refund postage for any failure to provide service caused in whole or in part by any event that occurs before the shipment is deposited in and accepted at a postal facility, except under the applicable standards for refunds.

14.5 Mailer Responsibilities**14.5.1 General**

The plant load mailer must meet the terms of the plant load agreement and the standards that apply to the class of mail prepared, prices claimed, and method of paying postage used.

14.5.2 Verification at USPS Facility

If mail verification does not occur at the mailer's plant, the mailer must:

- a. Keep a plant load control log with a copy of each postage statement, numbered sequentially; the number of each vehicle used to transport plant-loaded mail; and the name of the postal facility where verification is to occur.
- b. Not shrinkwrap or otherwise secure the mail to inhibit verification.
- c. Correct preparation errors found in the mail when verified or pay additional postage at the price for which it qualifies.

14.5.3 Postage

Unless otherwise permitted by standard, the mailer must pay all applicable postage and fees to the origin Post Office before a plant-loaded mailing is dispatched.

14.6 Intradistrict Plant-Loaded Shipments

Intradistrict plant-loaded shipments must fill 50% or more of a vehicle by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet).

14.7 Interdistrict Plant-Loaded Shipments**14.7.1 One Mailing**

The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under [14.7.2](#) through [14.7.4](#) as appropriate to the class of mail.

14.7.2 First-Class Mail

For plant-loaded shipments of First-Class Mail:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

14.7.3 Periodicals

For plant-loaded shipments of Periodicals:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.
- c. After making up all possible SCF and ADC vehicles, if there is enough mail for the same transfer hub service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

14.7.4 Standard Mail, Parcel Select, and Package Services

For plant-loaded shipments of Standard Mail, Parcel Select, and Package Services:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that BMC or ASF.

14.7.5 Two or More Mailings

The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under [14.7.6](#) and [14.7.7](#) as appropriate to the class of mail.

14.7.6 Insufficient Volume

Two or more mailings that independently have insufficient volume to require direct destination vehicles to be prepared may be combined to make up an origin vehicle without meeting the standards in [14.7.7](#).

14.7.7 Sufficient Volume

Two or more mailings, which independently have sufficient volume to require destination vehicles to be prepared, must meet these standards when combined:

- a. For First-Class Mail, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for the ADC.

- b. For Periodicals, if there is enough mail for the service area of the same transfer hub to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.
- c. For Standard Mail, Parcel Select, and Package Services, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ASF or BMC.

14.7.8 Destination

The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by the USPS at the mailer's plant.

14.7.9 Two Options

If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under 14.7.1 through 14.7.8, the mailer has two options:

- a. Rework the mailing so that it meets the applicable standard. If the mailing is verified and accepted as mail by the USPS at the mailer's plant and then it is determined that the vehicle preparation standards are not met, the mailer must rework the mailing.
- b. Transport the mailing at the mailer's expense to a postal facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be provided with the mailings.

15.0 Plant-Verified Drop Shipment

15.1 Description

15.1.1 Purpose

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer (or third party) at the mailer's expense, on the mailer's own or contracted vehicle, to destination USPS facilities for acceptance as mail. The mailings may be prepared for deposit at a destination entry price, or they may be claimed at the applicable prices from the destination entry facility.

15.1.2 Function

Under PVDS:

- a. Mailings are verified at origin by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin Post Office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.
- b. For Periodicals, postage is paid at a valid original entry or additional entry Post Office serving the mailer's plant, unless an alternative postage payment method is authorized.
- c. For Standard Mail, Parcel Select, and Package Services, postage and fees are paid under a valid permit at the Post Office serving the mailer's plant, or as designated by the district manager.

705.15.1.3

- d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

15.1.3 Other Mailings

The following mailings must be verified, accepted, and paid for at the destination USPS facility:

- a. Periodicals mailings not verified at origin under PVDS or under the Centralized Postage Payment System (see [707.16.0](#) and [707.17.0](#)). The destination USPS facility must be a valid original entry or additional entry Post Office if mailings are submitted there for postal verification.
- b. Standard Mail, Parcel Select, and Package Services mailings not verified and paid for at origin under PVDS. Mailers must have a valid permit at the destination USPS facility for postage payment.

15.1.4 Dates

The postage statement may be submitted before or at the time a shipment is presented to the origin Post Office DMU or BMEU. The date shown by the mailer and the Post Office round stamp date on the postage statement and Form 8125 represents the date the origin Post Office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination USPS facility. It does not necessarily represent the date the USPS accepts the PVDS at the USPS destination facility as mail.

15.1.5 Postage Refund

The USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under [604.9.0](#).

15.2 Program Participation**15.2.1 Mailer Responsibility**

A mailer participating in PVDS must comply with [15.0](#). If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under [607.2.0](#).

15.2.2 Verification at Mailer's Plant

Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The work area must be approved by the USPS. The mailer may submit a letter to the postmaster serving the plant and request PVDS verification at the plant. The postmaster may agree to the mailer's request to verify PVDS shipments at the plant on an as-needed basis, if an approved DMU is established and staffing can be accommodated.

15.2.3 Verification at Origin BMEU

PVDS verification can be performed at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the Post Office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed postage statement and Form 8125 accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used, in addition to 15.2.3d, (additional) required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin BMEU. Shipments to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be performed without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the Post Office serving the mailer's plant lacks resources, another postal facility may be designated by the district manager.
- h. The mailer must transport all shipments to the Post Office, unload them for verification. When cleared for dispatch, reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility.

15.2.4 Periodicals

Periodicals postage must be paid at the Post Office verifying the copies or as designated by the district. Postage is calculated from the destination USPS facility where the mail is deposited and accepted (or from the facility where the Express Mail or Priority Mail Open and Distribute destinates). The publisher must ensure that sufficient funds are on deposit to pay for all mailings before their release. A publisher authorized under an alternative postage payment system must pay postage under the corresponding standards.

15.2.5 Standard Mail, Parcel Select, and Package Services

The mailer must pay any applicable permit fees, mailing fees, and postage for Standard Mail, Parcel Select, and Package Services PVDS at either the Post Office serving the mailer's plant or the Post Office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their release. For Nonprofit Standard Mail prices, a valid authorization must be on file at the Post Office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited.

15.2.6 Postage Statement—Periodicals

The mailer must submit a Form 3541 for each edition of each issue of each publication prepared for deposit at each destination USPS facility when the corresponding copies are presented to the DMU or the Post Office BMEU for verification. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

15.2.7 Postage Statement—Standard Mail

At the time mail is presented for verification, the mailer must submit an appropriate Form 3602 representing all the pieces from the mailing job and Form 3602-C (or postage statement register) for all PVDS verified at the mailer's DMU or the Post Office BMEU. The mailer must enter the required information on Form 3602-C for each PVDS to be deposited at each destination USPS facility, in lieu of providing a separate Form 3602 for each PVDS.

15.2.8 Postage Statement—Parcel Select and Package Services

At the time mail is presented for verification, the mailer must submit an appropriate postage statement for each PVDS mailing destined for each destination USPS facility. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

15.2.9 Form 8125 and Form 8125-C

Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination USPS facility. Computer-generated Form 8125-C (format available at www.usps.com) provides for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination USPS facility on the same vehicle (see [15.2.11](#)). The mailer must submit a completed Form 8125 (signed and dated by the DMU or BMEU) for each PVDS to the destination USPS facility. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination USPS facility. Form 8125 is not required for PVDS sent via Express Mail or Priority Mail Open and Distribute under [16.0](#).

15.2.10 Facsimile Forms 8125 and 8125-C

Facsimile Forms 8125 may be used in lieu of the USPS form. Formats must be approved in advance by the district manager of Business Mail Entry or designee. Formats must include all required information, including the correct title (preceded by the word "facsimile") and edition date, in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information relating to the PVDS, and other extraneous information that appears on the USPS form, do not have to be included. Form 8125-C must always be computer-generated. Form 8125-C may omit the "Number of Pieces" and "Piece Weight" columns for mailings prepared in sacks, trays, or on pallets if there is sufficient information for the origin Post Office and destination USPS facility to identify the mailings and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical-weight pieces, mailers should report the piece weight where possible.

15.2.11 Mailer Transport of PVDS

Using any means of transportation, including Express Mail or Priority Mail Open and Distribute shipment, the mailer must transport PVDS mailings from origin to the destination USPS facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail, Parcel Select, and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination USPS facilities. If a vehicle contains mail paid at Parcel Select destination entry prices, the applicable standards for scheduling of deposits and

unloading of vehicles apply to any other mail on the same vehicle for the same destination USPS facility. Any material classified as hazardous under [601.10.0](#) may not be carried in the same vehicle as PVDS mailings.

15.2.12 Separation of PVDS Mailings

When a vehicle contains more than one PVDS for a single destination USPS facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125. Vehicles containing shipments for multiple destination USPS facilities must be kept physically separated. Where applicable, a single Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

15.2.13 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

15.3 Liability

The mailer assumes all responsibility and liability for any loss or damage to PVDS mailings before they are deposited and accepted as mail at destination USPS facilities, including third party transportation.

15.4 Standard Mail Documentation

15.4.1 Same Day

All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single postage statement and Form 3602-C (or postage statement register).

15.4.2 Documentation

In addition to the documentation required in [708.1.0](#), the mailer must also submit the documentation below at the time the first mailing identified on Form 3602-C is presented for verification:

- a. Form 3602-C, which serves as the postage statement register, along with the appropriate postage statement. All mailing volumes, weights, and postage for each price category are entered on the postage statement and used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.
- b. A separate Form 8125 for each PVDS listed on Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on the Form 3602-C (or postage statement register) and the corresponding Form 8125, as appropriate.
- c. A separate postage statement showing the mailing Post Office is the same as the Post Office of PVDS origin for any portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not considered a PVDS and are not reported on Forms 3602-C and 8125.

15.5 Parcel Select and Package Services PVDS Option

15.5.1 General Standards

Under this option, in addition to the individual postage statements required for each Parcel Select or Package Services mailing, the mailer may be required to submit postage statement registers and consolidated postage statements for PVDS mailings. A single, unique USPS mailing number must be on all related individual postage statements and postage statement register listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account.

15.5.2 Individual Postage Statements

The mailer must submit a complete postage statement for each mailing for each destination USPS facility when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry Post Offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related postage statement register and consolidated postage statement.

15.5.3 Postage Statement Register

A postage statement register is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements listed on a postage statement register must be represented by a corresponding consolidated postage statement. The total postage charge on the postage statement register must be identical to the total postage charge on the corresponding consolidated statement. The following information must appear on each postage statement register:

- a. At the top of the first page the endorsement "Register of Postage Statements"; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint number; the unique USPS mailing number corresponding to the number on related postage statements; and the related consolidated statement.
- b. Each line item must include (based on the individual postage statement on that line) the unique postage statement sequence number; destination USPS facility; and, for that statement, total postage, weight, and number of pieces.
- c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.

- d. If necessary, manual corrections may be made to the postage statement register listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and the USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement.

15.5.4 Submitting Register

The mailer must submit the postage statement register to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch.

15.5.5 Consolidated Postage Statement

The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the consolidated statement. Certain data elements not on the individual postage statements must be reflected on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement "Consolidated Postage Statement." Other data elements on individual statements, such as each Post Office of deposit for PVDS mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to the USPS mailing number on the related consolidated statement. The consolidated statements are used to debit the mailer's account. The following information must be identical for each individual statement consolidated onto a single (consolidated) postage statement:

- a. Mailing date.
- b. Name and location of mailing agent.
- c. Processing category.
- d. Permit imprint number.
- e. Job or mailing cycle description.
- f. Unique USPS mailing number corresponding to the number on related individual postage statements.

15.5.6 Calculating and Reporting Data

Each field on the consolidated postage statement represents the sum of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with [604.7.1.3](#). All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage on the consolidated statement must be the sum of the total postage for all individual postage statements. This total is used to debit the mailer's account.

705.15.5.7

15.5.7 Submitting Statement

The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing.

16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute**16.1 Prices and Fees****16.1.1 Basis of Price**

Mailers must pay Express Mail and Priority Mail postage based on the weight of the entire contents of the Express Mail or Priority Mail shipment. Do not include the tare weight of the external container. Do not apply Priority Mail dimensional weight pricing or Periodicals container prices to the external container.

16.1.2 Zone Prices

Compute zone prices for Priority Mail from the accepting Post Office to the destination facility for the container (not the destination Post Office for the enclosed mail).

16.1.3 Enclosed Mail

The mail enclosed in an Express Mail or Priority Mail Open and Distribute container must be either entirely single-piece price matter or entirely presorted matter that is part of the same mailing.

16.1.4 Calculating Payment for Enclosed Mail

Mailers must prepay postage and fees for the enclosed mail under the applicable standards. When the enclosed mail is zone-priced, the zone is computed from the postal facility where the Express Mail Open and Distribute or Priority Mail Open and Distribute container destines.

16.1.5 Payment Method

Postage on the enclosed mail may be paid by any method permitted for that mail class, except for ordinary postage stamps requiring cancellation. Express Mail postage must be paid under 114. Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to green Tag 161, pink Tag 190, or orange Label 23 or with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under 2.0, 3.0, or 4.0. If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 161, Tag 190, or Label 23, or be part of the address label.

16.1.6 Postage Statement for Enclosed Mail

The mailer must provide the correct postage statement for the enclosed mail. The postage statement must show the total number of Express Mail Open and Distribute or Priority Mail Open and Distribute containers used for the mailing in addition to the number of sacks, trays, or other enclosed containers. If the enclosed mail is zone-priced, the mailer must either provide documentation that details the pieces and postage, by zone for each Express Mail Open and Distribute or Priority

Mail Open and Distribute shipment destination, or provide a separate postage statement for each Express Mail Open and Distribute or Priority Mail Open and Distribute shipment destination. The mailer must always present the mailing to the designated USPS acceptance unit for verification of postage and fees. A postage statement is not required for the Express Mail or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint.

16.1.7 Authorization

No authorization is required for Express Mail Open and Distribute or Priority Mail Open and Distribute. The mailer must pay all applicable fees, obtain necessary authorizations for the enclosed mail, and pay postage at the Post Office where the Express Mail Open and Distribute or Priority Mail Open and Distribute shipment is mailed.

16.2 Basic Standards

16.2.1 Description of Express Mail Open and Distribute and Priority Mail Open and Distribute

Express Mail Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities. Mailers prepare the mailings according to standards for the enclosed class of mail, enclose the mail in containers for expedited service as either Express Mail Open and Distribute or Priority Mail Open and Distribute, and present the mailings to a postal acceptance unit by the critical entry time for USPS shipment under 16.0. Mailers may use Express Mail Open and Distribute or Priority Mail Open and Distribute for all or part of their mailings.

16.2.2 Content Standards

The Express Mail or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards (see 110 for Express Mail standards and 120 for Priority Mail standards). For mail enclosed in an Express Mail Open and Distribute container, available extra services are indicated in 16.3.2. For mail enclosed in a Priority Mail Open and Distribute container, available extra services are indicated in 16.4.2. Mailpieces requiring cancellation may not be included in an Express Mail Open and Distribute or a Priority Mail Open and Distribute shipment. Mailers are not required to place bundles of mail in sacks or trays when all of the mail enclosed in an Open and Distribute container is destined to a 5-digit facility.

16.3 Additional Standards for Express Mail Open and Distribute

16.3.1 Service Objectives

The Express Mail service guarantee for an Express Mail Open and Distribute shipment ends upon receipt of the Express Mail container at the destination postal facility of the shipment. The service guarantee does not apply to the delivery of the enclosed mail to the addressees.

16.3.2 Extra Services

No extra services may be added to the Express Mail segment of an Express Mail Open and Distribute shipment, and the enclosed mail may receive only the following extra services:

705.16.4

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handling, Delivery Confirmation, or Signature Confirmation service.
- c. Standard Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option Delivery Confirmation service.
- d. Parcel Select and Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

16.4 Additional Standards for Priority Mail Open and Distribute

16.4.1 Service Objectives

All Priority Mail Open and Distribute containers receive expeditious handling and transportation. The USPS follows uniform guidelines for delivering the containers to a destination postal facility but does not guarantee delivery within a specified time.

16.4.2 Extra Services

[7-3-08] No extra services are available for Priority Mail Open and Distribute containers. The mail enclosed in the container may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- b. Standard Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option Delivery Confirmation service.
- c. Parcel Select and Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

16.5 Preparation

16.5.1 Containers for Expedited Transport

[9-11-08] Acceptable containers for expedited transport are as follows:

- a. An Express Mail Open and Distribute shipment must be contained in a USPS-approved sack using Tag 157, except as provided in [16.5.1c](#) and [16.5.1d](#).
- b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using Tag 161 or Tag 190 or in a letter-size tray using Label 23, except as provided in [16.5.1c](#) and [16.5.1d](#).
- c. An Express Mail or Priority Mail Open and Distribute shipment destined to a DDU may be contained in a USPS-provided Express Mail flat-rate envelope using Tag 157 or Priority Mail flat-rate envelope or boxes using Tag 190.
- d. Customized *MarketMail* (CMM) pieces may be contained in USPS-provided Express Mail or Priority Mail envelopes and boxes or in any properly labeled container supplied by the mailer.

16.5.2 Express Mail and Priority Mail Container Labels

Sack and tray labels for Express Mail or Priority Mail sacks and trays containing Open and Distribute shipments must be barcoded and meet the requirements in [708.6.0](#). All lines of information must be completely visible when inserted into the label holder. Label sacks and trays as follows:

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed. For destination delivery unit (DDU) distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available at the USPS FAST Web site at: <https://fast.usps.com>. (click on “Resources” in the left-hand navigation bar, then “Drop Ship Product File Download”).
 1. For SCF distribution, use the destination in [L005](#), Column B. For ADC distribution, use the destination in [L004](#), Column B. For BMC distribution, use the destination in [L601](#), Column B. For ASF distribution, use [L602](#), Column B.
 2. For Line 2 (content line), print “EXPRESS MAIL OPEN AND DIST” or “PRIORITY MAIL OPEN AND DIST,” as applicable.
 3. For Line 3 (origin line), show the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office. See [708.6.1.5](#) for additional standards.

16.5.3 Tag 157—Express Mail Open and Distribute

[\[9-11-08\]](#) In addition to the Express Mail sack label, mailers must place the proper Express Mail mailing labels in EP-13 envelopes and attach the envelope to a black-and-white Tag 157 to each sack or container to identify it as an Express Mail Open and Distribute shipment. This tag or an approved facsimile also must be affixed to containers used for Express Mail Open and Distribute shipments prepared under [16.5.1c](#) or [16.5.1d](#).

16.5.4 Tags 161 and 190—Priority Mail Open and Distribute

[\[9-11-08\]](#) [\[7-3-08\]](#) Tag 161 and Tag 190 (or approved facsimiles) provide a place to affix Priority Mail postage and the address label for the destination facility. Tag 161 or Tag 190 must be attached to each Priority Mail sack, in addition to the Priority Mail sack label, or container to identify it as a Priority Mail Open and Distribute shipment as follows:

- a. Attach Tag 161 to sacks used as Priority Mail Open and Distribute containers to a BMC, ASF, ADC, or SCF facility.
- b. Attach Tag 190 to sacks used as Priority Mail Open and Distribute containers to a DDU. This tag or an approved facsimile also must be affixed to containers used for Priority Mail Open and Distribute shipments prepared under [16.5.1c](#) or [16.5.1d](#).

16.5.5 Label 23—Priority Mail Open and Distribute

As an alternative to sacks for Priority Mail Open and Distribute shipments, mailers may use letter trays (or mailer-supplied containers for CMM pieces) as follows:

705.16.5.6

- a. Label 23 is affixed to the letter tray or mailer-supplied container. A single Label 23 may be used to identify two letter trays strapped together. Mailer-supplied containers may not be strapped together.
- b. If two letter trays are strapped together, each tray must be of identical size and individually strapped under 235.3.4. Label 23 must be affixed to the sleeve of the top tray before strapping. The trays must be strapped securely around the length of the two trays.
- c. The total weight of two trays strapped together or mailer-supplied containers used for CMM may not exceed 70 pounds.

16.5.6 Address Labels

[7-3-08] In addition to Tag 157, Label 23, Tag 161, or Tag 190, USPS-supplied containers and envelopes and mailer-supplied containers used for Express Mail Open and Distribute or Priority Mail Open and Distribute must bear an address label that states "OPEN AND DISTRIBUTE AT:" followed by the facility name. Find the facility name and other information for addressing the labels, according to the type of facility, in 16.5.8 through 16.5.12.

16.5.7 Address Label Service Barcode Requirement

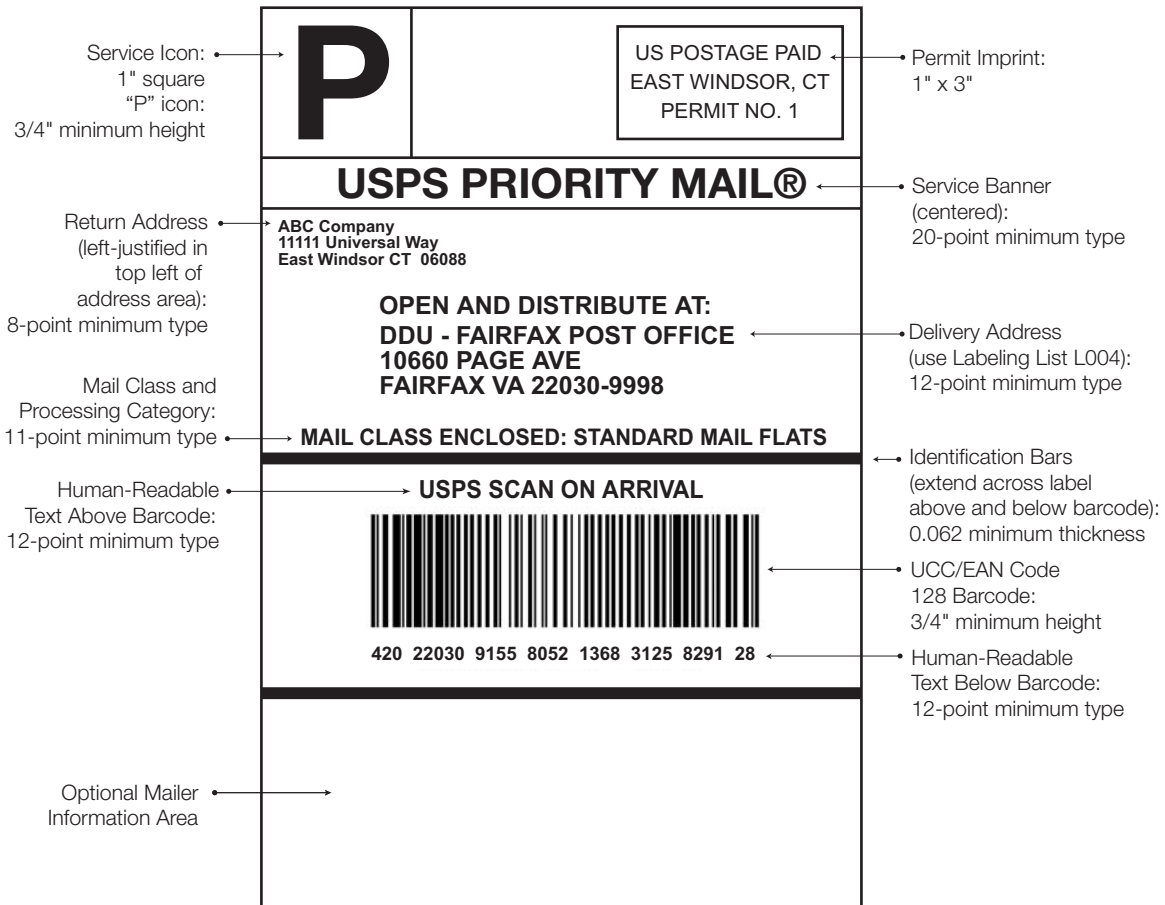
[7-3-08] An electronic Service barcode using the concatenated UCC/EAN Code 128 symbology must be incorporated in the address label. Mailers must prepare address labels using the formats in 16.5.8 through 16.5.12, including the service type code "55" to identify the service and the human-readable text "USPS SCAN ON ARRIVAL" above the barcode. USPS certification is required from the National Customer Support Center (NCSC) for each printer used to print barcoded open and distribute address labels, except for barcodes created using USPS Shipping Assistant. NCSC contact information, formatting specifications for barcodes and electronic files, and certification, are included in Publication 91, *Confirmation Services Technical Guide*. Mailers can use any of the following options available to create a label with a Service barcode for Priority Mail Open and Distribute address labels:

- a. Select a service software developer from the list of companies that have met Postal Service specifications for the electronic file and barcode available at <http://www.usps.com/shipping/shipsystems.htm>.
- b. Register and download the USPS Shipping Assistant desktop application available at <http://www.usps.com/shippingassistant/>.
- c. Register and integrate the USPS Web Tools Application Program Interface (API) for Priority Mail Open and Distribute using your own developers, available at <http://www.usps.com/webtools/>.
- d. Use Publication 91, *Confirmation Services Technical Guide*, for technical specifications and requirements.

16.5.8 DDU Address Labels

[7-3-08] For the DDU address label, use the name of the DDU on the top line; the street address of the facility on the next line; and city, state, and ZIP+4 code on the last line of the address block. For the DDU address label, use the destination facility name, the street address, city, state, and ZIP+4 found in the Drop Entry Point View File available at USPS' FAST Web site: <https://fast.usps.com> (click on Reports>Mail Direction Search>Drop Entry Point View). Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.8 for an example of a DDU address label.

Exhibit 16.5.8 DDU Address Label



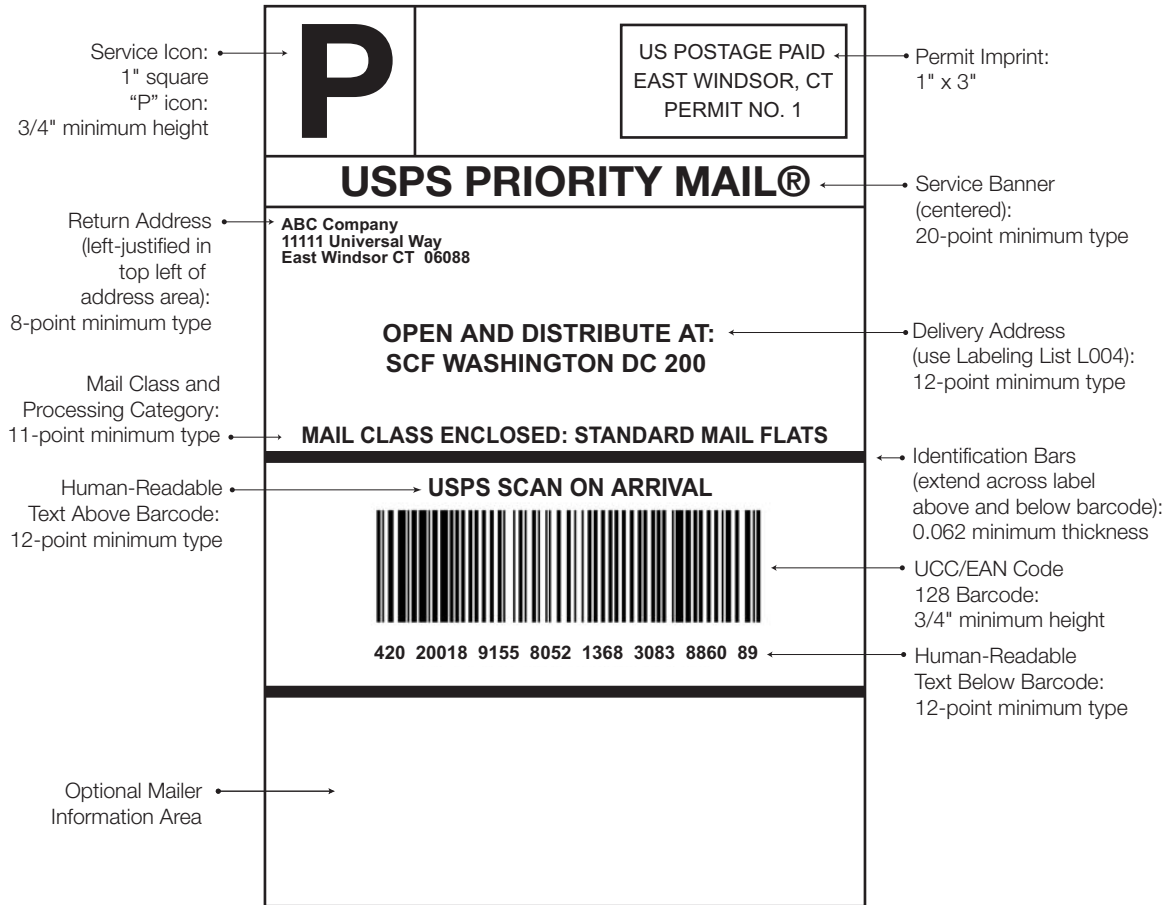
Label:
4" x 6"

705.16.5.9

16.5.9 SCF Address Labels

[7-3-08] For the SCF address label, use SCF followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site: <https://fast.usps.com>. Directly below the SCF facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.9 for an example of an SCF address label.

Exhibit 16.5.9 SCF Address Label

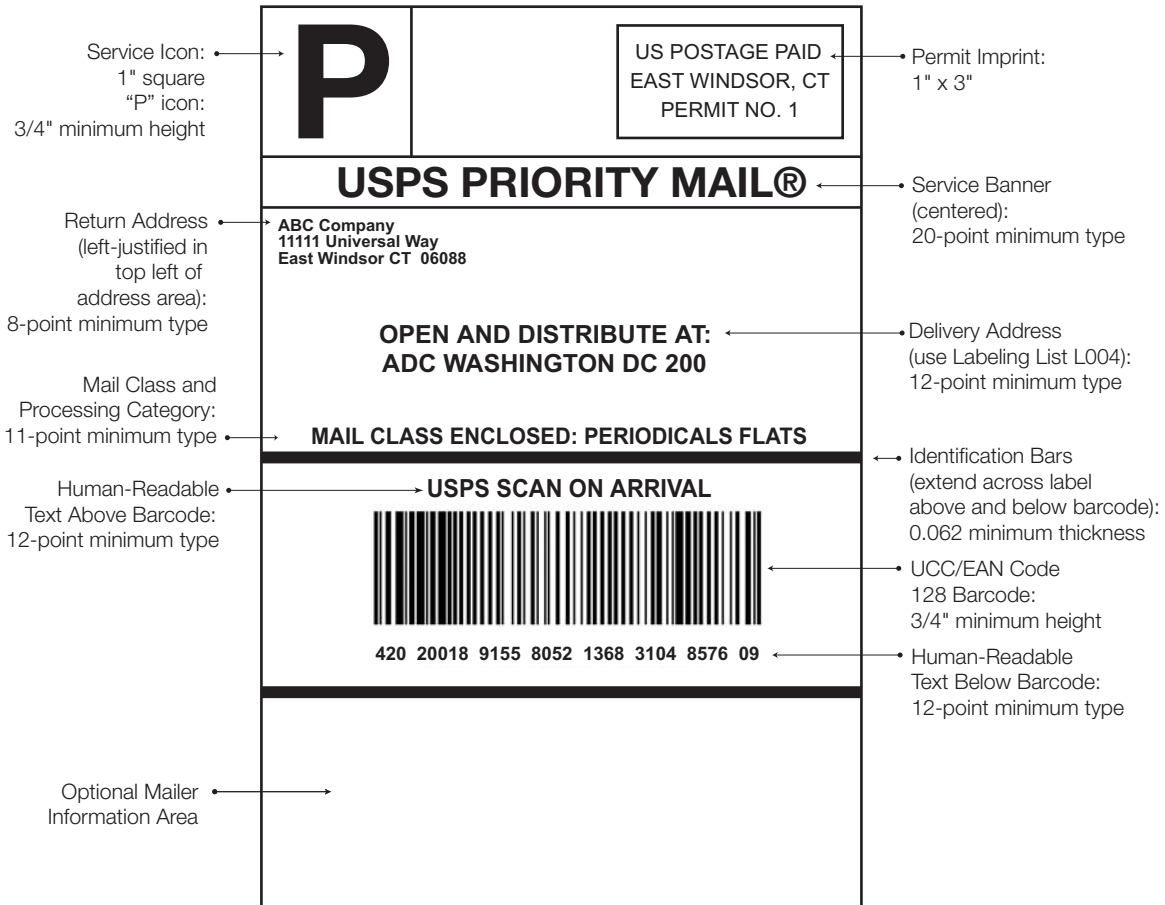


Label:
4" x 6"

16.5.10 ADC Address Labels

[7-3-08] For the ADC address label, use ADC followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site: <https://fast.usps.com>. Directly below the ADC facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.10 for an example of an ADC address label.

Exhibit 16.5.10 ADC Address Label



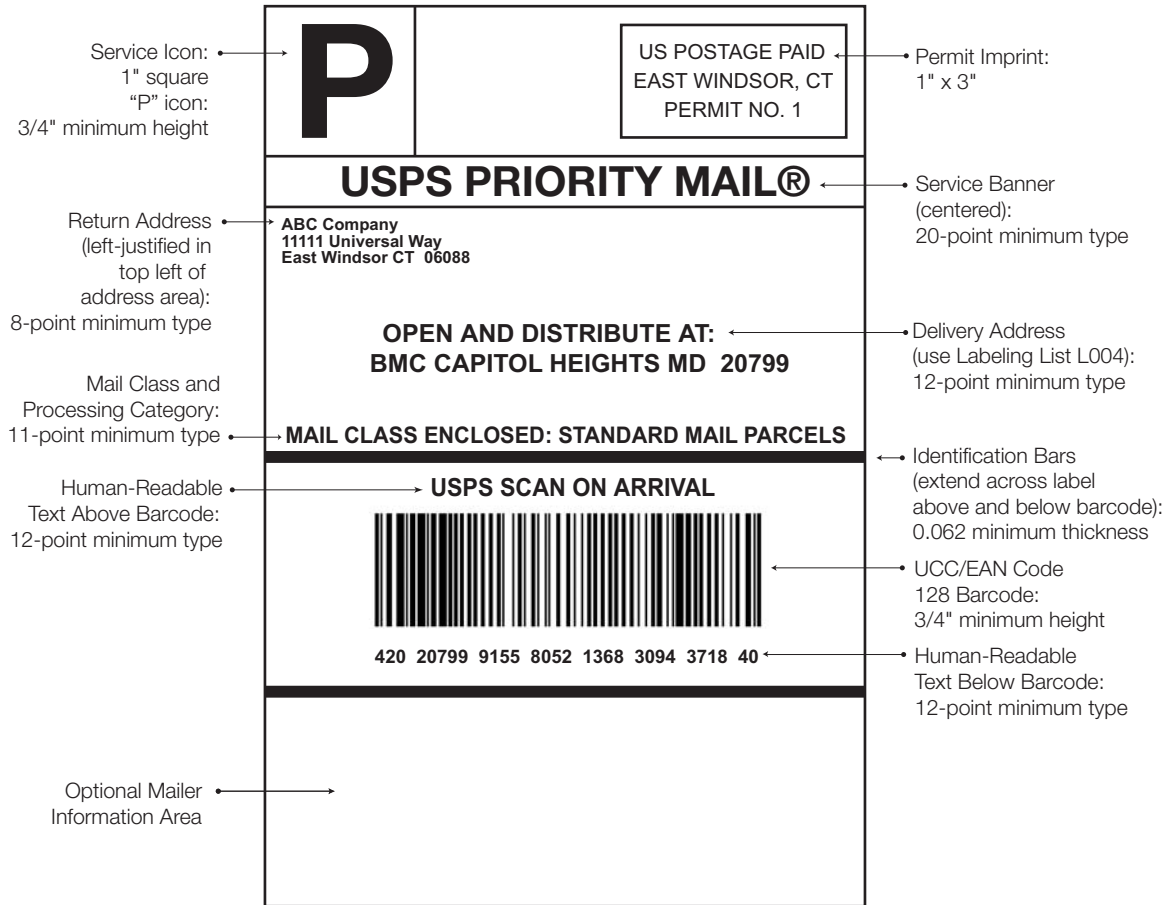
Label:
4" x 6"

705.16.5.11

16.5.11 BMC Address Labels

[7-3-08] For the BMC address label, use BMC followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site: <https://fast.usps.com>. Directly below the facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.11 for an example of a BMC address label.

Exhibit 16.5.11 BMC Address Label

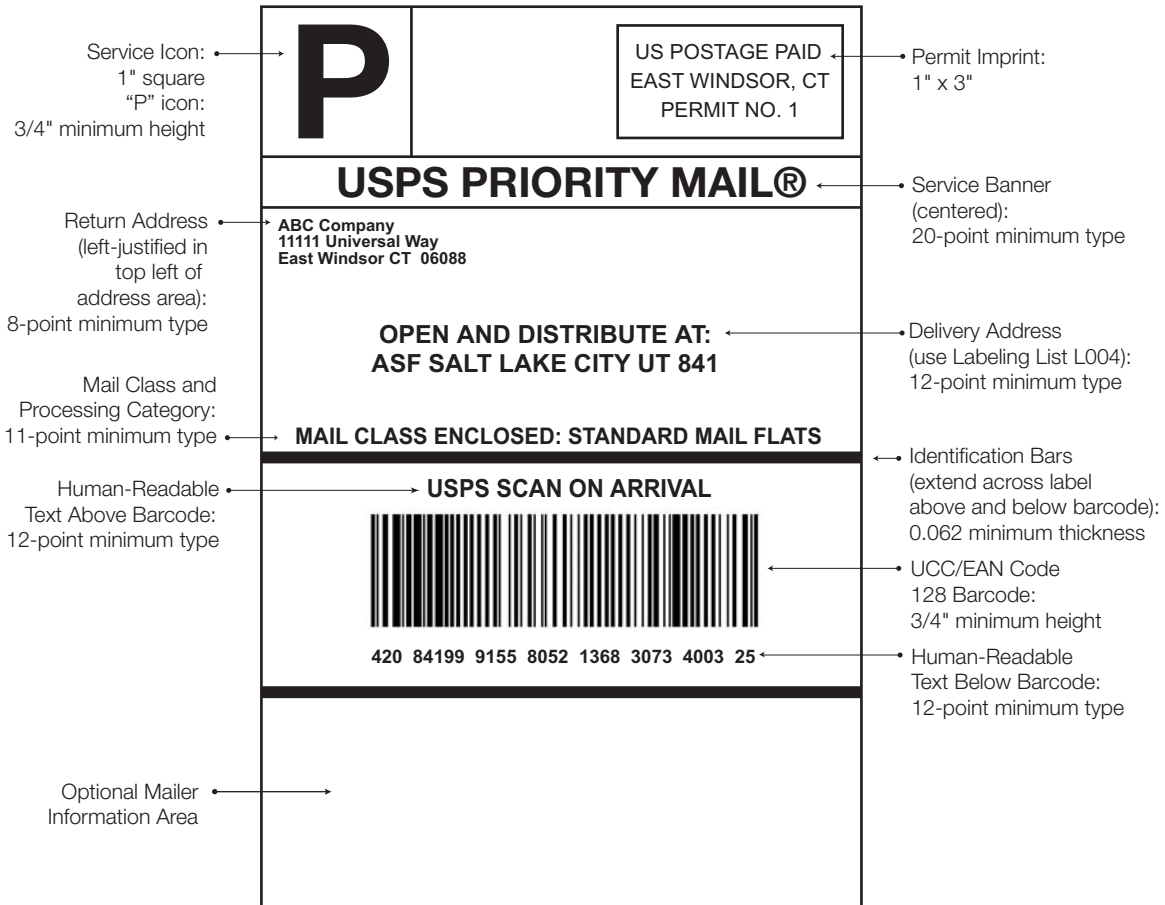


Label:
4" x 6"

16.5.12 ASF Address Labels

[7-3-08] For the ASF address label, use ASF followed by the city, state, and ZIP Code found in the Drop Entry Point View File under BMC available at USPS' FAST Web site: <https://fast.usps.com>. Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.12, *ASF Address Label* for an example of an ASF address label.

Exhibit 16.5.12 ASF Address Label

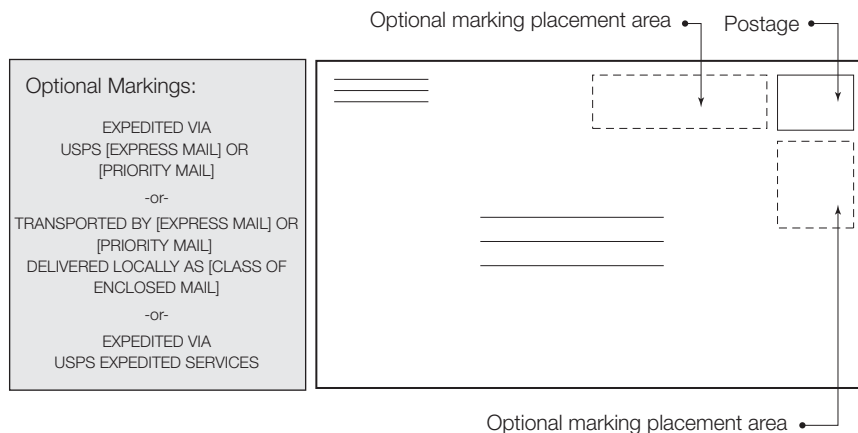


Label:
4" x 6"

705.16.5.13

16.5.13 Markings on Enclosed Mail

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required price marking (see 202 for letters, 302 for flats, or 402 for parcels) must be at least 8 points.

**16.6 Enter and Deposit****16.6.1 Verification and Entry**

Mailers must prepare Express Mail Open and Distribute and Priority Mail Open and Distribute shipments under 16.2 and 16.5 and present shipments at a business mail entry unit (BMEU) or other location designated by the postmaster to accept both the enclosed mail and when applicable, Express Mail. Mailers must present shipments to the BMEU with enough time for acceptance, processing, and dispatch, before the facility's critical entry time for Express Mail or Priority Mail.

17.0 Express Mail Reshipment Service**17.1 Basic Information****17.1.1 General**

The USPS gathers mail addressed to Post Office boxes or business street addresses and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (PS Form 5637) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. The mailer is charged a Pickup on Demand fee each time mail is collected for reshipment from a Post Office no matter how many Post Office boxes or business street addresses the mailer may have at that office.

- c. Express Mail postage and fees are paid by Express Mail Corporate Account or federal agency “Postage and Fees Paid” indicia. The sack or container and its contents are considered a single piece for calculation of the Express Mail price of postage and must not exceed 70 lbs.
- d. The mailer must keep a postage-due, merchandise return service, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The service agreement (PS Form 5637) must state that such an account exists.
- e. Express Mail reshipment service is not available for Registered Mail, Certified Mail, COD, insured, or Express Mail items. The mailer must give instructions for redirecting such items on PS Form 1093, Application for Post Office Box or Caller Service, for mail originally addressed to Post Office boxes, or on PS Form 5637 for mail originally addressed to business street addresses.
- f. The service agreement must list the Business Development Team at the originating office as the “Firm Representative” and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Express Mail.
- g. Commencement and termination of service agreements are subject to the standards for Express Mail Custom Designed Service.

18.0 Metered Mail Drop Shipment

18.1 Basic Information

18.1.1 General

A customer may affix postage using a postage meter (postage evidencing system) licensed at one Post Office (licensing Post Office) and deposit that mail at another Post Office (entry Post Office) only if prior authorization is obtained from the USPS under one of the procedures described below. Such authorization may be revoked under [18.2.6](#) when the USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or applicable. ([604.4.0](#) provides an exception to this standard for metered Express Mail, Priority Mail, and single-piece price metered mail.) These general conditions apply:

- a. The meter stamp or indicium must show the name of the licensing Post Office.
- b. Metered mailpieces that bear meter impressions or other endorsements containing the wrong Post Office name, authorization number (as applicable), or other required information are not accepted.
- c. A metered mail drop shipment must be deposited at the time and place and under any additional condition specified by the USPS.
- d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under [233.3.4](#) or [243.3.4](#).

705.18.1.2

18.1.2 Effect on Service

The USPS assumes no responsibility for the material presented until it is accepted into the mail. The USPS is not responsible for service delays when the mailer does not meet the applicable preparation or entry requirements. Entry of mail by drop shipment may adversely affect the USPS's ability to achieve the applicable service objectives.

18.1.3 Changes

A mailer authorized to drop ship metered mail must inform the approving official of all changes to the information originally provided as part of the application. When the USPS asks, the mailer must submit additional information supporting that authorization. Failure to provide this information is grounds to revoke the authorization.

18.2 Authorization**18.2.1 Options 1 & 2**

Authorizations under Options 1 and 2 in [18.3, Option 1: Deposit at P&DC/F](#), and [18.4, Option 2: Deposit at Another Post Office](#), are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing Post Office of the meter holder.

18.2.2 Options 3 & 4

Authorization under Option 3 in [18.5, Option 3: Consolidated Drop Shipment With Endorsement](#), is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas authorization under Option 4 in [18.6, Option 4: Consolidated Drop Shipment Without Endorsement](#), is granted for mailings presented at more than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the Post Office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the manager, Business Mailer Support.

18.2.3 Application

The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Mailer Support, USPS Headquarters, for guidance (see [608.8.0](#) for address).

18.2.4 Notification

The manager of business mail entry (or the manager, Business Mailer Support under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop shipment (DS) authorization number, or denial.

18.2.5 Application Denial

A decision denying an application for operational reasons may be appealed within 15 days of its receipt to the area manager of processing and distribution. If denied because of noncompliance with applicable eligibility standards, the applicant may appeal the denial under [607.2.0](#).

18.2.6 Revocation

An authorization may be revoked:

- a. When it is determined that the authorized entry no longer reduces postal handling or improves service, or is not in the best interests of the USPS.
- b. For nonuse during any consecutive 12 months.
- c. When used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations governing the use of postage meters.

18.2.7 USPS Authorities

Authorization is revoked by:

- a. The manager of business mail entry of the district originally issuing authorization or the manager, Business Mailer Support.
- b. The postmaster of the licensing Post Office (under any option) when it is used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations for postage meters.

18.2.8 Nonuse

If revocation is for nonuse, and the mailer shows that use is to resume within 90 days after the revocation notice, revocation may be deferred for a period not to exceed 90 days from the date of the original revocation notice.

18.2.9 Appeal

Written appeal of the revocation notice may be made within 15 days of its receipt, under [607.2.0](#).

18.3 Option 1: Deposit at P&DC/F

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the Post Office where the meter license is held. Mail must be prepared under the standards for the class and price claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances postal handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

18.4 Option 2: Deposit at Another Post Office**18.4.1 Eligibility**

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a Post Office other than the licensing Post Office or P&DC/F serving the licensing Post Office. Mail must be prepared under the standards for the

class and price claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

18.4.2 Endorsement

Each mailpiece deposited under this option must contain an endorsement with the city and state of the entry Post Office, the words “Drop Shipment Authorization” (or the abbreviation “D/S AUTH”), and the unique authorization number issued by the district manager of business mail entry serving the entry Post Office. If the abbreviation “D/S AUTH” is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia or placed outside the indicium boundary in 8-point or larger type by a computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.

EXAMPLES

Full Endorsement – Mailing Office City and State

MAILED AT CHICAGO IL	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT YAKIMA
	WA

Full Endorsement – Mailing Office ZIP Code

MAILED AT 606	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT 98901

Abbreviated Format

CHICAGO IL	D/S AUTH 48
D/S AUTH 12	YAKIMA WA

18.4.3 Not Valid

Drop shipment endorsements authorized before March 19, 1989, are no longer valid.

18.4.4 Price and Class Marking

The drop shipment endorsement placed in the ad plate area or within the indicium boundary may include the marking required by the standards for the price claimed if that marking is placed directly below the drop ship endorsement and meets the standards in [202](#) for letters, [302](#) for flats, and [402](#) for parcels. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards.

18.5 Option 3: Consolidated Drop Shipment With Endorsement

18.5.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and present such mailings at one Post Office, subject to the conditions and limitations in 18.5. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.9.4, *Value Added Refunds*, and 5.0, *First-Class Mail or Standard Mail Mailings With Different Payment Methods*, must also be met.

18.5.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 3 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

18.5.3 Service Objective

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each licensing Post Office from whose area mail is to be consolidated and the standard that applies to that mail when it is entered under Option 3.)

18.5.4 Information

An application under Option 3 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). In addition to the information detailed in 18.2.3, the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters.

18.5.5 Notice to Licensees

After receiving an authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

18.5.6 Additional Standards

Metered mail deposited under Option 3 must be prepared as specified by the USPS. This preparation may extend beyond that which is required to qualify for the price paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards can lead to revocation of the authorization.

18.5.7 Endorsement

Each mailpiece deposited under this option must be endorsed with the letters “DS,” followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words “MAILED AT,” followed by the 3-digit ZIP Code prefix of the entry Post Office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.

EXAMPLES

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48

18.5.8 Placement

The drop shipment endorsement must not interfere with the barcode clear zone or any other marking.

18.5.9 Preparation

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 3.

18.5.10 Consolidation

Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator.

18.6 Option 4: Consolidated Drop Shipment Without Endorsement**18.6.1 General**

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and consolidate that mail for mailing (entry and deposit) at other entry Post Offices, subject to the conditions and limitations in [18.6](#). All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under [604.9.4](#), [Value Added Refunds](#), and [5.0](#), [First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), must also be met.

18.6.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 4 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second,

separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

18.6.3 Service Objective

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each pair of origin/destination 3-digit ZIP Codes in the consolidated mailing, both if entered at the licensing Post Office and if entered as authorized under Option 4.)

18.6.4 Information

An application under Option 4 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). The information in [18.2, Authorization](#), must be provided for each Post Office at which mail is to be entered under Option 4. The application must also detail: the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters; the mailer's method of sortation, documentation, and quality control; and the mailer's procedures for ensuring that all pieces in the consolidated mailing are entered to meet or exceed the service objectives for the place of origin.

18.6.5 Notice to Licensees

After receiving the authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

18.6.6 Additional Standards

Metered mail deposited under Option 4 must be prepared in segments for entry at postal facilities according to schemes and schedules provided by the USPS. Further, each segment must be prepared for dispatch without additional postal processing or handling, and deposited at places and times specified by the USPS. The USPS may stipulate preparation beyond that required to qualify for the price paid for the mail. Failure to meet these standards can lead to revocation of the authorization.

18.6.7 Transportation

The mailer must provide transportation for the consolidated mailing, unless the USPS provides plant load service.

18.6.8 Endorsement

A drop shipment endorsement is not required on pieces mailed under Option 4.

18.6.9 Preparation

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 4.

705.18.6.10

18.6.10 Consolidation

Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator.

18.6.11 Documentation

The mailer/consolidator must keep documentation supporting each consolidated mailing, including the volume collected from each meter licensee, for at least 1 year from the date of mailing, and make it available for postal inspection on request.

19.0 Postage Due Weight Averaging Program**19.1 Basic Information****19.1.1 Description**

The Postage Due Weight Averaging (PDWA) program is a comprehensive, statistically valid program to calculate postage due returns in bulk, rather than rating each individual piece. This program, subject to application, approval, and service agreement, is available for customers who receive a minimum of 50,000 combined postage due parcels and flats, Merchandise Return Service (MRS), or Bulk Parcel Return Service (BPRS) pieces. The PDWA program applies a postage due cost factor, generated through a 4-week rolling average sampling period, to assess postage and fees based upon the net weight of each container. A new postage due cost factor is calculated and applied weekly, based on the previous 4 weeks of sampling data. The 4-week rolling average is not applicable if a new PDWA system is implemented or if there is a postage price change. When these circumstances occur, the new postage due cost factor is determined through the sampling in the first week. That new postage due cost factor is then applied in the first 2 weeks. After the fourth week of sampling, the postage due cost factor is a complete 4-week rolling average. PDWA is designed to significantly reduce processing time and provide for shorter verification time for customers.

19.1.2 General Qualification

A PDWA program may be authorized for applicants who receive a minimum of 50,000 combined returns per year. Returns can include all classes of mail where postage due fees are assessed, including MRS and BPRS return pieces. Only parcels and flats may be processed through the PDWA program. See [19.2](#) for application process.

19.1.3 Quality Control

PDWA customers may elect to establish and conduct a quality control program to ensure that all missorted and accountable mail (including certified, collect on delivery (COD), return receipt for merchandise, Delivery Confirmation service, and Signature Confirmation services pieces) is identified and returned to the servicing Post Office prior to being opened. The program must include:

- a. Training all employees who process returns on how to identify accountable items.
- b. Permanently displaying examples of accountable return items in full view of employees responsible for the identification of accountable returns.

- c. Instructional material pertaining to identifying accountable returns.
- d. The random selection and tracking of individual sample pieces within the customer's operational process to assure that they are identified.

If the customer elects to not implement a quality control program, the customer must assume all responsibility for claims filed by clients who returned their product to them via accountable mail.

19.1.4 Service Agreement

A service agreement must be signed by the customer and agent, the postmaster, plant manager, district manager, marketing manager, and Business Mailer Support manager. The service agreement must specify, among other things, the customer's quality control procedures and procedures for handling missorted and accountable mail.

19.2 Authorization

19.2.1 Application

The customer or agent must submit a PDWA application to the postmaster of the office through which delivery service is provided. The customer must provide information including current permits, authorizations, and average volume figures. The postmaster will provide input regarding staffing, hours of operation, standard operating procedures, and recommendations or comments for approval.

19.2.2 Approval

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for PDWA systems.

19.2.3 Denial

If the PDWA application is not approved, the Business Mailer Support manager will send a written notice to the applicant with the reason for denial.

19.2.4 Authorization Period

Authorization remains in effect until the Business Mailer Support manager or the customer cancels the agreement. If Postal Service periodic reviews or customer-supplied information indicates a need for modification of the authorization, then the authorization will be amended with concurrence of the Business Mailer Support manager and the customer.

19.2.5 USPS Suspension

The Business Mailer Support manager may suspend a PDWA service agreement at any time if the agreement does not provide adequate revenue protection, or the customer (or agent) fails to meet the criteria established by the agreement.

19.2.6 Mailer Cancellation

The customer may cancel a PDWA agreement by writing to the Business Mailer Support manager (see DMM 608.8.0 for address).

705.20.1

20.0 Optional Combined Parcel Mailings

20.1 **Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels**

20.1.1 **Basic Standards**

Package Services parcels, Parcel Select parcels, Standard Mail parcels and Not Flat-Machinables (NFM) in a combined parcel mailing must meet the following standards:

- a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.
- b. Mailers must be authorized under [8.1.4](#).
- c. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- d. Combined mailings must meet the following minimum volume requirements:
 1. Standard Mail—Minimum 200 pieces or 50 pounds of Standard Mail parcels and NFM combined.
 2. Package Services and Parcel Select—Minimum 50 parcels of Parcel Post, Parcel Select, Bound Printed Matter, Library Mail, and Media Mail parcels combined.
 3. If claiming Presorted BPM, Media Mail or Library Mail prices—Minimum 300 parcels per subclass.

20.1.2 **Postage Payment**

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved Manifest Mailing System (MMS) under [2.0](#). The MMS agreement must include procedures for combined mailings approved by Business Mailer Support. Mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).

20.1.3 **Documentation**

Mailers must prepare separate postage statements for Standard Mail, Parcel Select, and Package Services pieces in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

20.1.4 **Authorization**

A mailer who wants to present combined parcel mailings must submit a written request to the Manager, Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for the combined parcel mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review the documentation and provide written authorization when approved. A mailer may terminate an

authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

20.2 Price Eligibility

20.2.1 Eligible Prices

Combined parcels may be eligible for Standard Mail, Parcel Post, Parcel Select, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, single-piece and Presorted Bound Printed Matter, and destination entry prices and discounts as applicable. Inter-BMC Parcel Select may be eligible for BMC presort and OBMC presort discounts.

20.2.2 Price Application

Apply prices based on the criteria in 400 and the following standards:

- a. Standard Mail machinable parcels, irregular parcels and NFM prices are based on the container level and entry. See [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Pieces](#).
- b. Bound Printed Matter parcels qualify for single-piece prices or Presorted Bound Printed Matter prices as follows:
 1. Presorted prices for BPM pieces prepared in other than MXD ADC/MXD BMC containers when there are at least 300 pieces of BPM in the combined mailing.
 2. Single-piece prices for pieces prepared in MXD ADC/MXD BMC containers and when there are less than 300 pieces of BPM in the combined mailing.
 3. Destination entry prices based on entry.
- c. Media Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:
 1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Media Mail in the combined mailing.
 2. Basic prices for pieces prepared in 3-digit, ADC, and BMC containers when there are at least 300 pieces of Media Mail in the combined mailing.
 3. Single-piece prices for pieces prepared in MXD ADC/MXD BMC containers and when there are less than 300 pieces of Media Mail in the combined mailing.
- d. Library Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:
 1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Library Mail in the combined mailing.
 2. Basic prices for pieces prepared in 3-digit, ADC, and BMC containers when there are at least 300 pieces of Library Mail in the combined mailing.
 3. Single-piece prices for pieces in MXD ADC/MXD BMC containers and when there are less than 300 pieces of Library Mail in the combined mailing.
- e. Parcel Select prices are based on the following:

705.20.3

1. Destination entry for pieces in 5-digit, 3-digit, ADC, or BMC containers.
 2. BMC presort discounts for origin entered (other than a BMC) Parcel Select pieces placed in 5-digit, 3-digit, ADC, or BMC containers.
 3. OBMC presort discounts for origin BMC entered Parcel Select pieces placed in 5-digit, 3-digit, ADC, or BMC containers.
- f. Parcel Post prices are based on Intra-BMC and Inter-BMC prices for pieces placed in MXD ADC/MXD BMC containers.

20.3 Mail Preparation

20.3.1 Basic Standards

Prepare combined mailings as follows:

- a. Different parcel types must be prepared separately for combined parcel mailings as indicated below:
 1. Standard Mail, Parcel Select, and Package Services Machinable Parcels and NFMs 6 ounces or more, or as provided under [401.1.5.2](#) for lightweight machinable parcels. Use “STD/PSVC MACH” for line 2 content labeling.
 2. Standard Mail, Parcel Select, and Package Services Irregular Parcels and NFMs weighing at least 2 ounces and up to, but not including, 6 ounces (APPS-machinable pieces), except for tubes, rolls, triangles, and other similarly irregularly-shaped pieces. Use “STD/PSVC” for line 2 content labeling.
 3. Standard Mail, Parcel Select, and Package Services tubes, rolls, triangles, and similarly irregularly-shaped parcels; and all parcels and NFMs weighing under 2 ounces (not APPS-machinable pieces). Use “STD/PSVC IRREG” for line 2 content labeling.
 4. All parcel types and NFM pieces may be combined in 5-digit and 5-digit scheme containers. Use “STD/PSVC PARCELS” for line 2 content labeling.
- b. Mailers must prepare all parcels in sacks under [445.5.0](#), or on pallets, or in pallet boxes under [8.0](#) to achieve the finest level of sortation.

20.3.2 Combining Standard Mail, Parcel Select, and Package Services Machinable Parcels and NFM's 6 Ounces or More

Prepare and enter combined machinable parcels as shown in the table below:

COMBINED PREPARATION			
Entry	5-Digit/Scheme ¹	BMC/ASF (Required)	Mixed BMC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DBMC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum		

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

20.3.3 Combining Standard Mail, Parcel Select, and Package Services Parcels and NFM's 2 up to 6 Ounces (APPS-Machinable)

Prepare and enter combined APPS-machinable parcels (pieces weighing at least 2 ounces and up to, but not including, 6 ounces that are not tubes, rolls, triangles or similarly irregularly-shaped parcels) as shown in the table below.

COMBINED PREPARATION				
Entry	5-Digit/Scheme ¹	3-Digit (Required)	ADC (Required)	Mixed ADC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DBMC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum			

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

20.3.4 Combining Standard Mail, Parcel Select, and Package Services Irregular Parcels and NFM's under 2 Ounces (Not APPS-Machinable)

Prepare and enter combined not APPS-machinable parcels as shown in the table below.

705.21.1

COMBINED PREPARATION				
Entry	5-Digit/Scheme ¹	3-Digit (Required)	ADC (Required)	Mixed ADC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DBMC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum			

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

21.0 Repositionable Notes (RPNs)

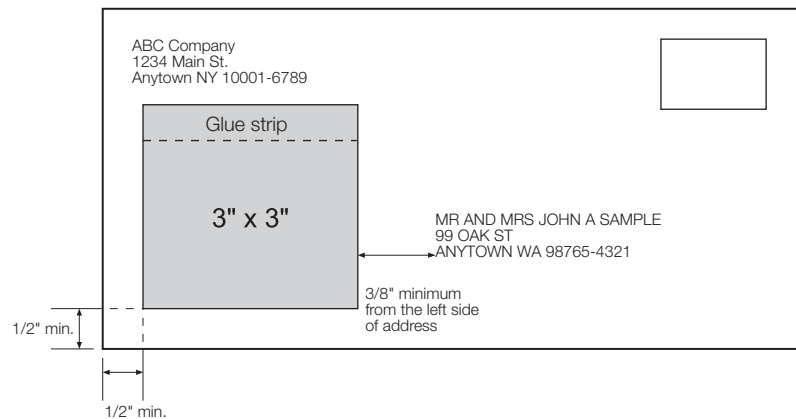
21.1 Use

RPNs must meet all of the following standards:

- RPNs may be attached to letter- and flat-size commercial First-Class Mail, Standard Mail, and Periodicals mailpieces.
- For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in [Exhibit 21.1b](#).

Exhibit 21.1b Placing RPNs on Letters

Repositionable Notes (RPNs) may be placed only within the specified area of the letter.



- For flat-size mailpieces, a single RPN may be attached to either the address side or nonaddress side of the mailpiece and attached in the locations described and shown in [Exhibit 21.3g1](#) and [Exhibit 21.3g2](#).
- RPNs are included as an integral part of the mailpiece for weight and postage price computation purposes.

- e. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the Standard Mail and Nonprofit Standard Mail prices.
- f. Attach the RPNs to all pieces in the mailing.

21.2 Mailpiece Characteristics

Each mailpiece must:

- a. Not be in a plastic wrapper (e.g., polybag, polywrap, or shrinkwrap).
- b. Be letter-size (including cards) or flat-size.

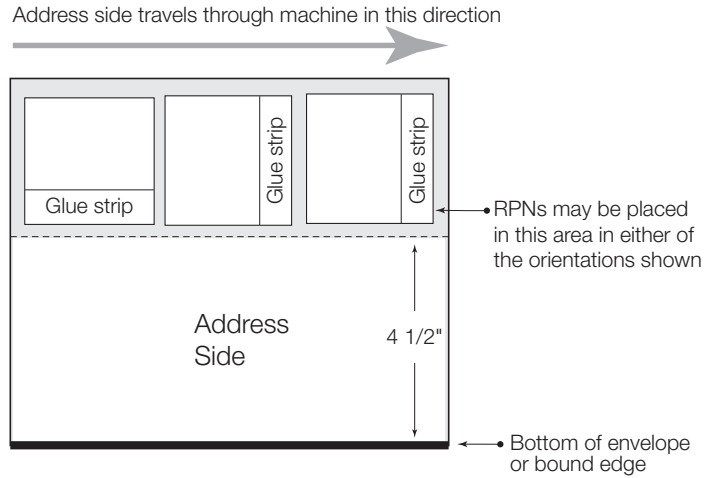
21.3 RPN Characteristics

RPNs must:

- a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.
- b. Not contain phosphorescent or red fluorescent colorants.
- c. Be adhered with a minimum of 3/4 inch (with a tolerance of 1/16 inch) adhesive strip across the top portion on the reverse side of the note.
- d. Not be placed in a manner that interferes with the delivery address, price markings, or postage and must not display a specific address or ZIP Code. References to general landmarks are permissible.
- e. Not be manually affixed.
- f. On letter-size mailpieces:
 - 1. Position the RPN parallel with the length of the mailpiece.
 - 2. Affix RPNs with labeling equipment to ensure adequate adhesion; do not affix RPNs manually.
 - 3. Place the RPN to the left of the delivery address, no closer than 3/8 inch from the left edge of the delivery address.
 - 4. Place the RPN at least 1/2 inch (with a tolerance of 1/8 inch) from the bottom and left edges of the mailpiece.
- g. On flat-size mailpieces:
 - 1. If the RPN is placed on the address side of the mailpiece, position the RPN according to [Exhibit 21.3g1](#).

Exhibit 21.3g1 Placing RPNs on Flats—Address Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.

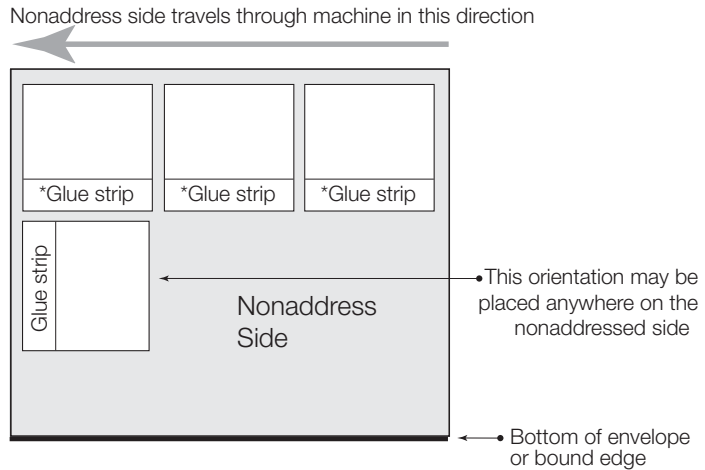


2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to [Exhibit 21.3g2](#).

Exhibit 21.3g2 Placing RPNs on Flats—Nonaddress Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.

**The RPNs marked with a * represent the only allowable positions for RPNs on the non-address side with the glue strip orientation shown.*



21.4 RPNs on Automation-Price Mailpieces

21.4.1 Letter-Size Mailpieces

Letter-size mailpieces with RPNs claiming automation prices must meet the standards in 1.0 through 3.0, 201.3.0, and the following additional standards:

- a. Each mailpiece must be rectangular and have a surface smoothness of 195 Sheffield Units or smoother.
- b. *Enveloped mailpieces.* Each mailpiece prepared in an envelope must be constructed from paperstock having a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:
 1. For height, no less than 4-1/8 inches and no more than 6 inches high.
 2. For length, no less than 8 inches and no more than 9-1/2 inches long.
 3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.*Oversize cards.* Each mailpiece prepared as an oversize card is limited to the following dimensions:
 4. For height, no less than 4-1/2 inches and no more than 6 inches high.
 5. For length, no less than 8-1/2 inches and no more than 9 inches long.
 6. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.)

21.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation prices must meet the standards in [1.0](#) through [3.0](#) and [301.3.0](#).

21.5 Prices

Commercial First-Class Mail - \$0.005

Standard Mail and Periodicals - \$0.015

21.6 Compliance

Mailers must comply as follows:

- a. RPNs must be obtained from an approved RPN vendor (see www.usps.com for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see [608.8.0](#) for address). Testing must be performed by a certified independent laboratory.
- b. Mailers must present evidence at the time of mailing to show that their RPNs have been supplied by an approved vendor. The vendor name on the reverse side of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the RPNs will constitute such evidence.
- c. As part of each mailing, mailers must include two pieces addressed to the manager, USPS Engineering Letter Technology, Attn: RPN Sample (see [608.8.0](#) for address).

707 Periodicals

Overview

- 1.0 Prices and Fees
- 2.0 Price Application and Computation
- 3.0 Physical Characteristics and Content Eligibility
- 4.0 Basic Eligibility Standards
- 5.0 Applying for Periodicals Authorization
- 6.0 Qualification Categories
- 7.0 Mailing to Nonsubscribers or Nonrequesters
- 8.0 Record Keeping Standards for Publishers
- 9.0 Changing Title, Frequency, or Known Office of Publication
- 10.0 Preferred Periodicals
- 11.0 Basic Eligibility
- 12.0 Nonbarcoded (Presorted) Eligibility
- 13.0 Carrier Route Eligibility
- 14.0 Barcoded (Automation) Eligibility
- 15.0 Ride-Along Eligibility
- 16.0 Postage Payment
- 17.0 Documentation
- 18.0 General Mail Preparation
- 19.0 Bundles
- 20.0 Sacks and Trays
- 21.0 Sack and Tray Labels
- 22.0 Preparing Nonbarcoded (Presorted) Periodicals
- 23.0 Preparing Carrier Route Periodicals
- 24.0 Preparing Letter-Size Barcoded (Automation) Periodicals
- 25.0 Preparing Flat-Size Barcoded (Automation) Periodicals
- 26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals
- 27.0 Combining Multiple Editions or Publications
- 28.0 Enter and Deposit
- 29.0 Destination Entry
- 30.0 Additional Entry

707.1.1

1.0 Prices and Fees

1.1 Outside-County—Including Science-of-Agriculture

1.1.1 Pound Prices

Per pound or fraction:

ADVERTISING PORTION			NONADVERTISING PORTION			Preferred Price Discount:
Zone	Regular Price	Science-of-Agriculture	Zone	Regular Price	Science-of-Agriculture	
DDU	\$0.165	\$0.124	DDU	\$0.137	\$0.137	Authorized Nonprofit and Classroom publications and publications that meet the standards for Limited Circulation publications and Limited Circulation Science-of-Agriculture publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance in 707.7.
DSCF	0.215	0.162	DSCF	0.179	0.179	
DADC	0.225	0.169	DADC	0.187	0.187	
1 & 2	0.246	0.184	Other	0.205	0.205	
3	0.265	0.265				
4	0.312	0.312				
5	0.383	0.383				
6	0.459	0.459				
7	0.550	0.550				
8	0.628	0.628				

1.1.2 Piece Prices

Per addressed piece:

Bundle Level	LETTERS		MACHINABLE FLATS		NONMACHINABLE FLATS		PARCELS
	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	
5-Digit	\$0.217	\$0.284	\$0.276	\$0.284	\$0.293	\$0.298	\$0.298
3-Digit/SCF	0.283	0.358	0.341	0.358	0.373	0.384	0.384
ADC	0.298	0.381	0.360	0.381	0.424	0.445	0.445
MXD ADC	0.337	0.444	0.416	0.444	0.519	0.550	0.550

All Firm Bundles: \$0.174

All Carrier Route pieces: Saturation—\$0.135; High Density—\$0.153; Basic—\$0.174

1.1.3 Bundle Prices

Price for each bundle containing Outside-County Periodicals mail (see 2.1.8 for how to apply these prices):

Bundle Level	CONTAINER LEVEL			
	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Firm	\$0.028	\$0.046	\$0.049	\$0.081
Carrier Route	0.040	0.098	0.107	---
5-Digit	0.008	0.086	0.098	0.166
3-Digit/SCF	---	0.040	0.065	0.138
ADC	---	---	0.039	0.133
MXD ADC	---	---	---	0.103

1.1.4 Container Prices

Price for each pallet, sack, tray, or other USPS-approved container containing Outside-County Periodicals mail (see [2.1.9](#) for how to apply these prices):

Entry	PALLET			TRAY/SACK			
	5-Digit	3-Digit/SCF	ADC	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Destination Delivery Unit	\$1.236	---	---	\$0.721	---	---	---
Destination SCF	8.237	\$6.898	---	0.927	\$0.618	---	---
Destination ADC	15.959	12.561	\$9.163	1.338	1.030	\$0.618	---
Destination BMC	18.018	14.826	13.385	1.544	1.236	1.132	---
Origin	27.748	23.660	19.161	2.306	1.956	1.853	\$0.432

1.1.5 Discounts

Discounts for nonadvertising content, for each 1% of nonadvertising: \$0.00094 per addressed piece.

1.1.6 Nonprofit Publications

Authorized nonprofit publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under [7.0](#).

1.1.7 Classroom Publications

Authorized Classroom publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under [7.0](#).

1.1.8 Limited Circulation Publications

Publications, excluding Nonprofit, Classroom, and Limited Circulation Science-of-Agriculture publications receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

1.1.9 Limited Circulation Science-of-Agriculture Publications

Publications meeting the requirements of 11.2.2 receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

707.1.2

1.2 In-County

1.2.1 Pound Prices

Per pound or fraction:

LETTERS, FLATS, & PARCELS	
Zone	Price
DDU	\$0.136
None	0.176

1.2.2 Piece Prices

Per addressed piece:

Presort Level	AUTOMATION		NONAUTOMATION
	Letters	Flats	Letters, Flats, and Parcels
Carrier Route			
<i>Saturation</i>	---	---	\$0.029
<i>High Density</i>	---	---	0.042
<i>Basic</i>	---	---	0.057
5-Digit	\$0.045	\$0.095	0.101
3-Digit	0.047	0.102	0.113
Basic	0.056	0.110	0.125

1.2.3 Discount

Destination delivery unit discount for each addressed piece: \$0.008.

1.3 Ride-Along Price

Price per ride-along piece: \$0.159.

1.4 Fees

Per application:

- a. Original entry: \$510.00.
- b. News agent registry: \$50.00.
- c. Additional entry: \$80.00.
- d. Reentry: \$60.00.

2.0 Price Application and Computation

2.1 Price Application

2.1.1 Price Elements

Postage for Periodicals mail includes a pound price charge, a piece price charge, bundle and container price charges for Outside-County mail, and any discounts for which the mail qualifies under the corresponding standards.

2.1.2 Applying Outside-County Piece Prices

The per piece charge applies to each copy and each firm bundle in the mailing. Outside-County piece prices are based on the shape of the mailpiece (letter, flat, or parcel); the characteristics of the mailpiece (machinable or nonmachinable, see [18.4ab](#) and [18.4ac](#)); the application of a barcode; and the bundle presort level. Firm bundles and carrier route pieces pay separate piece prices that do not vary based on these criteria. For pieces properly prepared loose in trays, the price is based on the tray presort level. Apply piece prices for Outside-County mail as follows:

a. *Letters.*

1. Apply the “Letters—Barcoded” prices to pieces that meet all of the standards for automation letters in [201.3.0](#) and include a barcode.
2. Apply the “Letters—Nonbarcoded” prices to pieces that meet the standards for all letters in [201](#) but do not include a barcode. Apply these prices also to pieces that are barcoded but do not meet all of the automation letter standards in [201.3.0](#).

b. *Machinable flats.*

1. Apply the “Machinable Flats—Barcoded” prices to pieces that meet all of the standards for automation flats in [301.3.0](#) and include a barcode. Apply the 5-digit price also to barcoded pieces prepared under the alternative flats criteria in [26.0](#) and placed in 5-digit bundles.
2. Apply the “Machinable Flats—Nonbarcoded” prices to pieces that meet all of the standards for automation flats in [301.3.0](#) but do not include a barcode.

c. *Nonmachinable flats.*

1. Apply the “Nonmachinable Flats—Barcoded” prices to pieces that meet all of the alternative standards for flats in [26.0](#) and include a barcode. Exception: Barcoded pieces prepared under [26.0](#) and placed in 5-digit bundles pay the “Machinable Flats—Barcoded” 5-digit price.
2. Apply the “Nonmachinable Flats—Nonbarcoded” prices to pieces that meet all of the alternative standards for flats in [26.0](#) but do not include a barcode. Apply these prices also to all nonmachinable flats, whether or not a barcode is used.

d. *Parcels.* Apply the “Parcels” prices to all parcels, whether or not a barcode is used.

2.1.3 Applying In-County Piece Prices

An *addressed piece* can be a single individually addressed copy or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies). For In-County mail, piece prices apply to each addressed piece, based on the sorting done by the publisher. Piece prices for automation mailings are based on the bundle level (or tray level for unbundled pieces in trays); piece prices for nonautomation mailings are based on the tray or sack level.

2.1.4 Applying Pound Price

Apply pound prices to the weight of the pieces in the mailing as follows:

- a. Outside-County (including Science-of-Agriculture) pound prices are based on the weight of the advertising portion sent to each postal zone (as computed from the entry office) or destination entry zone, and the weight of the nonadvertising portion to a destination entry zone or a single price to all other zones.
- b. In-County pound prices consist of a DDU entry price and an unzoned price for eligible copies delivered to addresses within the county of publication.

2.1.5 Computing Weight of Advertising and Nonadvertising Portions

The pound price charge is the sum of the charges for the computed weight of the advertising portion of copies to each destination entry and zone, plus the sum of the charges for the computed weight of the nonadvertising portion of copies to each destination entry and all other zones. The following standards apply:

- a. The minimum pound price charge for any zone to which copies are mailed is the 1-pound price. For example, three 2-ounce copies for a zone are subject to the minimum 1-pound charge.
- b. Authorized Nonprofit and Classroom publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound prices and the nonadvertising adjustment, use "0" as the advertising percentage. Authorized Nonprofit and Classroom publications claiming 0% advertising must pay the nonadvertising pound price for the entire weight of all copies to all zones.

2.1.6 Per Piece Charge

Piece prices apply to each addressed piece, based on the sortation done by the publisher. An *addressed piece* can be a single individually addressed copy, a bundle of unaddressed copies with a single delivery address for the bundle, or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies).

2.1.7 Discounts

Discounts and reductions apply as specified in [2.0](#), [10.0](#), and [29.0](#).

2.1.8 Applying Outside-County Bundle Prices

For Outside-County mail prepared in bundles, mailers pay the bundle price according to the presort level of the bundle and the presort level of the container that the bundle is placed in or on. Firm bundles pay a firm bundle price that is based only on the presort level of the container. Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation in [22.7](#) and [25.5](#). The bundle prices are in addition to the container prices. The following additional standards apply:

- a. Bundles of fewer than six pieces under [25.1.4](#) (including single-piece bundles) must each pay the applicable bundle charge.
- b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route and 5-digit/scheme bundles.

2.1.9 Applying Outside-County Container Prices

For Outside-County mail prepared in trays, sacks, pallets, and other USPS-approved containers, mailers pay the container price according to the type of container, the presort level of the container, and where the mail is entered. The container level is determined by the least-finely presorted bundle that container could contain according to standards (for example, a “5-digit metro pallet” may contain 3-digit and/or 5-digit bundles and would always pay the 3-digit/SCF pallet price). For mailer-supplied air freight containers, mailers pay the container charge based on the original presort of the mail before it is transferred to the airfreight container. The container prices are in addition to the bundle prices. The following additional standards apply:

- a. For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on container level and entry.
- b. For mailings prepared on pallets under [705.8.0](#):
 1. For bundles placed directly on pallets, mailers pay the container price for each pallet.
 2. For trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.
- c. For containers with both In-County and Outside-County pieces, mailers do not pay the container price for carrier route, 5-digit carrier routes, and 5-digit/scheme pallets, sacks, and trays.

2.2 Computing Postage

2.2.1 Percentage of Advertising

The percentage of advertising shown on the postage statement must be based on the marked copy of the corresponding issue or edition provided as required. If necessary, round off the computed percentage of advertising to two decimal places. Advertising percentages also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in [16.0, Postage Payment](#), and [17.0, Documentation](#).

2.2.2 Weight Per Copy

To determine the weight per copy, select and weigh a random sample of 10 or more copies and divide the total sample weight by the number of pieces in the sample. Express the weight per copy in decimal pounds rounded off to four decimal places. Per-copy weights also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in [16.0](#) and [17.0](#).

2.2.3 Computing Other Weights

To find the total weight of mailed copies per zone or price level, multiply the corresponding number of copies by the computed weight per copy. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the advertising portion for each zone, where applicable, multiply the total weight of copies for that zone by the percentage of advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising

707.2.2.4

portion, subtract the total weight of the advertising portion to all zones from the total weight of copies to all zones. To find the weight of In-County price copies, multiply the number of copies by the weight per copy and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound.

2.2.4 Pound Price

To compute the pound price postage for Regular and Preferred Outside-County copies, multiply the weight of the advertising and nonadvertising portions by the corresponding prices, add the *unrounded* results, and subtract all applicable discounts. To compute the pound price postage for In-County price copies, multiply their total weight by the corresponding price per pound.

2.2.5 Piece Price

Determine the piece price postage as follows:

- a. *Outside-County*. Multiply the number of copies by the appropriate price, based on the criteria in 2.1.2a. For firm bundles, multiply the number of firm bundles by the firm bundle piece price.
- b. *In-County*. Multiply the number of addressed pieces (not copies) by the appropriate price, based on the presort of the pieces as mailed. An addressed piece can be a single individually addressed copy or a firm bundle containing multiple copies for the same address.

2.2.6 Nonadvertising Adjustment

To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100, multiply the remainder by the nonadvertising adjustment per piece, multiply the *unrounded* product by the number of pieces, and round off the product to four decimal places.

2.2.7 Outside-County Bundle and Container Charges

The Outside-County bundle charge is the sum of the number of bundles for each bundle level and container level in the mailing subject to the Outside-County bundle prices (see 1.1.3), multiplied by the applicable bundle prices. The Outside-County container charge is the sum of the number of containers for each container type, container level, and entry level in the mailing subject to the Outside-County container prices (see 1.1.4), multiplied by the applicable container prices. Mailers must document the number of bundles and containers required for the prices claimed. If the documentation shows more bundles and containers are required than are presented for mailing, the mailer must pay the charges according to the documentation. Mailers cannot reduce the bundle and container charges by preparing fewer bundles and containers than standards require. Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under 27.0 may pay the Outside-County bundle and container charges in one of the following ways:

- a. On one publisher's Form 3541.
- b. On one consolidated Form 3541. Under this option, the consolidator must complete the appropriate sections of the form and pay the charges from the consolidator's own advance deposit account.

- c. Apportioned on each publisher's Form 3541. The following standards apply:
 1. The qualification report must be submitted electronically via Mail.dat. See [708.1.0](#) for additional documentation requirements.
 2. The total charges on all Form 3541s in a combined mailing must equal the total charges for all bundles and containers subject to the Outside-County container prices presented for mailing.
 3. Apportion the bundle charge for each title or edition by determining how many of each type of bundle that title or edition is in. Next calculate the percentage of copies in each of those bundles and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of bundle in the mailing and multiply the total by the applicable bundle price in [1.1.3](#). Add the bundle charges to determine the total for each title or edition.
 4. Apportion the container charge for each title or edition by determining how many of each type of container that title or edition is in. Next calculate the percentage of copies in each of those containers and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of container in the mailing and multiply the total by the applicable container price in [1.1.4](#). Add the container charges to determine the total for each title or edition.

2.2.8 Total Postage

Total Outside-County postage is the sum of the per pound and per piece charges, the bundle charges, the container charges, and any Ride-Along and Repositionable Notes charges; minus all discounts; rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along and Repositionable Notes charges, less all discounts, rounded off to the nearest whole cent.

3.0 Physical Characteristics and Content Eligibility

3.1 Physical Characteristics

3.1.1 General

See [201](#) for the physical characteristics for letter-size Periodicals, [301](#) for flat-size Periodicals, and [401](#) for parcel-size Periodicals.

3.2 Addressing

3.2.1 General

Each addressed piece, including the top copy of a firm bundle, must bear the addressee's name and address. The address must include the correct ZIP+4 code or 5-digit ZIP Code.

3.2.2 Address Label

White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink "PER" characters.

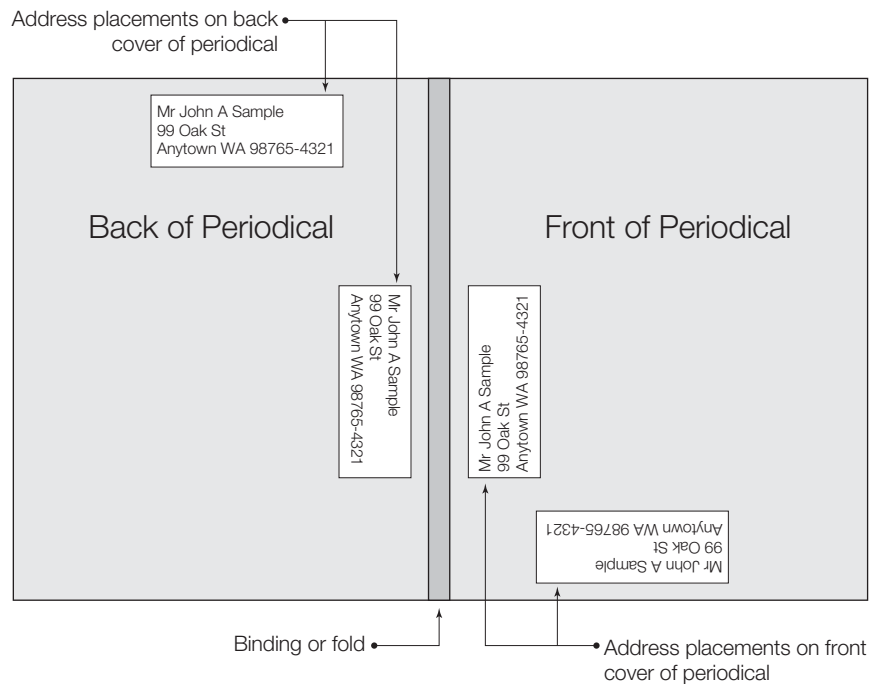
3.2.3 Address Placement

The delivery address must be clearly visible on or through the outside of the mailpiece, whether placed on a label or directly on the host publication, a component, or the mailing wrapper. If placed on the mailing wrapper, the address must be on a flat side, not on a fold (see [Exhibit 3.2.4](#)). If a polybag is used, the address must not appear on a component that rotates within the bag, and the address must remain visible throughout the addressed component's range of motion.

3.2.4 Return Address

The return address must appear on any mailing wrapper that is endorsed "Address Service Requested."

Exhibit 3.2.4 Address Placement for Periodicals



3.3 Permissible Mailpiece Components

3.3.1 Pages

Pages are the printed sheets forming the publication or one of the mailpiece's components, bearing advertising, nonadvertising, or both, including pages with text and graphics, blank spaces for writing or marking, and material to be completed or used by the reader. A minor portion of the pages in a Periodicals mailpiece may have unusual characteristics, such as a different size, shape, or construction, or portions that may be wholly or partially separable, and pages prepared for folding out. No page may have dimensions (when folded, if folded) that exceed the dimensions of the publication. Pages are also subject to these standards:

- a. Multilayer pages (including pages formed by sheets glued together and pages that have unusual shapes, such as cutouts, movable flaps, or “pop-ups”) may include small amounts of fastening material such as grommets, string, or rubber bands as needed to assemble the page. Multilayer pages may also be formed as pouches or pockets but may contain only permissible loose enclosures (see [3.3.4](#)) or other securely affixed permissible components.
- b. Multiple pages may be held together by staples or other means separate from and in addition to the regular binding of the publication.
- c. Oversized pages may be used for illustrations, charts, maps, and other advertising and nonadvertising content.

3.3.2 Parts and Sections

Parts and sections are pages that are physically separate subdivisions of the publication, as identified by the publisher. Each part or section must show the publication title, and the number of parts or sections in the issue must be stated on the cover of the first part or section. Parts or sections produced by someone other than the publisher may not be mailed at Periodicals prices if these parts or sections are prepared by or for advertisers or if they are provided to the publisher free or at a nominal charge. On request, the publisher must submit contracts entered into with producers of parts or sections.

3.3.3 Enclosures at First-Class Mail or Standard Mail Prices

Material paid at First-Class Mail or Standard Mail prices may be enclosed in a Periodicals mailpiece subject to these conditions:

- a. The total weight of all enclosed Standard Mail material must be less than 16 ounces.
- b. Postage and fee payment is subject to [703.9.8](#), [703.9.8](#) and [707.16.3](#). A permit imprint that may appear on a First-Class Mail or Standard Mail enclosure must not be visible when the mailpiece is prepared for mailing.
- c. When enclosing nonincidental First-Class Mail or any Standard Mail, combination envelopes or containers with separate parts for the two classes of mail may be used. If both the sender's and addressee's names and addresses are not on both pieces, the sender's name and address must be placed on one piece and the addressee's name and address on the other. Combination containers with inseparable parts may bear the names and addresses on only one part.
- d. The applicable “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any Standard Mail enclosure. See [703.9.7.2](#).

3.3.4 Loose Enclosures at Periodicals Prices

[5-12-08] Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals prices, subject to the corresponding conditions:

- a. An incidental First-Class Mail piece must be closely related but secondary to the Periodicals publication with which it is enclosed. If the publication otherwise consists entirely of nonadvertising material, an incidental First-Class Mail

707.3.3.5

enclosure may be treated as nonadvertising material. In all other cases, an incidental First-Class Mail enclosure is considered part of the advertising portion of the publication. Examples of an incidental First-Class Mail enclosure are a bill for the publication, a statement of account for past publication purchases, or a personal message or greeting included with the publication.

- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or accompanied by, printed material containing information related exclusively to a receipt or request or order for a subscription provided the printed material does not advertise, promote, or offer for sale other products or services.
- c. A card or form for the recipient's use in providing address correction information to the publisher may be printed or written; prepared as a card or envelope, including business reply, or as a combination form for two or more Periodicals publications issued by the same publisher; inserted in an envelope that is attached to, bound in, or loose within the publication; or prepared as a detachable part of another permissible enclosure.
- d. A publisher's printed letter, including facsimile signature as a permissible loose enclosure with a Periodicals publication provided the printed letter is limited to the publisher promoting the publication; or announcing or describing changes to the publication, e.g. title, format, frequency, terms or conditions of a subscription; or other business of the publication, as long as the printed letter includes no other advertising for the publisher or any other party.
- e. Enclosures listed in [3.3.4b](#) and [3.3.4c](#) are not counted when determining the percentage of advertising in the publication, but they are included in the total weight of the publication reported on the postage statement.

3.3.5 Supplement

A supplement is one or more pages (subject to [3.3.1](#)) formed by one or more printed sheets that are not bound into a publication. A supplement may be devoted to a single topic and may contain material different from that in the host publication. The external dimensions of a supplement (its length and height) may not exceed those of the host publication except when the host publication and the supplement are contained in an envelope, polybag, or other complete wrapper. Supplements are also subject to these conditions as applicable:

- a. A loose supplement to a bound Periodicals publication must contain at least 25% nonadvertising material and bear the endorsement "Supplement to" followed by the title of the publication; the name of the publisher; or "Periodicals Publication." A bound publication with one or more supplements must be enclosed in a wrapper. If a supplement to a bound publication is formed of more than one sheet, all sheets making up the supplement must be bound together.
- b. A supplement to an unbound publication must be combined with and inserted within the publication under [3.5.4](#). If the supplement is included loose outside the unbound publication, the publication and its supplement must be enclosed

in a wrapper or envelope, and the supplement must bear the endorsement “Supplement to” followed by the title of the publication; the name of the publisher; or “Periodicals Publication.”

3.3.6 Cover and Protective Cover

A cover may be placed on the outside of a Periodicals publication. A protective cover is an additional cover placed around the outside of a publication; preparation is subject to 3.5.6. Advertising, nonadvertising, or both may be printed on the cover or protective cover. The cover and protective cover on a publication are included when measuring advertising percentage. Nothing may be attached to the cover or protective cover except as permitted under 3.3.8.

3.3.7 Mailing Wrapper

A mailing wrapper is an envelope, sleeve, partial wrapper, or polywrap used to enclose the mailpiece. Advertising may be printed on the mailing wrapper and is included when measuring advertising percentage. Nothing may be attached to the mailing wrapper except as permitted under 3.3.8.

3.3.8 Attachment

[1-3-08] Mailers may attach the following material to a cover, protective cover, or mailing wrapper of a publication:

- a. Stickers of any size and shape.
- b. Material allowed as a loose enclosure described in 3.3.3, *Enclosures at First-Class Mail or Standard Mail Prices*, or 3.3.4, *Loose Enclosures at Periodicals Prices*. When nonincidental First-Class Mail and/or Standard Mail enclosures (see 3.3.3) are attached, the marking “First-Class” or “Letter Enclosed” must be on a First-Class Mail attachment; “Standard” or “STD,” on a Standard Mail attachment.
- c. Material normally allowed within the contents of the publication composed of advertising, nonadvertising, or a combination of both may be attached to the cover or protective cover only when the publication and attached material are enclosed in a wrapper or prepared under 3.5.4. No portion of the publication title may be obscured.

3.3.9 Printed Addition

Only the following may be printed on a copy of a Periodicals publication after it is printed or placed on its cover, protective cover, or mailing wrapper:

- a. The name and address of the intended recipient or of the publisher or sender.
- b. The printed title of the publication and its place of publication.
- c. The expiration date of the subscription.
- d. The request for address correction information from the addressee.
- e. The words “Sample Copy” (if the copy is a sample), “Marked Copy” (if the copy contains a marked item or article), or “Address Service Requested” (if the copy is to be returned to the sender if undeliverable as addressed).
- f. The number of copies enclosed in a bundle (on the outside of the bundle) or a bundle count such as “2 of 4” (on the bundle wrapper).

707.3.3.10

- g. Corrections of typographical errors or a mark, except by written or printed words, to call attention to a word or passage.
- h. Printed messages not required to be mailed as First-Class Mail or Express Mail.

3.3.10 Label Carrier

A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper, subject to these conditions:

- a. The label carrier must include the following elements:
 - 1. The title of the Periodicals publication or the name and address of the publisher. Mailers may also include incidental graphics of the host Periodicals publication, other Periodicals publications of the publisher, or Periodicals publications of one or more affiliates or subsidiaries of the publisher (or any combination thereof), provided that all of the publications are under common 100% ownership. If such graphics are used they are treated as advertising, and mailers must use an area no larger than 3 inches by 5 inches to show the title of the Periodicals publication or the name and address of the publisher and the graphic or graphics.
 - 2. The Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address side (unless “Periodicals” is printed on the address side of the polybag).
 - 3. The address to which the mailpiece can be returned if undeliverable, if endorsed “Address Service requested.”
- b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals authorization), including a request or subscription form.
- c. As applicable, the label carrier may show the endorsement “First-Class Mail Enclosed,” “Standard Mail Enclosed,” or “Ride-Along Enclosed,” or the permit imprint used to pay postage for the First-Class Mail or Standard Mail enclosure if that permit imprint is below the Periodicals imprint or the word “Periodicals.”
- d. Other printed information, whether advertising or nonadvertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. Incidental text calling attention to information on the reverse, or to information within the contents of the Periodicals publication, may be placed on the front of the label carrier. If any information referred to on the reverse of the label carrier or within the contents of the Periodicals publication is advertising, the incidental text on the front also is treated as advertising.

3.4 Impermissible Mailpiece Components**3.4.1 General**

Regardless of preparation or characteristics, the materials described in [3.4.2](#) through [3.4.4](#) are not eligible for Periodicals prices.

3.4.2 Prohibited Material

Material that contains any one of the following printed items or that is referred to in a component of the Periodicals mailpiece (by the use of one of these items) is ineligible to be mailed at Periodicals prices:

- a. A separate price or subscription instructions different from those of the host publication.
- b. The word “catalog.”
- c. A First-Class Mail, Standard Mail, Parcel Select, or Package Services permit imprint.
- d. An ISBN (International Standard Book Number).
- e. An ISSN (International Standard Serial Number) or USPS number different from that of the host publication.

3.4.3 Products

Products may not be mailed at Periodicals prices. Examples include stationery (such as pads of paper or blank printed forms); cassettes; floppy disks; merchandise; envelopes containing enclosures, other than receipts, orders for subscriptions, and incidental First-Class Mail material; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale.

3.4.4 Package Services and Parcel Select

Neither Package Services or Parcel Select mail pieces may be combined with a Periodicals publication.

3.4.5 Nonprinted Sheets

Any matter not formed of printed sheets (except as permitted under [3.3.1a](#)) is not eligible for Periodicals prices.

3.5 Mailpiece Construction

3.5.1 Bound/Unbound

Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by [3.5.7](#). A bound publication is a publication in which pages are securely held together by two or more staples, spiral binding, glue, stitching, or other permanent fastening. All other publications are unbound, including folded multisheet and single-sheet publications and those in which pages are loose and collated (“nested”) or in which pages are held together by a single staple.

3.5.2 Size and Weight

[\[7-15-07\]](#) Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size and weight limits apply to letters and machinable and nonmachinable flat-size pieces.

3.5.3 Uniformity

Flat-size pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat-surfaced ride-along enclosures, loose subscription materials, and flat-surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained.

3.5.4 Without Mailing Wrapper

When the mailpiece does not have a mailing wrapper, all the components of an unbound publication must be combined with and inserted inside the publication. Only enclosures mailable at Periodicals prices under [3.3.4](#) may be included loose inside a bound unwrapped publication. An enclosure under [3.3.3c, Enclosures at First-Class Mail or Standard Mail Prices](#), or [3.3.4, Loose Enclosures at Periodicals Prices](#), or a single sheet prepared as an attachment under [3.3.8c](#), may be securely attached along the bound edge on the outside of an unwrapped publication if it does not exceed any dimension of the cover of the publication and comes within 3/4 inch of the edge opposite the fold or binding.

3.5.5 With Mailing Wrapper

Except as provided in [3.3.5, Supplement](#), when the mailpiece is completely enclosed in a mailing wrapper, the components may be placed anywhere within that wrapper. When a sleeve or other partial wrapper is used, the components must be secured so that they do not fall out during handling. Bound publications carrying loose supplements or prepared in physically separate parts or sections must be either completely enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or inserted within a sleeve so that the component parts do not become separated while in the mail.

3.5.6 Cover Page and Protective Cover

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding.

Exception: Flat-size pieces may have short covers as provided in [301.3.5.2](#). If the host publication is bound, the protective cover must be permanently attached to the publication.

3.5.7 APO/FPO Copy

Any single copy of an unbound publication that includes any enclosure, supplement, or more than one part or section and that is mailed to an APO/FPO address must be completely enclosed in a mailing wrapper.

3.5.8 Postal Inspection

Periodicals mail must be prepared so that it can be easily examined. The mailing of publications at Periodicals postage prices represents consent by the sender to USPS inspection of the contents whether loose or inserted in envelopes, wrappers, or other covers. Mailers who want to ensure that publications are not opened for postal inspection must pay First-Class Mail prices and mark such mail accordingly.

3.6 Printed Features

3.6.1 Publication Title and Address Notice

The publication title must be displayed prominently on the publication and any protective cover. The title or the name and address of the publisher must be displayed prominently on any opaque mailing wrapper. The publication title, followed immediately by the USPS publication number (or ISSN if one has been assigned), and the mailing address to which undeliverable copies or change-of-address notices are to be sent may be shown in the upper left corner of the address side of a mailing wrapper or directly on the outside of the host publication if it can be read when the mailing wrapper is in place. The publication number includes an alpha prefix and is to be within parentheses, for example, THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

3.6.2 Periodicals Imprint

Mailing wrappers that completely enclose the host publication must bear the Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address area. If a clear plastic wrapper is used, those words may appear anywhere on the address side of the wrapper or the topmost item inside.

3.6.3 Advertising

Advertising may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 3.3.4e, all advertising must be included in the advertising portion of the issue measured under 16.0 and 17.0. Different advertising may occupy the same space in different editions of the same issue.

3.6.4 Marking of Paid Reading Matter

Under 18 USC 1734, if a valuable consideration is paid, accepted, or promised for the publication of any editorial or other reading matter in a Periodicals publication, that matter must be plainly marked “advertisement” by the publisher. When a single item of paid editorial or other reading matter occupies more than one page, it need only be marked “advertisement” on the first page. The word “advertisement” may be included in a statement that explains why the material is marked “advertisement.” Such a statement must be prominent on the first page of the material and the word “advertisement” in the statement must be in bold or italicized print or otherwise emphasized so that it can be plainly seen. Editors or publishers who print such matter without plainly marking it “advertisement” are subject to a fine of not more than \$500.

707.4.1

4.0 Basic Eligibility Standards

4.1 **Second-Class Mail**

On July 1, 1996, Second-Class Mail was renamed “Periodicals.”

4.2 **Qualification Categories**

All Periodicals publications must be authorized Periodicals mailing privileges under one of five qualification categories (general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications). These publications are subject to the general standards below and the standards for each respective category.

4.3 **General**

Only newspapers and periodical publications meeting the mailability standards in 601 and the general and applicable specific standards in 4.0 through 15.0 and 29.0 may be authorized mailing at the Periodicals prices.

4.4 **Periodical Publications**

4.4.1 **Definition and Characteristics**

For Periodicals purposes, *periodical publication* or *periodical* is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

- a. The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, format, theme, or subject matter.
- b. The primary purpose of the periodical must be the transmission of information.
- c. The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and nonadvertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.
- d. The primary distribution of each issue must be made before that of each succeeding issue.

4.4.2 **Other Publication Types**

The following types of publications also qualify as periodical publications:

- a. Any catalog or other course listing (including mail announcements of legal texts that are part of post-bar admission education) issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
- b. Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.
- c. Any transportation guide containing schedules, fares, and related information.

4.4.3 Restriction

Material that has been, or is intended to be, distributed primarily as a book may not be converted into an issue of a periodical by merely placing a periodical's title on it, placing the material within a periodical's cover, or using similar superficial methods. This restriction does not prohibit excerpts or condensations of books from being proper subject matter for periodicals.

4.5 Printed Sheets

Periodicals publications must be formed of printed sheets. Sheets may be die cut or deckle-edged and may be made of paper, cellophane, foil, or other similar materials. They may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted. Any style of type may be used.

4.6 Known Office of Publication**4.6.1 Location**

The publisher of a Periodicals publication must maintain a known office of publication at the location where the original entry for Periodicals mailing privileges is authorized.

4.6.2 Purpose

The known office of publication must be a public office for transacting the business of the publication during normal business hours. It must also be the office where the publication's circulation records are kept or can be available for USPS examination.

4.7 Regular Issuance**4.7.1 Frequency**

Each Periodicals publication must be issued at a regular frequency of at least four times a year.

4.7.2 Statement of Frequency

The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (for example: daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August).

4.7.3 Compliance With Frequency

All issues must be published regularly as called for by the statement of frequency. To change the number of issues scheduled or the statement of frequency, the publisher must file an application for reentry. If a publication does not maintain regular issuance according to its stated frequency, even after USPS notice, the PCSC revokes the publication's Periodicals mailing privileges.

4.8 Eligible Formats**4.8.1 Complete Copies**

Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals prices. Incomplete copies (for example, those lacking pages or parts of pages) are subject to the applicable First-Class Mail, Standard Mail, or Package Services prices.

707.4.8.2

4.8.2 Issues and Editions

Issues and editions of a Periodicals publication may be mailed at the applicable Periodicals prices if they show continuity and meet the applicable standards in [4.9, Issues](#), or [4.10, Editions](#).

4.9 Issues**4.9.1 Regular Issues**

Regular issues must be published according to the publication's stated frequency. The publication of regular issues of general and requester publications must be reflected in the publication's identification statement and (where applicable) in the subscription price. For requester publications, copies must be distributed to requesters.

4.9.2 Extra Issues

Extra issues, not shown in the publication's stated frequency, published for communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may be mailed occasionally at Periodicals prices. The original entry Post Office must receive written notice of these issues before they are mailed.

4.9.3 Content

Issues may include annual reports, directories, buyers' guides, lists, and similar material prepared as part of the content if copies of these issues bear the publication title and are included in the regular subscription price.

4.9.4 Mailing Issues—Same Day

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.
- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of the other issue distributed on that same day.

4.9.5 Mailing Issues—Different Day

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, but not on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.

- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of any other issue distributed during the period between the distribution of each of the issues whose eligibility is being examined.

4.10 Editions

4.10.1 Types

Issues mailed at Periodicals prices may be prepared in editions (such as demographic or morning). Subscribers and requesters must not routinely receive more than one edition of any issue.

4.10.2 Extra Editions

Extra editions may be mailed at Periodicals prices to communicate news and information received too late for the regular edition. Extra editions may not be intended for advertising.

4.10.3 Content

Editions may differ in content, but not so much that they constitute separate and independent publications. A separate publication is not acceptable as an edition of another publication.

4.11 Back Issues and Reprints

Periodicals prices may be paid on mailings of unbound back issues (if the publication's Periodicals entry is in effect), reprint copies of daily publications printed within 1 week of the issue date, and reprint copies of other than daily publications printed before the next issue is printed. Other mailings of back issues or reprint copies, including permanently bound back issues or reprint copies, are subject to the applicable First-Class Mail, Standard Mail, or Package Services prices.

4.12 Identification

4.12.1 Title

The publication title must be shown on the front or cover page in a position and in a type style and size that distinguish the title from the publisher's name or other items.

4.12.2 Identification Statement

An identification statement, in an easily read type, must be included in all copies of publications authorized Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges.

4.12.3 Unbound Publication

In an unbound publication, the identification statement must be shown conspicuously in one of the following places:

- a. On one of the first five pages.
- b. On the table of contents page.
- c. In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication.

4.12.4 Bound Publication

In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in [4.12.3](#) or on one of the last three nonadvertising pages inside the back cover.

4.12.5 Identification Statement Content

The identification statement must contain:

- a. The publication title and number. The publication number includes an alpha prefix and must be within parentheses immediately after or below the publication title. If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (for example, "THE WEEKLY JOURNAL" (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (for example, "THE CIVIC BULLETIN" (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.
- b. The issue date. The date may be omitted if it is on the front or cover page.
- c. A statement of frequency, such as described in [4.7.2](#).
- d. The issue number. Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.
- e. At the publisher's option, the subscription price, if the publication has one.
- f. The name and address of the known office of publication, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The street name and number are optional if there is no letter carrier service. The known office of publication must be clearly distinguishable from the name of other offices of the publication. For foreign publications, the address of the publisher's agent must be shown as the known office of publication.
- g. The imprint "Periodicals Postage Paid at..." or, if mailed at two or more offices, "Periodicals Postage Paid at... and at additional mailing offices." A notice of pending application is shown instead if copies are mailed while an application is pending: "Application to Mail at Periodicals Postage Prices is Pending at..."
- h. The mailing address for change-of-address orders, in the normal text type of the publication: "POSTMASTER: Send address changes to [publication title and mailing address]." Publications that are wrapped may use an alternative measure under [3.3.7](#) and [3.3.10](#). Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

4.13 Advertising Standards**4.13.1 Definition of Advertising**

Advertising is restricted or prohibited by [6.1.3](#) and [6.2.3](#) for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

- a. All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
- b. Reading matter or other material for the publication of which an advertising price is charged.
- c. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in the publication in which a display advertisement appears.
- d. A newspaper's or periodical's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

4.13.2 Definition of Public Service Announcement

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any material related to the business interests of the publisher, and which promotes programs, activities, or services of federal, state, or local governments or of nonprofit organizations, or matters generally regarded as in the public interest. A public service announcement is not treated as advertising.

4.14 Fees

4.14.1 Fee Required

The required fee must accompany an application for:

- a. Periodicals mailing privileges (original entry).
- b. News agent registry.
- c. Additional entry (unless excepted in [4.14.2](#) or [4.14.3](#)).
- d. Reentry (unless excepted in [4.14.2](#) or [4.14.3](#)) to request a:
 1. Change in title, frequency of issuance, or original entry office.
 2. Change in qualification category.
 3. Change in eligibility from preferred prices or the preferred price discount to regular Outside-County prices.
 4. Modification or cancellation of an additional entry.

4.14.2 No Fee

No fee is charged if reentry is only to change eligibility to preferred prices or the preferred price discount.

4.14.3 Single Fee

Only one fee is charged for a single complete additional or reentry application that requests establishing, modifying, or canceling one or more additional entries if the effective dates for the requested actions do not exceed 30 calendar days.

4.14.4 Return of Fee

After an application is filed with the USPS, no part of the fee is returned to the applicant.

707.4.14.5

4.14.5 Address Correction

The fee for manual or automated address correction service is charged per notice issued.

5.0 Applying for Periodicals Authorization**5.1 Original Entry Application****5.1.1 General Publications**

To apply for Periodicals mailing privileges in the general publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part B may be left blank when submitted under the “New Launch” procedure.
- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all supporting information required on the application and must keep (and make available for USPS examination) records that establish that the publication is not designed primarily for free or nominal price circulation.

5.1.2 Publications of Institutions and Societies

To apply for Periodicals mailing privileges in the publications of institutions and societies category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (for example: “*Resolved: That a copy of each issue of [publication title] shall be sent to each member of [organization name] and that [\$] of each member’s annual dues of [\$] shall be for a year’s subscription to that publication.*”). Records must be kept accordingly. The written assurance of a responsible official that such records are kept must accompany the application on Form 3500, with a certified copy of the resolution adopted.
- c. The information required on the form must be submitted with the application.

5.1.3 Publications of State Departments of Agriculture

To apply for Periodicals mailing privileges in the publications of state departments of agriculture category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. Evidence that the publication is issued by a state department of agriculture must accompany the application.

5.1.4 Requester Publications

To apply for Periodicals mailing privileges in the requester publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part C may be left blank when submitted under the “New Launch” procedure.
- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all information required on the application and must keep (and make available for USPS examination) records showing that the primary distribution of the publication is to persons who have requested it.

5.1.5 Foreign Publications

To apply for Periodicals mailing privileges in the foreign publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. The publisher or publisher’s agent must have available for USPS verification all information on the form.

5.1.6 News Agent Registry

To apply for news agent registry:

- a. Form 3500 must be completed and filed at each Post Office where mailings are to be made.
- b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for mailing are entitled to Periodicals prices and that the copies are sent to actual subscribers or other news agents for sale or distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications.

5.1.7 Publication Copies

Applications under [5.1.1](#) through [5.1.5](#) must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in [4.12](#), marked to show the advertising content, and the percentage of advertising must be shown on the cover.

5.1.8 Translation

If a publication is printed in a foreign language, a brief translation of the contents of the copies (a synopsis of each article and advertisement) must accompany the application.

5.1.9 Fee

The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable.

707.5.1.10

5.1.10 Location

The location shown on the application as the original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) may not be authorized as original entries.

5.2 Mailing While Application Pending**5.2.1 Mailing Before Approval**

A publisher or news agent may not mail at Periodicals prices before the PCSC approves the application for Periodicals mailing privileges. Postage at the applicable First-Class Mail, Standard Mail, or Package Services prices must be paid while the application is pending.

5.2.2 Record of Deposits

If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. The amount that would be charged at the applicable Standard Mail or Package Services prices must be paid until final action is taken on the application. No record is kept of postage paid at First-Class Mail prices or of postage not paid by advance deposit account. Records are kept for First-Class Mail price mailings that may qualify for a refund under the exception in [5.3.6e](#).

5.3 Decision on Application**5.3.1 Ruling**

The PCSC manager rules on all applications for Periodicals mailing privileges or news agent registry.

5.3.2 Additional Information

Before acting on an application, the PCSC manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

5.3.3 Mailability

If the PCSC manager grants an application for original entry, this approval does not represent a USPS determination that a publication is mailable under 39 USC 3001(a) and 18 USC 1461 and 1463. (See *Blount v. Rizzi*, 400 U.S. 410 (1971).)

5.3.4 Effective Date

The authorization takes effect on the date of application or the date of eligibility for Periodicals mailing privileges (or for news agent registry), whichever is later.

5.3.5 Refund

Except as noted in [5.3.6](#), when an authorization for Periodicals mailing privileges is granted, the postmaster refunds to the applicant the difference, if any, between the postage amount deposited and the applicable Periodicals postage for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry Post Office kept the necessary records.

5.3.6 No Refund

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.
- c. Postage not paid by advance deposit account for which the required records were kept.
- d. Postage at any price affixed to copies of the publication.
- e. Postage paid at Express Mail or First-Class Mail prices. Exception: When postage is deposited at single-piece First-Class Mail prices because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.
- f. Postage on mailings not meeting the applicable preparation or other eligibility standards for Periodicals.

5.3.7 Denial and Appeal

If the PCSC denies an application, the applicant is notified in writing and given the reasons for the denial. The denial takes effect 15 days from receipt of the notice by the applicant, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). If the manager of Mailing Standards upholds the denial of an application submitted under the “New Launch” procedure or an application for news agent registry, that is the final agency decision. For other applications, the manager’s denial takes effect 15 days from the applicant’s receipt of the notice unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice of denial.

5.4 Revocation or Suspension of Privileges

5.4.1 Revocation

The USPS revokes a publication’s or news agent’s Periodicals mailing privileges if it finds, after a hearing, that the publication or news agent no longer meets the applicable standards.

5.4.2 Initial Decision

The PCSC manager may ask a publisher or news agent to submit information on a publication’s eligibility for Periodicals mailing privileges. If the manager decides that a publication or news agent is no longer entitled to Periodicals mailing privileges, a notice of suspension or revocation of Periodicals mailing privileges is sent to the publisher or news agent at the last known address of the office of publication or of the news agent, giving the reasons for the ruling.

5.4.3 Appeal

A ruling to suspend or revoke a publication’s Periodicals mailing privileges takes effect 15 days from the publisher’s receipt of the notice unless, during that time, an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). If the manager upholds the denial of a news agent’s appeal, that is the final agency decision. For other actions, the manager’s decision takes effect 15 days from its receipt by the publisher unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice.

707.6.1

6.0 Qualification Categories

6.1 General Publication

6.1.1 Basic Standards

General publications must meet the applicable basic standards for Periodicals in 4.0 through 9.0 and 11.0 and must be originated and published to disseminate information of a public character or be devoted to literature, the sciences, art, or some special industry.

6.1.2 Circulation Standards

General publications must meet these circulation standards:

- a. General publications must have a legitimate list of subscribers who have paid or promised to pay, at more than a nominal price, for copies to be received during a stated time.
- b. Records for subscriptions to a publication obtained with subscriptions to one or more other publications must be kept so that individual subscriptions to each publication, by title, can be verified.
- c. Persons whose subscriptions are obtained at a nominal price and those whose copies bear an alternative form of address must not be included in the legitimate list of subscribers. These copies must be treated as nonsubscriber copies, subject to the applicable price.
- d. Subscriptions may be paid for with dues or contributions, if the dues or contributions and the subscription price are separated to show compliance with 6.1.2, including the amount paid for the subscription. The USPS may require evidence of compliance (such as the forms used to obtain payments for dues and subscriptions). For example, dues statements would read: "Annual membership dues of [\$] include [\$] for a 1-year subscription to [Title]."
- e. To determine whether a subscription is genuine, it must be so separated from all other business transactions as to constitute a distinct, voluntary, and independent act. Publishers must be able to show that subscriptions to their publications are voluntary, that the subscription price is paid or definitely promised, and that the relationship of subscriber is understood and agreed to.
- f. At least 50% of a publication's distribution must be to persons who have paid above a nominal price. Nominal price subscriptions include those sold at a subscription price so low that the price cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 70% of the basic annual subscription price that would entitle the subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.
- g. Publications primarily designed for free circulation and/or circulation at nominal prices may not qualify for the general publications category. For this standard, the distribution of all copies of a publication is considered, whether circulated in

the mail or otherwise. Publications are considered primarily designed for free circulation and/or circulation at nominal prices when more than 50% of all copies circulated are:

1. Provided free of charge to the ultimate recipients;
2. Paid for at nominal prices by the ultimate recipients;
3. Addressed with an alternative form of address; or
4. Intended by the publisher to be circulated for free and/or at nominal prices.

6.1.3 Advertising Standards

Advertising is defined in 4.13. General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

- a. Contain more than 75% advertising in more than half of the issues published during any 12-month period.
- b. Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.
- c. Consist principally of advertising and articles about advertisers in the publication.
- d. Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.
- e. Are published under a license from individuals or organizations and that feature other businesses of the licensor.

6.2 Publications of Institutions and Societies

6.2.1 Basic Standards

A publication that meets the applicable basic standards in 4.0 through 9.0 and 11.0 and contains only the publisher's own advertising and not, under any condition, the advertising of other persons or organizations, is eligible for Periodicals mailing privileges if it is:

- a. Published by a regularly incorporated nonprofit institution of learning, that is, an organization of a permanent nature where instruction is given in the higher branches of education only, owing its origin to private or public munificence, and established solely for the public good and not for private gain.
- b. Published by a regularly established state institution of learning supported in whole or in part by public taxation.
- c. Published by any public or nonprofit private elementary or secondary institution of learning or its administrative or governing body.
- d. A bulletin issued by a state board of health, a state industrial development agency, a state conservation or fish and game agency or department, or a state board or department of public charities or corrections.

707.6.2.2

- e. A program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

6.2.2 Types of Publications

Publications are eligible for Periodicals mailing privileges if they meet the basic standards of 4.0, contain only the publisher's own advertising or general advertising subject to 6.2.3, and are published by:

- a. A benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of at least 1,000 persons (publications under the auspices of the society or order are also eligible).
- b. A trade union (publications under the auspices of the union are also eligible).
- c. A strictly professional society, that is, a group consisting solely of persons who have obtained professional status by advanced educational training, experience, specialized interest, or peer examination. Where applicable, public certification in a particular field of the arts or sciences (such as engineering, law, or medicine) is considered in determining eligibility. The members must be engaged in their given profession under its binding standards of performance and conduct on which the public is entitled to rely.
- d. A strictly literary society, that is, an organization whose sole purpose is to encourage and cultivate an appreciation of general literature, a literary subject, or an author of recognized literary accomplishment. The membership must be composed of individuals who discuss or analyze the style, composition, or other characteristics of the literature or authors in which they have a common interest.
- e. A strictly historical society, that is, an organization whose sole purpose is to discover, collect, and systematically record the history of civilization or of a particular segment. Such a society should preserve this material and make it available to its members and the general public, and should extend education by producing published material, holding regular meetings, presenting addresses and lectures, or using mass media.
- f. A strictly scientific society, that is, an organization whose sole purpose is to bring individuals together for scientific investigations and pursuits in the applied, pure, or natural sciences, and to disseminate technical information on these subjects.
- g. A church (a congregation of worshippers who conduct religious services) or a church organization (organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches).

6.2.3 Advertising Standards

Advertising is defined in 4.13. A publication qualifying for Periodicals mailing privileges under 6.2.2 may contain advertising of other organizations or persons if:

- a. It is not designed or published primarily for advertising purposes.
- b. It is originated and published to further the purposes of the qualifying organization.

- c. Its mailed circulation is limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, at least 50% of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10% of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

6.3 Publications of State Departments of Agriculture

6.3.1 Basic Standards

A publication issued by a state department of agriculture that meets the basic standards in 4.0 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising.

6.3.2 In-County Prices

For determining the number of copies qualifying for In-County prices, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

6.4 Requester Publications

6.4.1 Basic Standards

A publication, whether circulated free or to subscribers, may be authorized Periodicals prices if it meets the basic standards in 4.0 and:

- a. Each issue contains at least 24 pages.
- b. No issue contains more than 75% advertising (as defined in 4.13).
- c. The publication is not owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control the publication.

6.4.2 Circulation Standards

Requester publications must meet these circulation standards:

- a. The publication must have a legitimate list of persons who have requested the publication, and 50% or more of the copies must be distributed to persons who have made such requests.
- b. Subscription copies of the publication that are paid for or promised to be paid for, including those at or below a nominal price, may be included in the determination of whether the 50% request requirement is met.
- c. Persons are not deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration.
- d. Records of requests for a publication obtained with subscriptions or requests for one or more other publications must be kept so that individual subscriptions or requests for each publication, by title, can be verified.
- e. Requests that are more than 3 years old cannot be considered valid requests. Copies addressed using an alternative address format are not considered requested copies, and persons are not considered to have requested the publication if their copies are addressed in that manner.

707.6.5

- f. When a requester publication is issued by a membership organization, the organization may adopt a resolution specifying that each member receive a copy of each issue of the publication. *For example: "Resolved: That a copy of [publication title] shall be sent to each member of [organization name]."* Records must be kept to show that the publication is sent to organization members. Form 3500 must be accompanied by a certified copy of the resolution adopted and the written assurance of a responsible official that the required records are kept.

6.5 Foreign Publications**6.5.1 Basic Standards**

Foreign newspapers and other periodicals that meet the basic standards in 4.0 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges.

6.5.2 Known Office

The known office of publication may be the office of the publisher's agent.

6.5.3 Prices

Foreign publications eligible for Periodicals mailing privileges are subject to the same Periodicals prices as domestic (U.S.) publications.

6.5.4 Circulation Standards

Review of applications is based only on U.S. circulation.

6.5.5 Copyright

This standard does not authorize the mailing of a publication that violates a copyright granted by the United States.

6.6 News Agent Registry**6.6.1 Definition**

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher.

6.6.2 Authorization

A news agent must be authorized by the USPS before the agent may mail Periodicals publications at Periodicals prices.

6.6.3 Remailing

A news agent may not remove bundles of copies from a Post Office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage.

6.6.4 Unsold Copies

Unsold copies returned to the publishers or other news agents, or copies sent to other news agents for purposes other than sale, or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals prices.

6.6.5 Parts Returned

Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable Standard Mail or Package Services prices.

7.0 Mailing to Nonsubscribers or Nonrequesters

7.1 Sample Copies

Sample copies are nonsubscriber or nonrequester copies. They may be mailed at the prices and under the applicable standards below and in [10.0, Preferred Periodicals](#).

7.2 Simplified Address

Nonsubscriber or nonrequester copies may be mailed to boxholders with each copy addressed in the simplified address format if such copies are mailed to each boxholder on a rural route or highway contract route, or to each boxholder at Post Offices that do not have city carrier service. Copies addressed in this manner may be mailed only to nonsubscribers or nonrequesters. If simplified address mailing results in a subscriber or requester receiving a copy in addition to his or her subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

7.3 Advertising Copies

Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser, are nonsubscriber or nonrequester copies. Those copies are subject to the applicable prices for nonsubscriber or nonrequester copies.

7.4 Gift Subscriptions

The subscription list may contain the names of persons whose subscriptions were paid by other individuals as gifts; these subscriptions are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are *not* gift subscriptions, and are considered nonsubscriber or nonrequester copies subject to the corresponding prices.

7.5 Exchange Copies

A small part of the subscription list may contain publishers to whom copies are sent in exchange for copies of the recipients' publications. Only one copy may be sent to each publisher. These exchange copies are considered subscriber or requester copies.

7.6 Expired Subscription

Copies may be mailed at the prices that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. These copies are *not* considered subscriber copies for determining eligibility for Periodicals mailing privileges, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under [8.0, Record Keeping Standards for Publishers](#).

7.7 Complimentary Copies

All complimentary copies, including copies sent in fulfillment of subscriptions given free by the publisher, are considered nonsubscriber or nonrequester copies subject to the corresponding prices.

707.7.8

7.8 Proof Copies

One complete copy of each issue may be mailed at the applicable subscriber prices to each advertiser (or representative or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies for Periodicals prices and eligibility. If more than one proof copy in an issue is sent to an advertiser (or representative or agent), the additional copies are considered nonsubscriber or nonrequester copies subject to the corresponding prices.

7.9 Nonrequester and Nonsubscriber Copies**7.9.1 Nonrequester Copies**

For authorized Periodicals requester publications, up to 10% of the total number of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to requesters, and if the copies are presorted under applicable standards. Nonrequester copies within the 10% limit do not need to be commingled in a mailing with requester copies to be eligible for Outside-County prices.

7.9.2 Nonsubscriber Copies

For other publications authorized Outside-County prices, up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed to nonsubscribers at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to subscribers, and if the copies are presorted under applicable standards. Nonsubscriber copies within the 10% limit do not need to be commingled in a mailing with subscriber copies to be eligible for Outside-County prices.

7.9.3 Preferred Prices

For In-County prices, Nonprofit, Classroom, Science-of-Agriculture, Limited Circulation, and Limited Circulation Science-of-Agriculture publications, nonsubscriber (for Periodicals except requester publications) or nonrequester (for requester publications) copies up to 10% of the total number of copies mailed to subscribers or requesters during the calendar year may be mailed at the applicable Preferred prices or Preferred price discount, provided that the nonsubscriber or nonrequester copies would qualify as Preferred price or Preferred price discount publications if mailed to subscribers or requesters and if the copies are presorted under applicable standards. Nonsubscriber or nonrequester copies mailed over the 10% limit are not eligible for Preferred prices or the Preferred price discount. To qualify for regular Outside-County prices, the nonsubscriber or nonrequester copies over the 10% limit must be part of a presorted, commingled mailing (one that includes subscriber or requester copies). Subject to [11.3](#), nonsubscriber or nonrequester copies may be mailed at In-County prices up to a 10% limit of the total number of subscriber or requester copies of the publication mailed at In-County prices during the calendar year. Once the 10% calendar year limit is exceeded for the number of nonsubscriber or nonrequester copies that may be mailed at Preferred prices or the Preferred price discount, the nonsubscriber or nonrequester copies may not then be mailed at In-County prices even if the 10% limit separately applied to those prices is not exceeded.

7.9.4 Publications of Institutions and Societies

For publications of institutions and societies that are not authorized to contain general advertising, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

7.9.5 Mixed Preferred and Regular Prices

For publications authorized both Outside-County prices and In-County prices and/or Science-of-Agriculture prices, once the total number of nonsubscriber or nonrequester copies mailed during the calendar year (regardless of price) exceeds 10% of the total number of copies mailed to subscribers or requesters during the calendar year, further mailings of nonsubscriber or nonrequester copies are not eligible for any Preferred price. Nonsubscriber, or nonrequester, copies over the 10% allowance must be part of a presorted commingled mailing (i.e., including subscriber or requester copies) to qualify for Outside-County prices.

7.9.6 Copies Over 10% Allowance

Nonsubscriber or nonrequester copies, over 10% of the total number of copies mailed to subscribers or requesters during the calendar year, are eligible for Outside-County prices when they are commingled and presorted with subscriber or requester copies.

7.9.7 Excess Noncommingled Mailing

A mailing is not eligible for Periodicals prices if it consists entirely of nonsubscriber or nonrequester copies over the 10% limit of the total number of copies mailed to subscribers or requesters during the calendar year. These copies are subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services price.

7.9.8 Mixed Mailing

If all copies in a mailing are to nonsubscribers or nonrequesters, and some copies are within the 10% limit while the rest are over the 10% limit, the portion exceeding the 10% limit is not eligible for Periodicals prices. That portion is subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services price.

8.0 Record Keeping Standards for Publishers**8.1 Basic Standards****8.1.1 Purpose**

The publisher must keep records that can support the information required on the application for Periodicals mailing privileges (or any other form) and to confirm eligibility for entry of the publication at the requested Periodicals price. The records must show that the publication is distributed to a legitimate list of requesters (if applicable) or is not designed primarily for free circulation or circulation at nominal prices. If the publication is authorized to carry general advertising, the publisher must keep a list of legitimate subscribers. A publication of an institution or society that is authorized to carry general advertising may keep a list of subscribers or proof of a resolution to distribute to members, similar to that described in [5.0, Applying for Periodicals Authorization](#).

8.1.2 Information Required

Records must be available so that the USPS can determine:

- a. Number of copies printed.
- b. Manner of distribution and disposition of all copies.
- c. Accuracy of the zone distribution on the postage statement.
- d. The existence of a list of legitimate subscribers who have paid more than a nominal subscription price for publications authorized to carry general advertising (other than requester publications).
- e. The existence of a legitimate list of requesters for requester publications.

8.1.3 Retention

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS verification of circulation is done by a USPS- authorized audit bureau. A publisher whose records are verified by an authorized audit bureau is not required to keep source records of requests and subscriptions longer than required by the audit bureau.

8.1.4 Types of Records

These records may be used to meet the standards in [8.1.1](#) and [8.1.2](#):

- a. Print orders and invoices showing the total number of copies printed.
- b. Individual and bulk orders for subscriptions and nonsubscriber copies.
- c. Newsstand and vending machine sales and returns.
- d. Stubs or copies of receipts issued.
- e. Sales records and returns for over-the-counter sales.
- f. Cash books, bank deposit receipts, or similar records.
- g. Records of copies of the publication destroyed.

8.2 Verification**8.2.1 Purpose**

A publisher must make records available for USPS review and verification on a periodic basis to evaluate indications of ineligibility for Periodicals entry, to verify that the postage statement shows the correct number of copies mailed to each zone and the correct postage, and to confirm that publications authorized to carry general advertising meet the applicable circulation standards.

8.2.2 Authorized Verification

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications.

8.2.3 Independent Audit Bureau

To have an authorized independent audit bureau conduct the audit, the publisher must make that request directly to the bureau and advise the original entry postmaster. The audit bureau coordinates the verification with the original entry postmaster.

8.3 Statement of Ownership, Management, and Circulation

8.3.1 Filing Form 3526

The publisher of each Periodicals publication, including foreign publications accepted at Periodicals prices, must file Form 3526 by October 1 of each year at the original entry Post Office.

8.3.2 Content

The information provided on Form 3526 must allow the USPS to determine whether the publication meets the standards for Periodicals mailing privileges. This information includes, as applicable, the identity of the editor, managing editor, publishers, and owners; the owning corporation and its stockholders; any further corporations and stockholders that own at least 1% of the stock of a corporation owning the publication; known bondholders, mortgagees, and other security holders; and the extent and nature of the circulation of the publication, including the number of copies distributed, the methods of distribution, and how much of the circulation is paid in whole or in part.

8.3.3 Publication

The publisher of each publication authorized Periodicals mailing privileges as a general or requester publication must publish a complete statement of ownership, containing all information required by Form 3526, in an issue of the publication to which that statement relates; other publications are not required to publish this statement. A reproduction of the Form 3526 submitted to the USPS may be used. The required information must appear in an issue whose primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly, or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue whose primary mailed distribution is produced after October 1 for all other publications.

8.3.4 Noncompliance

If a publisher does not comply with the filing or publishing standards of 8.3 and, after notice from the postmaster, further fails to comply within 10 days, that publisher's eligibility for Periodicals prices is suspended until compliance occurs.

8.4 Nonsubscriber and Nonrequester Copy Distribution

8.4.1 Multiple Issues—Same Day

The USPS may require the publisher to submit Form 3541-C when an issue is regularly published on the same day as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-C and attach it to the postage statements submitted with the corresponding mailings.

8.4.2 Multiple Issues—Different Days

The USPS may require the publisher to submit Form 3541-E when an issue is regularly published during the same month as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-E and attach it to the postage statements submitted with the corresponding mailings.

9.0 Changing Title, Frequency, or Known Office of Publication**9.1 General****9.1.1 When Required**

Except under [9.1.2](#), the publisher must file an application for reentry on Form 3510 to change the title, frequency of issue, or location of the known office of publication of an authorized Periodicals publication.

9.1.2 When Not Required

An application for reentry is not required if the current and requested known offices of publication are served by the same Post Office; or if only the ownership of the publication is changed, unless that change disqualifies the publication from eligibility under [10.0](#) for Preferred Periodicals prices or from authorized entry under [6.0](#) as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

9.1.3 Where to File

To change the title or frequency of issuance of a Periodicals publication, the publisher must submit Form 3510 to the original entry postmaster. To relocate the known office of publication, the publisher must submit Form 3510 to the postmaster with jurisdiction over the requested new location.

9.1.4 Accompanying Documentation

A Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable), and that contain a complete identification statement that reflects the changes requested. A proof copy of the amended identification statement is acceptable if the publisher specifies the issue in which it is to be printed. Other documentation may be required:

- a. To change frequency of issuance: Form 3541-C (if the requested frequency of issuance includes more than one regular issue on any day) or Form 3541-E (if the requested frequency of issuance includes more than one regular issue per month, but not on the same day) (see [8.0, Record Keeping Standards for Publishers](#)).
- b. To change known office of publication: A complete distribution plan, including details on the mail volume to be deposited at the new original entry Post Office, regardless of whether relocation of the original entry Post Office changes that information. An additional fee (under [30.0, Additional Entry](#)) is not required if distribution changes affect only the original entry Post Office.

9.1.5 Location

The location shown on Form 3510 for the new original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) are not authorized as original entries.

9.1.6 Same County

Reentry may be authorized at a new original entry Post Office in the same county as an existing additional entry Post Office. If the publication is eligible for In-County prices, the publisher must give the original entry postmaster a copy of all postage statements claiming those prices to support compliance with the standards for In-County prices.

9.1.7 Filing Date

Publishers wanting to change the title or frequency of issuance of a publication must file Form 3510 by the date on which copies are to be issued with the new title or on the new frequency.

9.1.8 Effective Date

To permit adjustment of transportation without penalty to the USPS, the USPS may delay the effective date for a publisher's requested change in the known office of publication if the application was filed fewer than 40 days before that date.

9.1.9 Reentry Denial

Reentry may be denied at a Post Office where resources are not adequate for efficient and economical handling by postal transportation, distribution, and processing systems.

9.1.10 Application Fee

The correct fee must accompany an application for reentry to change a publication's title, frequency of issuance, or known office of publication. The fee is not refundable. No additional fee is required when Form 3500 is required as part of a reentry application.

9.1.11 Multiple Reentry Requests

A publisher may file a single Form 3510 and pay a single fee to request more than one reentry action under [9.1](#) if all required documentation is submitted with the Form 3510; all required information is given about the distribution plan for mailings at the new original entry Post Office (if applicable); and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions.

9.1.12 Other Actions

A publisher must submit a separate Form 3510 (and pay any required fee) for each reentry action under [28.4, Deposit at AMC/AMF](#), [30.0, Additional Entry](#), [10.0, Preferred Periodicals](#) (no fee), or [9.2, Changing Qualification Categories](#). A publisher must file a separate Form 3510 (and pay the applicable fee) if modifications are made to the publication's distribution plan other than the frequency of issuance or the location of the original entry Post Office.

9.2 Changing Qualification Categories

9.2.1 When Required

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file an application for reentry on Form 3510 with the original entry postmaster and pay the applicable fee.

9.2.2 When Not Required

An application for reentry is not required if only the ownership of the publication is changed, unless that change disqualifies the publication for eligibility for Preferred Periodicals prices, or for entry as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

9.2.3 Forms Required

The publisher must submit Form 3500 and Form 3510 to change a publication's authorization category.

9.2.4 Filing

The publisher must make all filings under [9.2.3](#) to the original entry postmaster.

9.3 Application for Reentry

9.3.1 Pending

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals prices, subject to [9.3.5, Effective Date](#).

9.3.2 Additional Information

The PCSC manager may ask for more information or evidence from the publisher to complete or clarify an application. Failure to provide such information is sufficient grounds to deny the application.

9.3.3 Proof of Compliance

The publisher must be able to show to USPS satisfaction that the publication, as reentered, still meets all applicable Periodicals standards. As evidence of continued qualification that must be made available with the application for reentry, circulation records must be available to allow USPS verification that all issues or editions of the publication, as reentered, meet applicable standards. Other documentation, including circulation records for other issues or editions, must be available on request. Failure to provide this evidence is sufficient grounds to deny the reentry request.

9.3.4 Ruling

The PCSC manager reviews and rules on an application for reentry.

9.3.5 Effective Date

An entry office may not be used before authorization by the USPS. A publisher may not pay postage at another price to deposit copies at an unauthorized entry office. Subject to the restrictions in [9.1.12](#) through [9.1.10](#), the effective date of a reentry authorization is the application date (if the publication was eligible on that date) or the eligibility date (if the publication became eligible after the application date). The requested effective date for a change in original entry office may be deferred temporarily until transportation or mail processing resources are in place to handle

the action requested. If deferral is due to USPS transportation contract limitations, the publisher's requested effective date may be approved with the publisher's agreement to reimburse the USPS for any cost caused by modifying or canceling contracted transportation.

9.3.6 Denial After Verification

If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the PCSC manager denies the reentry application and notifies the publisher in writing of the reasons for the denial. Within 15 days of receipt of such notice, the publisher may either return to the publication status before the application for reentry was submitted or appeal the denial under [9.3.8](#). If no appeal is filed, the denial takes effect 15 days from the publisher's receipt of the manager's decision.

9.3.7 Denial—No Verification

If the PCSC manager denies an application not requiring verification, the publisher receives written notice of the reasons for denial. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under [9.3.8](#) within that time.

9.3.8 Appeal

An appeal must be filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). The manager of Mailing Standards may ask the publisher for more information or evidence to clarify the appeal. Failure to provide such information is sufficient grounds to deny the appeal.

9.3.9 Mailing During Appeal

During the appeal:

- a. Copies of any issue of a publication denied reentry under [9.1](#) and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable Standard Mail or Package Services prices. For this standard, the pending status begins when the appeal is filed and continues until the end of the appeal process.
- b. Copies of a publication denied reentry under [9.2](#) are accepted at the currently applicable Periodicals price.
- c. The publisher must submit the applicable Periodicals and Standard Mail or Package Services postage statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under [9.3.12](#).

9.3.10 Refund

If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the Standard Mail or Package Services postage paid during the pending status if the publisher submits records to substantiate the amount of the refund. If the reentry application is denied on appeal, no refund is made.

9.3.11 Final Decision

The manager of Mailing Standards (see [608.8.0](#) for address) issues the final agency decision on appeals under [9.1](#).

707.9.3.12

9.3.12 Denial

If the manager denies an appeal under [9.2, Changing Qualification Categories](#), it is effective 15 days from the publisher's receipt of the decision unless, during that time, the publisher files an appeal with the USPS Recorder under 39 CFR 954, a copy of which accompanies the decision.

10.0 Preferred Periodicals**10.1 Nonprofit Eligibility—Basic Standards****10.1.1 Authorization**

To be mailed at Nonprofit Periodicals prices, a publication must be granted Periodicals entry and a Nonprofit authorization for which eligibility was established under [10.2](#) or [10.3](#).

10.1.2 Other Prices and Discounts Claimed

Each piece must also meet the standards for the prices or discounts claimed. Nonsubscriber or nonrequester copies are subject to [7.0](#).

10.1.3 Advertising Percentage

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use "0" as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece price charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion of the publication.

10.2 Nonprofit Eligibility—Qualified Organizations**10.2.1 Types of Organizations**

A publication issued by and in the interest of one of the types of organizations described in [10.2.3](#) through [10.2.10](#) qualifies for the Nonprofit prices if the organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

10.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [10.2.3](#) through [10.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

10.2.3 Religious Organization

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (such as churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

10.2.4 Educational Organization

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a specifically full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (such as a primary or secondary school, a college, or professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or on television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

10.2.5 Scientific Organization

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

10.2.6 Philanthropic (Charitable) Organization

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by laws, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views does not necessarily make it ineligible for Nonprofit prices as a philanthropic organization.

10.2.7 Agricultural Organization

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating

707.10.2.8

information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, and so forth; or by other activities related to agricultural interests.

10.2.8 Labor Organization

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers about grievances, labor disputes, wages, hours of employment, working conditions, and so forth (such as labor unions and employee associations).

10.2.9 Veterans' Organization

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

10.2.10 Fraternal Organization

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members who are elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not include such organizations as business leagues, professional associations, civic associations, or social clubs.

10.3 Nonprofit Eligibility—Other Qualified Organizations**10.3.1 Basic Standards**

Subject to [10.3.2](#), a publication may qualify for Nonprofit prices regardless of the nonprofit status of the publishing organization if it is a:

- a. Publication issued by and in the interest of an association of rural electric cooperatives.
- b. Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.
- c. Publication of the official highway or development agency of the state that meets the standards for a general publication in [6.0](#) and contains no advertising other than the publisher's own advertising.
- d. Conservation publication published by a state agency responsible for management and conservation of the fish or wildlife resources of that state.

10.3.2 Limits

Only one publication per qualifying organization may qualify for the Nonprofit prices under [10.3.1c](#) or [10.3.1d](#).

10.4 Classroom Eligibility**10.4.1 Authorization**

To be mailed at the Classroom Periodicals prices, a publication must be granted Periodicals entry and a Classroom price authorization.

10.4.2 Types of Publications

Classroom prices apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes.

10.4.3 Other Prices and Discounts Claimed

Each piece must also meet the standards for prices or discounts claimed. Nonsubscriber copies are subject to 7.0. Subject to 29.0, the DDU or DSCF piece price applies to each piece claimed in the pound price portion at the corresponding price.

10.4.4 Advertising Percentage

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use "0" as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece price charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion of the publication.

10.5 Application**10.5.1 Filing**

The Preferred price discount is available only after USPS authorization. An application or written request for authorization as a Nonprofit or Classroom publication must be filed at the publication's original entry Post Office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in 10.0.

10.5.2 Fee

No fee is required for an application to mail at a preferred Periodicals price.

10.6 Mailing While Application Pending**10.6.1 Mailing Before Approval**

A publisher or news agent may not mail at a Periodicals Preferred price or deduct the Preferred price discount until the PCSC manager approves the application for such privilege. Until approval is given, postage must be paid at the Outside-County prices (if the publication is authorized), or at the applicable First-Class Mail, Standard Mail, or Package Services prices (if the publication or news agent is in a pending status for Periodicals mailing privileges).

10.6.2 Record of Deposits

If postage is paid through an advance deposit account, the USPS keeps a record of deposits and mailings made while the application for special prices is pending. The record is used to compute the difference between either the Outside-County price postage paid for an authorized Periodicals publication, or the Standard Mail or

707.10.7

Package Services postage paid before Periodicals mailing privileges are granted, and the applicable postage at the special price. No record is kept if postage is paid at First-Class Mail prices or if postage is not paid by advance deposit account.

10.7 Decision on Application

10.7.1 Ruling

The PCSC manager rules on special price applications that are filed concurrently with an original entry application. The PCSC manager also rules on requests for special prices made on Form 3510 for publications authorized Periodicals mailing privileges.

10.7.2 Additional Information

Before acting on an application, the manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

10.7.3 Effective Date

The authorization takes effect on the application date or the eligibility date, whichever is later.

10.7.4 Refund

Except as noted in [10.7.5](#), when an authorization for special prices is granted, the original entry postmaster refunds to the publisher the difference, if any, between the postage paid at the Outside-County Periodicals prices or deposited at Standard Mail or Package Services prices and the applicable special prices for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry Post Office kept the necessary records.

10.7.5 No Refund

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.
- c. Postage paid at any price other than the Periodicals prices.
- d. Postage not paid by advance deposit account for which the required record was kept.
- e. Postage at any price affixed to copies of the publication.
- f. Postage paid at Express Mail or First-Class Mail prices.
- g. Postage on mailings not meeting the applicable standards for special Periodicals prices.

10.7.6 Denial and Appeal

If the application to mail at special prices is denied, the PCSC manager notifies the applicant in writing, giving the reasons for the denial. The denial takes effect 15 days from the publisher's receipt of the denial, unless within that time the publisher appeals to the manager of Mailing Standards (see [608.8.0](#) for address). Before taking action, the manager of Mailing Standards may ask the publisher for more

information or evidence to support the appeal. Failure to provide such information is sufficient grounds for denying the appeal. The manager of Mailing Standards issues the final agency decision.

11.0 Basic Eligibility

11.1 Outside-County Prices

11.1.1 General

Outside-County prices apply to copies of an authorized Periodicals publication mailed by a publisher or news agent that are not eligible for In-County prices under [11.3](#). Outside-County prices consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, an unzoned charge for the weight of the nonadvertising portion, and a bundle and container charge.

11.1.2 Nonrequester and Nonsubscriber Copies

For excess noncommingled mailings under [7.0](#), nonrequester and nonsubscriber copies are not eligible for Periodicals prices unless the publication is authorized under [6.2, Publications of Institutions and Societies](#), and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under [7.0](#) are subject to Outside-County prices when commingled with requester or subscriber copies, as appropriate.

11.1.3 Preferred Price Discount

Publications qualifying as Nonprofit or Classroom Periodicals receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds. Nonsubscriber or nonrequester copies claiming the Preferred price discount are subject to the standards in [7.0](#).

11.1.4 Limited Circulation Discount

Publications, excluding Nonprofit, Classroom, and Limited Circulation Science-of-Agriculture publications, receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

11.2 Outside-County Science-of-Agriculture Prices

11.2.1 Authorization

To be mailed at the Science-of-Agriculture prices, a publication must be granted Periodicals entry and granted a Science-of-Agriculture price authorization.

11.2.2 General

Science-of-Agriculture prices apply to Outside-County copies of authorized Periodicals publications mailed by publishers or news agents when the total copies provided during any 12-month period to subscribers or requesters residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

707.11.2.3

11.2.3 Limited Circulation Science-of-Agriculture Discount

Publications meeting the requirements of [11.2.2](#), receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation Science-of-Agriculture discount are subject to the standards in [7.0](#).

11.2.4 Filing

The Science-of-Agriculture price is available only after USPS authorization. An application or written request for Science-of-Agriculture prices must be filed at the publication's original entry Post Office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in [11.0](#).

11.3 In-County Prices**11.3.1 Subscriber or Requester Copies**

In-County prices apply to subscriber or requester copies of any issue of a Periodicals publication entered within the county in which the Post Office of original entry is located for delivery to addressees within that county, if one of the following standards is met:

- a. The total paid or requested circulation of such issue is less than 10,000 copies.
- b. The number of paid or requested copies of such issue distributed within the county of publication is more than 50% of the total paid or requested circulation of such issue.

11.3.2 Exceptional Conditions

The standard in [11.3.1](#) also is applied under any of these exceptional conditions:

- a. If an entry office postmaster directs the publisher to deposit copies of the publication at a postal facility serving that office, those copies are considered as mailed at the entry office for purposes of In-County prices.
- b. A copy addressed to a destination within the county of publication is eligible for In-County prices when the entry Post Office serving that address is outside the county.
- c. Each Periodicals publication (except a requester publication or commingled nonsubscriber copies above the 10% allowance) having original entry at an incorporated city situated entirely within a county or contiguous to one or more counties in the same state, but politically independent of such county or counties, is considered within a part of the county with which it is principally contiguous. Copies mailed into that county are charged postage at the In-County prices. Where more than one county is involved, the publisher selects the principal county and notifies the postmaster.
- d. A publication entered within the county in which it is published, but distributed outside that county on a postal carrier route originating in the county of publication, is treated as if distributed within the county of publication.

11.3.3 Nonsubscriber or Nonrequester Copies

During a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10% of the number of subscriber or requester copies mailed at In-County prices. Mailers must include the number of nonsubscriber or nonrequester copies mailed at In-County prices when determining the overall 10% allowance under 7.0. Effectively, the allowance for nonsubscriber or nonrequester copies mailable at the In-County prices is the 10% allowed under this standard or the *overall* 10% limit under 7.0, whichever occurs first.

11.4 Discounts

The following discounts are available:

- a. *Nonadvertising*. The nonadvertising discount applies to the Outside-County piece price and is computed under 2.0.
- b. *Destination Entry*. Destination entry prices are available under 29.0 for copies entered at specific USPS facilities.

11.5 Copies Mailed by Public

The applicable single-piece First-Class Mail, Priority Mail, or Package Services price is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers or news agents.

12.0 Nonbarcoded (Presorted) Eligibility**12.1 Basic Standards****12.1.1 General**

The standards for nonbarcoded (Presorted) prices are in addition to the standards for other prices or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

12.1.2 Address Quality

All pieces in a Periodicals nonbarcoded price mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The ZIP Code accuracy standard in 12.4.
- b. If an alternative addressing format is used, the additional standards in 602.3.0.

12.1.3 Barcode Quality

Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in 708.4.0 and 708.3.0.

12.1.4 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in 708.1.0. Documentation of postage

707.12.2

is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (such as DDU and DSCF).

12.2 Prices—Outside-County

Outside-County nonbarcoded (Presorted) prices are based on the following criteria (see [2.0](#) for price application and computation):

- a. Piece prices are based on shape, machinability, barcoding, and presort level. The presort level of the piece is based primarily on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle prices are based on the bundle and container sortation level.
- c. Container prices are based on the type of container (tray, sack, or pallet), the level of sortation of the container, and where the container is entered.

12.3 Prices—In-County

12.3.1 Five-Digit Prices

5-digit prices apply to:

- a. Letter-size pieces in 5-digit bundles of six or more pieces each, placed in 5-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)) bundles and 5-digit bundles of six or more addressed pieces each, placed in applicable merged 5-digit scheme ([L001](#)) sacks, merged 5-digit sacks, 5-digit scheme ([L001](#)) sacks, or 5-digit sacks, or palletized under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

12.3.2 Three-Digit Prices

3-digit prices apply to:

- a. Letter-size pieces in 5-digit and 3-digit bundles of six or more pieces each, placed in 3-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)), 5-digit, 3-digit scheme ([L008](#)) and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, prepared under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

12.3.3 Basic Prices

Basic prices apply to pieces that are not eligible for and claimed at 5-digit and 3-digit prices, including pieces prepared using the optional flat tray sortation under [22.7](#).

12.4 ZIP Code Accuracy

12.4.1 General

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain prices that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [12.4.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals nonbarcoded prices, regardless of any required surcharge, must meet the ZIP Code accuracy standard.

12.4.2 Authorized Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.7.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

12.4.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

13.0 Carrier Route Eligibility

13.1 Basic Standards

13.1.1 General

The standards for carrier route prices are in addition to the standards for other prices or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

707.13.1.2

13.1.2 Address Quality

All pieces in a Periodicals carrier route price mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The carrier route accuracy standard in [13.4](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).

13.1.3 Carrier Route Sequencing

All pieces in a carrier route price mailing must also meet the applicable sequencing requirements in [13.2.2](#), [13.3](#), and [23.8](#).

13.1.4 Barcode Quality

Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [708.4.0](#) and [708.3.0](#).

13.1.5 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (such as DDU and DSCF). Documentation of sequencing and of density standards under [23.8](#) must be submitted with each mailing.

13.2 Sorting**13.2.1 Basic Standards**

Preparation to qualify eligible pieces for carrier route prices is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route prices apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

- a. *Letter-size mailings.* Carrier route prices apply to carrier route bundles that are sorted into carrier route, 5-digit carrier routes, or 3-digit carrier routes trays under [23.0](#). Trays may be palletized under [705.8.0](#).
- b. *Nonletter-size mailings.* Carrier route prices apply to carrier route bundles that are sorted in one of the following ways:
 1. Bundles sorted onto pallets prepared under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#), as appropriate.
 2. Bundles in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks, or 3-digit carrier routes sacks under [23.0](#). Sacks may be palletized under [705.8.0](#).
 3. Unsacked bundles entered at a destination delivery unit according to preparation standards in [23.4.2](#) and entry standards in [29.5.5](#).

13.2.2 Sequencing Requirements

Carrier route mail must be prepared in delivery sequence as follows:

- a. Basic carrier route price mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (23.8).
- b. The high density and saturation prices apply to pieces that are eligible for carrier route prices under 13.2.1, are prepared in carrier walk sequence, and meet the applicable density standards in 13.3 for the price claimed.

13.3 Walk-Sequence Prices

13.3.1 Eligibility

The high density or saturation prices apply to each walk-sequenced piece in a carrier route mailing, eligible under 13.2.1 and prepared under 705.8.0, 23.0, or (nonletter-size mail only) 705.10.0, 705.12.0, or 705.13.0, that also meets the corresponding addressing and density standards in 13.3.4. High density and saturation price mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see 23.8).

13.3.2 Copies Claimed at Other Prices

A mailing that includes copies claimed at a walk-sequence price may include other copies claimed at other prices. When presented to the USPS, the trays or sacks containing the walk-sequence price copies must be separated from other trays or sacks. Any effective separation method may be used.

13.3.3 Addressing

Walk-sequence mail must meet these addressing standards:

- a. Each addressed piece must bear a complete delivery address or an alternative format address, subject to the applicable standards.
- b. Official matter, whether mailed under congressional frank or by certain government entities for delivery on a city route, may use the appropriate simplified address format described in 23.8.

13.3.4 Density

Walk-sequence price mailings are subject to these density standards:

- a. Once the minimum volume per carrier route is met, there is no further minimum volume for the 5-digit ZIP Code delivery area. Walk-sequence price mail need not be sent to all carrier routes within a 5-digit delivery area.
- b. Except under 13.3.4c, at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density price. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density price if there are at least 125 addressed pieces for the route or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation price, subject to 13.3.4e. In-County price pieces may also qualify for high density prices under 13.3.4c.
- c. Mail may qualify for In-County high density prices when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the

707.13.4

number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density prices.

- d. Pieces eligible for and claimed at the saturation price must be addressed to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving saturation price mail, except that mail addressed in the simplified address format must meet the coverage standards in [602., 3.0 Use of Alternative Addressing](#).
- e. More than one addressed piece per delivery address may be included in a high density price mailing and may be counted for the density standard in [13.3.4b](#) for the high density price. Only one piece per delivery address may be counted toward the density standards for high density in [13.3.4c](#) and for the saturation price in [13.3.4d](#).

13.4 Carrier Route Accuracy

13.4.1 General

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain prices that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [13.4.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and price is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals carrier route prices, regardless of any required surcharge, must meet the carrier route accuracy standard.

13.4.2 Authorized Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#) and [708.3.0](#). Printed Carrier Route Files (schemes) may be used only for Periodicals carrier route mail and for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation prices.

13.4.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

14.0 Barcoded (Automation) Eligibility**14.1 Basic Standards****14.1.1 General**

All pieces in a Periodicals barcoded (automation) price mailing must:

- a. Be in the same processing category and meet the physical standards in [201.3.0](#), or [301.3.0](#).
- b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The address matching and coding standards in [14.4](#) and [708.3.0](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. Bear an accurate barcode meeting the standards in [708.4.0](#), under these conditions:
 1. If a letter: the mailer may use a DPBC or an Intelligent Mail barcode (see [708.4.3](#)).
 2. If a flat: the mailer may use a ZIP+4 barcode, a DPBC, or an Intelligent Mail barcode with a ZIP+4 or delivery point routing code, under [708.4.0](#).
Mailers may apply the barcode either on the piece or on an insert showing through a window.
- d. Be marked, sorted, and documented as specified in [705.8.0](#) (if palletized), or [24.0](#) (for letters) or [25.0](#) (for flats) or, for nonletter-size mail, [705.9.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Meet the applicable documentation standards in [708.1.0](#) and postage payment standards in [2.0](#), [16.0](#), and [17.0](#).

14.1.2 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes provided as enclosures in barcoded price Periodicals and addressed for return to a domestic delivery address must meet the standards in [201.3.15](#) for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.

14.2 Prices—Outside-County

Outside-County barcoded (automation) prices are based on the following criteria (see [2.0](#) for price application and computation):

707.14.3

- a. Piece prices are based on mailpiece shape (letter, flat, or parcel), machinability, barcoding, and presort level. The presort level of the piece is based on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle prices are based on the bundle and container sortation level.
- c. Container prices are based on the type of container (tray, sack, pallet), the level of sortation of the container, and where the container is entered.

14.3 Prices—In-County

14.3.1 Five-Digit Prices

5-digit automation prices apply to:

- a. Letters in groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under [24.0](#). (Preparation to qualify for the 5-digit price is optional and, if performed, need not be done for all 5-digit or 5-digit scheme destinations.)
- b. Flats in 5-digit bundles and 5-digit scheme bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

14.3.2 Three-Digit Prices

3-digit automation prices apply to:

- a. Letters in groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under [24.0](#).
- b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

14.3.3 Basic Prices

Basic automation prices apply to:

- a. Letters prepared under [24.0](#) that are not claimed at 5-digit or 3-digit prices.
- b. Flats prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#) that are not claimed at 5-digit or 3-digit prices.
- c. All pieces in any bundle that contains fewer than six pieces.

14.4 Address Standards for Barcoded Pieces

14.4.1 General

To qualify for barcoded prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.4.0](#) that appears on a mailpiece must be the correct barcode for the corresponding delivery address on the piece.

14.4.2 ZIP+4 Code

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

14.4.3 Numeric Delivery Point Barcode

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

14.4.4 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

14.4.5 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

14.4.6 Secondary Designator

If a secondary address designator (for example, an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

14.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

14.4.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

707.15.1

15.0 Ride-Along Eligibility

15.1 General

The standards in 15.0 apply to Standard Mail material paid at the Periodicals Ride-Along price that is attached to or enclosed with Periodicals mail. All Periodicals subclasses may enclose eligible material at the Ride-Along price.

15.2 Basic Standards

Only one Ride-Along piece may be attached to or enclosed with an individual copy of Periodicals mail. The Ride-Along price must be paid on each copy in the mailing, not addressed pieces. If more than one Ride-Along piece is attached or enclosed, mailers have the option of paying Standard Mail postage for all the enclosures or attachments, or paying the Ride-Along price for the first attachment or enclosure and Standard Mail prices for subsequent attachments and enclosures. Ride-Along pieces eligible must be eligible as Standard Mail and must:

- a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.
- b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.
- c. Not obscure the title of the publication or the address label.

15.3 Physical Characteristics

The host Periodicals piece and the Ride-Along piece must meet the following physical characteristics:

- a. Construction:
 1. Bound publications. If contained within the host publication the Ride-Along piece must be securely affixed to prevent detachment during postal processing. If loose, the Ride-Along piece and publication must be enclosed together in a full wrapper, polybag, or envelope.
 2. Unbound publications. A loose Ride-Along enclosure with an unbound publication must be combined with and inserted within the publication in a manner that prevents detachment during postal processing. If the Ride-Along piece is included outside the unbound publication, the publication and the Ride-Along piece must be enclosed in a full wrapper, polybag, or envelope.
- b. A Periodicals letter-size or flat-size piece with the addition of a Ride-Along must remain uniformly thick.
- c. A Periodicals piece with a Ride-Along must maintain the same processing category as before the addition of the Ride-Along.

15.4 Marking

The marking "Ride-Along Enclosed" must be placed on or in the host publication if it contains an enclosure or attachment paid at the Ride-Along price. If placed on the outer wrapper, polybag, envelope, label carrier, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the

identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a Ride-Along attachment or enclosure.

16.0 Postage Payment

16.1 Filing Each Issue

The publisher must file a copy of each issue with the postmaster of the original entry office.

16.2 Filing Marked Copy

The publisher must file a copy of each edition of each issue marked by the publisher so the advertising content may be verified when necessary. This marked copy must be filed either with the postmaster of the original entry office or the postmaster of the additional entry office where the publication is produced or prepared for mailing. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and nonadvertising in the copy. Advertising matter printed on envelopes, wrappers, and the back of detached address cards must be included in the measurement of the advertising space. The computed percentage of advertising must be rounded off to two decimal places, if necessary, as shown in 2.0. Mailers are not required to submit marked copies if they are certified by the USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program.

16.3 Mailer and Publisher Responsibility

The mailer is responsible for proper payment of postage. Postage must be fully prepaid before Periodicals mailings are dispatched. The publisher must ensure that all information on postage statements is correct and that all copies qualify for the prices claimed.

16.4 Payment Method

Mailers must pay Periodicals postage by advance deposit account at the original or additional entry Post Office, except under procedures in for Centralized Postage Payment or in 705.15.2.4. Mailers may not pay postage for Periodicals using permit imprint, meter stamp, postage stamp, or precanceled stamps. Mailers must pay postage for First-Class Mail and Standard Mail enclosures under 703.9.8 through 703.9.12 and 705.16.1. Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under 27.0 may pay the Outside-County bundle and container charges on one mailer's Form 3541, on one consolidated Form 3541, or on each mailer's Form 3541 (see 2.2.7). Centralized Postage Payment System

Subject to specific standards and authorization by the Pricing and Classification Service Center (PCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage for that publication at the PCSC instead of at each authorized additional entry office. An additional entry is required at each Post Office where copies of the Periodicals publication are presented for postal verification under 30.0.

707.16.5

16.5 Periodicals Accuracy, Grading, and Evaluation Program**16.5.1 General**

The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals. Certification of PAGE software is available only to those companies that develop or write PPP software. PAGE certification does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

16.5.2 Program Elements

The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the USPS using PAGE-certified PPP software. The USPS National Customer Support Center (NCSC) certifies developer's software and publisher's employees to use certified PPP software to submit Periodicals mailings. The PAGE Program involves the following three elements:

- a. Stage I, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (on-site visit).
- b. Stage II, User certification for PPP software. NCSC provides test bundles to the users and evaluates the results.
- c. Stage III, PAGE Program authorization. Publishers who want to use PAGE-certified software and PAGE-certified users to submit per-copy weight and calculated advertising percentages must apply for authorization to the manager, PCSC.

16.5.3 Participation

For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC (see [608.8.0](#) for address). Additional information is also available from the PCSC (see [608.8.0](#) for address).

17.0 Documentation**17.1 Postage Statement**

Periodicals mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile. A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

17.2 Documentation

The postage statement must be supported by documentation (see [708.1.0](#)) unless each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (DDU, DSCF, DADC, and DBMC). Additional documentation must be submitted if required by the standards for the price or

discount claimed. Subject to [17.5](#), the entry office postmaster, on request, may authorize the publisher of a publication regularly printed on sheets of uniform weight to provide one postage statement after each calendar month for mailings made during that month.

17.3 Basic Standards for Documentation

17.3.1 General

Documentation describes the preparation and price levels of the mailing, details the volume and postage data, substantiates the price or discount eligibility, reports the result of a process (i.e., presort or barcoding), and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy.

17.3.2 Format

Periodicals documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

17.3.3 Presenting Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

17.3.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

17.3.5 Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

17.4 Basic Standards for Postage Statements

17.4.1 General

Each Periodicals mailing must be accompanied by a postage statement using the correct USPS form or an approved facsimile. Supporting documentation may be required under [8.0](#) or, for specific prices, under [10.0](#), [12.0](#) through [15.0](#), and [29.0](#).

17.4.2 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job (for example, a carrier route price mailing, an automation price mailing, and a nonautomation price mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

17.4.3 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (such as permit imprint), and four-digit form number (hyphen and suffix, optional). All parts, and line numbers within each part, must reflect those on the USPS form(s). In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the "Certification" and "USPS Use Only" fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the PCSC.

17.4.4 Advertising Percentage

At least once a year, the USPS verifies the advertising percentage reported on the corresponding postage statement by measuring the advertising and nonadvertising portions of one issue.

17.4.5 Measuring Advertising

The total advertising and nonadvertising portions may be determined by column inches, square inches, pages, or by another recognized unit of measure if the same unit of measure is used for both portions. One full page of advertising must equal one full page of nonadvertising regardless of the amount of blank space between each advertisement or nonadvertising article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total measured advertising inches from the total column inches of the publication. A blank page, portion of a page, or blank border or margin is counted as advertising if consideration was received for the whole page, the blank portion, or the blank border or margin. The border of a page is otherwise considered neither advertising nor nonadvertising and is not measured, but it is included in the total weight of the publication for purposes of postage calculation. When measuring nonrectangular sheets, the measurement is based on the smallest rectangle that could contain the irregular sheet; exact measurement is not attempted. When two or more sheets are

permanently glued together to form a single sheet, the surface area of the resulting sheet (front and back) is included when measuring the advertising or nonadvertising portion.

17.4.6 Waiving Nonadvertising Prices

Instead of marking a copy of each issue to show the advertising and nonadvertising portions, the publisher may pay postage at the advertising zoned prices on both portions of all issues or editions of a Periodicals publication (except a requester publication). *This option is not available if the price for advertising is lower than the price for nonadvertising.* When the amount of advertising exceeds 75%, the copies provided to the postmaster must be marked "Advertising over 75%." When the amount of advertising is 75% or less, the copies provided to the postmaster must be marked "Advertising not over 75%" on the first page. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words "Over 75%" or "Not over 75%" must be annotated on the postage statement and the word "Waived" must be written in the space provided for the weight of the nonadvertising portion.

17.4.7 Copies of Previous Issues

When a reasonable number of copies of previous issues are included in a mailing of a current issue, those issues may be accepted and charged with postage by the percentages of advertising and nonadvertising material in the current issue. The issue forming the bulk of the mailing is regarded as the current issue. The advertising and nonadvertising percentages for the current issue are based on the edition forming the bulk of the current issue.

17.4.8 Mailing While Application Pending

A publisher mailing under an advance deposit account while a Periodicals application is pending must submit with each mailing both a Periodicals postage statement (annotated with the words "Pending Application") and a Standard Mail, Parcel Select, or Package Services postage statement.

17.4.9 Sequenced Postage Statement

A mailer who provides more than one postage statement per day must enter a sequenced statement number in the proper block on each postage statement prepared that day. At the mailer's discretion are the content and length of the number, the cycle of the sequence (beyond 1 day), and the number of concurrently active cycles, if the same series of numbers is not active in two cycles at the same time. If the same mailing of one edition of one issue includes copies reported on two postage statements (for example, when additional postage is paid for nonsubscriber/nonrequester copies over the 10% limit), the sequenced statement number of the second form must be included with the other information required on the primary postage statement reporting the total postage for the mailing.

17.4.10 Official Mail

Official (penalty) Periodicals matter is also subject to the standards in [703.7.0](#), which supersede conflicting standards below.

17.4.11 News Agent's Statement

A news agent presenting Periodicals matter subject to the zone prices of postage must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising.

707.17.5

17.5 Monthly Postage Statements**17.5.1 General**

The postmaster may authorize a publisher to submit Form 3541-M after the month for all issues mailed during that month, if all issues are printed on sheets of the same weight. If authorized, the publisher must provide Form 3541-M no more than 72 hours after the first mailing of the last issue mailed each month.

17.5.2 Measuring Advertising

The total advertising and nonadvertising portions may be expressed in column inches, square inches, pages, or by any other recognized unit of measure. The same unit of measure must be used for the advertising and nonadvertising portions. When measuring nonrectangular sheets, base the measurement on the smallest rectangle that could contain the irregular sheet. No attempt is made to determine the exact area of the irregular shape. When two or more sheets or parts thereof are glued together, the surface area of each sheet (front and back) is counted when measuring the advertising or nonadvertising portion for determining postage.

17.5.3 Determining Combined Weight

The combined weight of one copy from each issue mailed during a calendar month is obtained as follows:

- a. Determine the weight of one copy as described in [2.0](#).
- b. Determine the weight of one sheet by dividing the average weight of one copy by the number of sheets (not pages) in the copy. Express the result in decimal pounds rounded off to four decimal places.
- c. Select one copy of each of the issues mailed during the month; count the sheets (not pages) in each; add these figures to determine the total number of sheets.
- d. Multiply the total number of sheets by the weight of one sheet; do not round the product.

17.6 Detailed Zone Listing for Periodicals**17.6.1 Basic Standards**

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, and In-County prices. This listing is separated from the standardized documentation required under [17.3](#) to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

17.6.2 Format

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone prices using one of the following formats:

- a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices for that ZIP Code (for example, In-County and Outside-County price copies within the same 3-digit ZIP Code area).
- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that ZIP Code (for example, In-County and Outside-County price copies within the same 3-digit ZIP Code area).

17.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in [17.5, Monthly Postage Statements](#), and [17.6.2, Format](#):

ZONE ABBREVIATION	PRICE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

17.7 Additional Standards

17.7.1 Presorted Mailings

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry discount (such as DDU and DSCF). For Carrier Route price mailings, documentation of sequencing and of density standards under [23.8](#) and [23.9](#) also must be submitted with each mailing.

17.7.2 Destination Entry Price Mailings

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (by bundle, tray, sack, or pallet) and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as

appropriate for the prices and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight, and are separated by zone, price, and destination entry (if applicable), when presented for mailing.

17.7.3 Outside-County Bundle and Container Price Documentation

The documentation must show how many bundles are used and how many trays, sacks, and pallets are required for the prices and discounts claimed.

18.0 General Mail Preparation

18.1 Definition of Presort

“Presort” is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Periodicals flats and irregular parcels and Standard Mail flats on pallets, mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

18.2 Definition of Mailings

“Mailings” are defined as:

- a. A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (for example, machinable, nonmachinable, and carrier route) must be prepared as separate mailings. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Mail qualifying for the In-County prices may be part of a mailing that includes pieces eligible for the Outside-County prices. Mail at carrier route prices, nonmachinable flats prices, and machinable flats prices must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the same publication and edition. See [705.8.0](#), [22.0](#), and [23.0](#) for copalletized, combined, or mixed-price mailings. See [705.9.0](#) through [705.13.0](#) for advanced preparation options for nonletter-size mail.

18.3 Presort Terms

Terms used for presort levels are defined as follows:

- a. *Firm*: all pieces for delivery at the address shown on the top piece (for nonautomation Periodicals only).
- b. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- c. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.

- d. *5-digit scheme (trays) for barcoded letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- e. *5-digit scheme (bundles and sacks) for flats prepared according to 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L007.
- f. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.
- g. *5-digit scheme (pallets) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.
- h. *Merged 5-digit sacks*: the carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
- i. *Merged 5-digit pallets*: the carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles are prepared under one of the following standards:
 - 1. Prepared under 705.10.0 and are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
 - 2. Prepared under 705.12.0 and the pieces in 5-digit bundles meet the 5% threshold requirement.
 - 3. Prepared under 705.13.0 and pieces are either all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a “B” or “D” indicator in the City State Product and the pieces in 5-digit bundles meet the 5% threshold requirement.
- j. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the machinable barcoded or nonbarcoded price 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
- k. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (machinable barcoded or nonbarcoded price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001.
- l. *5-digit metro pallets for Periodicals flats and irregular parcels*: the 5-digit ZIP Codes on pieces in carrier route, machinable barcoded or nonbarcoded price bundles are all destined for the same mail processing facility listed in L006.

707.18.4

- m. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- n. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- o. *3-digit scheme bundles for flats prepared according to 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 3-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L008](#).
- p. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- q. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- r. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- s. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- t. *Origin mixed [ADC]*: the pieces are for delivery in the service area of the origin processing facility's surface preferential transportation network (see [L201](#)).
- u. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, and so forth.

18.4 Mail Preparation Terms

[\[8-14-08\]](#) [\[7-3-08\]](#) For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *full sack* is defined in the standards for the class and price claimed.

- f. A *full flat tray* is one that is physically full. Although a specific minimum volume may be required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared for certain presort destinations, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of full trays.
- g. A *less-than-full flat tray* is one that contains Periodicals mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the price claimed.
- h. A *5-digit scheme sort for barcoded letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is required for price eligibility but need not be used for all 5-digit ZIP Codes that are part of a scheme.
- i. A *5-digit scheme sort* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). When 5-digit scheme sorting is required, mailers must presort according to [L007](#). Pieces prepared in scheme bundles must meet the automation flat criteria in [301.3.0](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or bundles may be labeled with a red “5 SCH” bundle label. Periodicals firm bundles must not be combined within 5-digit scheme bundles.
- j. A *5-digit scheme carrier routes sort for carrier route price Periodicals flats and irregular parcels (nonletters) prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of flat-size and irregular parcel Periodicals. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- k. A *5-digit scheme sort for Periodicals flats prepared as bundles on pallets* yields 5-digit scheme pallets containing machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further

707.18.4

separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for flat-size Periodicals. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

- i. *A merged 5-digit sort for Periodicals flats prepared in sacks yields merged 5-digit sacks that contain carrier route bundles and/or machinable barcoded and nonbarcoded price 5-digit bundles that are all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product. The merged 5-digit sort is optional for Periodicals flats. Sacks prepared for a merged 5-digit destination that contain only a single price level of bundles or that contain only two price levels of bundles are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product.*
- m. *A merged 5-digit sort for Periodicals flats prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles. The merged 5-digit sort is optional for Periodicals flats in sacks under [705.10.0](#). Pallets prepared for a merged 5-digit destination that contain only a single price level of bundles or that contain only two price levels of bundles are still considered to be merged 5-digit sorted and must be labeled accordingly.*
- n. *A merged 5-digit scheme sort for Periodicals flats prepared in sacks yields merged 5-digit scheme sacks that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single price level of bundles, or only two price levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).*
- o. *A merged 5-digit scheme sort for Periodicals flats prepared as bundles on pallets yields merged 5-digit scheme pallets that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only a single price level of bundles, or only two price levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).*

- p. A *5-digit metro sort for Periodicals nonletters (flats and irregular parcels) prepared as bundles on pallets* yields 5-digit metro pallets that contain carrier route, machinable flats, and parcel price 5-digit and 3-digit bundles for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in L006.
- q. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for barcoded price letter-size Periodicals.
- r. A *3-digit scheme sort* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. When 3-digit scheme sorting is required, mailers must presort according to L008. Pieces prepared in scheme bundles must meet the automation flat criteria in 301.3.0. Mailpieces must be labeled using an optional endorsement line (OEL) under 708.7.0 or bundles may be labeled with a green “3 SCH” bundle label. Periodicals firm bundles must not be combined within 3-digit scheme bundles.
- s. An *origin 3-digit (or origin 3-digit scheme) tray/sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray/sack may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- t. An *origin/entry SCF sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF in whose service area the mail is verified. At the mailer's option, such a sack may be prepared for the SCF area of each entry Post Office. This presort level applies only to nonletter-size Periodicals prepared in sacks.
- u. The *required at [quantity]* instruction (for example, “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- v. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price

707.18.4

eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

- w. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (for example, “entry SCF”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (such as for plant-verified drop shipment), the Post Office of entry determines the *entry* facility.
- x. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- y. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [19.0](#).
- z. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Periodicals “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- aa. *Cobundling* is an alternate preparation method available under [705](#) for Periodicals that allows the combining of flat-size machinable barcoded and nonbarcoded price pieces within the same bundle under the single minimum bundle size requirement. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).
- ab. *Machinable flats* are:
 - 1. Flat-size pieces meeting the standards in [301.3.0](#) that are sorted into 5-digit, 3-digit, ADC, and mixed ADC bundles. These pieces are compatible with processing on the AFSM 100.
 - 2. Barcoded flat-size pieces meeting the standards in [26.0](#) that are sorted into 5-digit bundles.
- ac. *Nonmachinable flats* are flat-size pieces meeting the standards in [26.0](#), with the exception of barcoded 5-digit pieces under [18.4ab](#) (item 2) above. Nonmachinable flats are not compatible with processing on the AFSM 100.

19.0 Bundles

19.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

19.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 19.3, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

19.3 Preparing Bundles of Nonuniform Pieces (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

19.4 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment. Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.

- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

19.5 Letter-Size Bundles

Letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route price mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; and for nonbarcoded Periodicals.
- c. Separator cards or tic marks *may* be used instead of bundling for letter-size pieces in full 5-digit carrier routes trays of Periodicals. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.
- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- e. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

19.6 Flat-Size Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight and height limits in [19.8](#).

19.7 Exception to Bundle Preparation—Full Single-Sort-Level Trays

Mailers must always bundle card-size pieces. For pieces larger than card-size, mailers need not prepare bundles when placing mail in a full tray to the corresponding tray level if none of the mail in that tray would have been more finely

sorted if bundled. For example, mailers need not bundle the contents of a full ADC tray if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination.

19.8 Preparing Bundles in Sacks

In addition to the standards in [19.4](#), mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 2. Bundles secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height.
- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
 2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

19.9 Preparing Bundles on Pallets

In addition to [19.2](#), [19.3](#), [19.4](#), and [19.13](#), bundles on pallets must meet the following standards:

- a. Bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- b. Bundles may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.

707.19.10

19.10 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same Post Office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (such as rural route, city route, or Post Office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, specific weight and height limits in [19.8](#) for Periodicals placed in sacks, and specific thickness limits in [19.5](#) for cards and letter-size pieces.

19.11 Bundles With Fewer Than the Minimum Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (for example, 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (for example, 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

19.12 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme ([L001](#)) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

19.13 Labeling Bundles

[7-3-08] Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Firm (Periodicals use only), blue Label F.
- b. Five-digit scheme presort level, red Label 5 SCH.

- c. Five-digit presort level, red Label 5.
- d. Three-digit scheme presort level, green Label 3 SCH.
- e. Three-digit presort level, green Label 3.
- f. ADC presort level, pink Label A.
- g. Origin mixed ADC presort level, tan Label X or OEL.
- h. Mixed ADC presort level, tan Label X.

19.14 **Carrier Route Information Lines**

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [19.0, Bundles](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Periodicals mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

19.15 **Facing Slips for Carrier Route Mail**

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (for example, "NEWS LTRS CR R 012").
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

20.0 Sacks and Trays

20.1 **Basic Standards**

20.1.1 **General**

Mailings must be prepared in trays or sacks as shown in [Exhibit 20.1.1](#) and under other applicable standards in this section. The following additional standards apply to [Exhibit 20.1.1](#):

- a. Palletized mail is subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

Exhibit 20.1.1 USPS Containers

PROCESSING CATEGORY	USPS CONTAINER
Periodicals	
Letter-size	Letter tray (with sleeve)
Flat-size, parcels	Sack

20.1.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot managed mail (MM) trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended managed mail (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

20.1.3 Tray Sleeving and Strapping

Each letter tray must be sleeved, using USPS-provided sleeves. Except under [20.1.4](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

20.1.4 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

20.1.5 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—for example, a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

20.1.6 Flats and Irregular Parcels—Origin/Entry SCF Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, an origin/entry SCF sack must be prepared to contain any remaining 5-digit and 3-digit bundles for the 3-digit ZIP Code area(s) served by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—for example, a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

20.1.7 Flats and Irregular Parcels—Origin Mixed ADC Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, mailers must prepare an origin mixed sack containing any remaining bundles for the ZIP Codes listed in [L201](#), Column B, that correspond to the 3-digit origin entry point of the mailing as listed in Column A. Mailers may prepare only one less-than-full origin mixed sack.

20.2 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard managed mail trays must be used for all letter-size mail, except that extended managed mail trays must be used when available for letter-size mail that exceeds the inside dimensions of managed mail trays defined in [20.1.2](#). When extended managed mail trays are not available for those larger pieces, they must be placed in managed mail trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (for example, 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [1.3](#) and [1.4](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

20.3 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

20.4 Use of Flat Trays (Optional)

20.4.1 General

When using this option (see [22.7](#) and [25.5](#)), mailers must prepare mailpieces in flat trays with green lids. Flat Tray Sizes

Flat tray sizes are as follows:

- a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.

707.20.4.2

- b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

20.4.2 Flat Tray Preparation

Mailers using this option must prepare flat trays subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation (double stacks of mail are allowed). Once the required minimum volume is reached to allow or require preparation of a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. Trays must not be so full that the mailpieces inhibit adequate closure or covering of the contents.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. When pieces remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC destination, an additional tray to the destination must be prepared if the remaining pieces reach the required volume. If the remaining volume is below the required minimum, the pieces must be moved to the next tray level that meets the minimum volume.
- f. Each flat tray must be covered with a green lid. Each covered flat tray must be secured with two straps placed tightly around the width (shorter dimension) of the tray.

21.0 Sack and Tray Labels

21.1 Basic Standards

21.1.1 General

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation price mailings are subject to 4.9 and 708.6.0.

21.1.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (for example, “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (for example, 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

21.1.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. Except as provided in [27.0](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
 1. “PER.”
 2. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Origin Mixed	OMX

CONTENT TYPE	CODE
Periodicals	PER or NEWS (see 21.1.3a)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

21.1.4 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

21.1.5 Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

21.1.6 Abbreviations

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

21.2 Sack Labels

21.2.1 Physical Characteristics

A sack label must meet these specifications:

- Color: pink for Periodicals.
- Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- Height (perpendicular to printing):
 - For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

21.2.2 Additional Standards for Barcoded Sack Labels

In addition to [21.2.1](#), barcoded sack labels must meet the standards in [21.4](#) and [708.6.2](#) (for 2-inch labels) or [708.6.3](#) (for 1-inch labels).

21.2.3 Additional Standards for Automation-Compatible Flats

For sack labels used on mailings of automation-compatible flats only:

- a. The human-readable content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on the label without interfering with the “quiet zone.”
- b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch (8-point type).
- c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch (6-point type).

21.3 Tray Labels**21.3.1 Placement**

Place the tray label securely in an adhesive-backed label holder affixed to the location designated on the tray. If no specific location is indicated, place the label securely in an adhesive-backed label holder affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert the label completely into the label holder to ensure that it does not fall out during processing. Do not insert labels upside down.

21.3.2 Physical Characteristics

A tray label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

21.3.3 Additional Standards for Barcoded Tray Labels

In addition to [21.3](#), barcoded tray labels must meet the standards in [708.6.2](#).

21.4 Use of Barcoded Sack and Tray Labels

[Exhibit 21.4](#) shows the types of mail requiring barcoded sack or tray labels.

Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [21.1.1](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert barcoded labels completely into the label holder on the sack or tray to prevent their loss during transport and processing.

707.22.1

Exhibit 21.4 Required Barcoded Sack and Tray Labels

PRICE OR TYPE	PROCESSING CATEGORY
Periodicals	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size

22.0 Preparing Nonbarcoded (Presorted) Periodicals

22.1 Basic Standards

22.1.1 General

For letter-size mail, nonletter-size mail in sacks, and palletized mail, the following standards apply:

- a. All pieces in each mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [22.2](#) and prepared in trays under [22.5](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [22.2](#). Bundles placed on pallets must meet additional bundling criteria under [705.8.0](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized (except under [23.4.2](#)) under one of the following:
 1. Sacked under [22.6](#), except that a nonbarcoded price mailing that is part of a mailing job that also contains a barcoded mailing must be sacked as described in [22.1.2](#).
 2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [22.6](#), *Sack Preparation—Flat-Size Pieces and Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

22.1.2 Additional Standards for Nonletter-Size Sacked Mailing Jobs Containing More Than One Mailing

The following standards apply:

- a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route, barcoded price, and nonbarcoded price mailing must be prepared under one of the options listed below. Machinable nonbarcoded price pieces may be cobundled with machinable barcoded price pieces under the standards in [705.11.0](#).
 1. The carrier route mailing must be prepared under [13.0](#), *Carrier Route Eligibility*, and [23.0](#), *Preparing Carrier Route Periodicals*, and the barcoded price and nonbarcoded price mailing must be prepared under [705.9.0](#).
 2. All three mailings in the mailing job must be prepared under [705.10.0](#).

- b. Mailings prepared in sacks that are part of a mailing job that includes a barcoded price and nonbarcoded price mailing must be prepared under the cosacking standards in [705.9.0](#).
- c. Sacked mailing jobs that contain only a carrier route mailing and a nonbarcoded price mailing may be separately sacked, or may be prepared using the merged sacking option under [705.10.0](#).
- d. Sacked mailing jobs that contain only a carrier route mailing and a barcoded price mailing may be separately sacked under [23.0](#) and [25.0](#), or may be prepared using the merged sacking option under [705.10.0](#).

22.1.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by price and zone when presented for acceptance.

22.1.4 Merged Containerization of Nonletter-Size Carrier Route, Barcoded Price, and Nonbarcoded Price Mail

Under the optional preparation in [705.10.0](#), nonbarcoded price 5-digit bundles prepared under [22.1](#) and [22.2](#) are cosacked with carrier route bundles prepared under [23.0](#) and with barcoded price 5-digit bundles prepared under [25.0](#) in merged 5-digit sacks and in merged 5-digit scheme sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonbarcoded price 5-digit bundles prepared under [22.1](#) and [22.2](#) are copalletized with carrier route bundles prepared under [23.0](#) and with barcoded price 5-digit bundles prepared under [25.0](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. See [22.1.2a](#) for information on when preparation under [705.10.0](#) may be required. Machinable barcoded and nonbarcoded price pieces may be cobundled under [705.11.0](#).

22.2 Bundle Preparation

[7-3-08] Mailings consisting entirely of nonbarcoded pieces meeting the criteria in [301.3.0](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum bundle size (except under [22.7](#)). Smaller volumes are not permitted except in mixed ADC bundles and 5-digit/scheme and 3-digit/scheme bundles prepared under [22.4](#). Bundling is also subject to [19.0](#), [Bundles](#). Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit scheme (optional); six-piece minimum; Red Label 5 SCH or OEL.
- c. 5-digit (required); six-piece minimum; Red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays
- d. 3-digit scheme (optional); six-piece minimum; Green Label 3 SCH or OEL.

- e. 3-digit (required); six-piece minimum; Green Label 3 or OEL.
- f. ADC (required); six-piece minimum; Pink Label A or OEL.
- g. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; Tan label X or OEL.
- h. Mixed ADC (required); no minimum; Tan Label X or OEL.

22.3 Firm Bundles

A “firm bundle” is defined as two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one addressed piece. A firm bundle claimed as one addressed piece must be physically separate from other bundles and may only be used to satisfy a six-piece bundle requirement to a presort destination for In-County prices. Firm bundles must not be placed in 5-digit scheme sacks.

22.4 Bundles With Fewer Than Six Pieces

Nonletter-size Periodicals may be prepared in 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place bundles in only 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, as appropriate.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets.

22.5 Tray Preparation—Letter-Size Pieces

Preparation sequence, tray size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum.
 - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 5D NON BC.”
- b. *3-digit*: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece bundle minimum.
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 3D NON BC.”
- c. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS ADC NON BC.”
- d. *Mixed ADC*: required (no minimum).
 - 1. Line 1: Use [L011](#), Column B.

2. Line 2: "PER" or NEWS" as applicable; followed by "LTRS NON BC WKG."

22.6 Sack Preparation—Flat-Size Pieces and Parcels

For mailing jobs that also contain a barcoded price mailing, see [22.1.2](#) and [705.9.0](#) or [705.10.0](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional; for pieces meeting the standards in [301.3.0](#); 24-piece minimum, fewer pieces not permitted.
 1. Line 1: [L007](#), Column B.
 2. Line 2: "PER" or NEWS" as applicable, followed by "FLTS 5D SCH NON BC."
- b. *5-digit*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 2. Line 2: "PER" or NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "NON BC" for flats.
- c. *3-digit*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use [L002](#), Column A.
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "3D"; followed by "NON BC" for flats.
- d. *SCF*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use [L002](#), Column C.
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "NON BC" for flats.
- e. *Origin/entry SCF*, required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use [L002](#), Column C.
 1. Line 1: use [L002](#), Column C.
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "NON BC" for flats.
- f. *ADC*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use [L004](#), Column B.
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "NON BC" for flats.
- g. *Origin mixed ADC*, required; no minimum; for any remaining bundles for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A.
 1. Line 1: Use [L201](#), Column C.
 2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "WKG W FCM."
- h. *Mixed ADC*, required (no minimum).

707.22.7

1. Line 1: Use [L009](#), Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “NON BC WKG” for flats or “WKG” for irregular parcels.

22.7 **Optional Tray Preparation — Flat-Size Nonbarcoded Pieces**

As an option, mailers may place in flats trays (see [20.4](#)) machinable pieces meeting the criteria in [301.3.0](#) that would normally be placed in sacks. Mailers must either bundle or group together all pieces for each 5-digit scheme, 5-digit, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 24-piece minimum, labeling:
 1. Line 1: [L007](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH NON BC.”
- b. *5-digit* (required), 24-piece minimum, labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.1.2](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D NON BC.”
- c. *3-digit* (required), 24-piece minimum, labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D NON BC.”
- d. *SCF* (required), 24-piece minimum, labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”
- e. *Origin SCF* (required) and entry SCF(s) (optional), no minimum, labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”
- f. *ADC* (required), 24-piece minimum, no overflow tray allowed, labeling:
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “NON BC.”
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in [L201](#), Column B, of the origin ZIP Code in Column A, labeling:

1. Line 1: Use [L201](#), Column C.
 2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:
1. Line 1: Use [L009](#).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “NON BC WKG.”

23.0 Preparing Carrier Route Periodicals

23.1 Basic Standards

23.1.1 General

Mailers must meet the following standards for carrier route mailings:

- a. All pieces in each carrier route Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [23.2](#) and prepared in trays under [23.3](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [23.2](#). Bundles placed on pallets must meet additional bundling standards under [705.8.0](#).
- d. Except as noted in [23.4.2](#), mailers must sack or palletize bundles of nonletter-size pieces according to one of the following:
 1. Sack under [23.4](#), or under [705.10.1](#) if eligible to be cosacked with barcoded price and nonbarcoded price Periodicals pieces.
 2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [23.4](#), *Preparation—Flat-Size Pieces and Irregular Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. Pieces with a simplified address must meet the corresponding preparation standards in [602.3.0](#), *Use of Alternative Addressing*, and the eligibility standards in [7.0](#), *Mailing to Nonsubscribers or Nonrequesters*.

23.1.2 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by price and zone when presented for acceptance. Documentation of sequencing and of density standards under [23.8](#) and [23.9](#) must be submitted with each mailing.

23.1.3 Sequencing

Preparation for carrier route prices is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the price claimed (see [23.8](#) and [23.9, *Delivery Sequence Documentation*](#)). Mailpieces prepared with a simplified address must meet the additional standards in [602.3.0, *Use of Alternative Addressing*](#).

23.1.4 Merged Containerization of Nonletter-Size Carrier Route and Machinable Barcoded and Nonbarcoded Price Mail

For sacked mailing jobs that contain a machinable barcoded and nonbarcoded price and a carrier route price mailing, mailers must prepare the machinable barcoded and nonbarcoded price mailings under [705.9.0](#) (see [22.1.2a](#)) and the carrier route mailing under [23.0](#), unless they elect to prepare the mailings under [705.10.0](#). Under the optional preparation in [705.10.0](#), carrier route bundles prepared under [23.1](#) and [23.2.3](#) are cosacked with machinable nonbarcoded price 5-digit bundles prepared under [22.0](#) and with machinable barcoded price 5-digit bundles prepared under [25.0](#) in merged 5-digit sacks and merged 5-digit scheme sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route bundles prepared under [23.1](#) and [23.2.3](#) are copalletized with machinable nonbarcoded price 5-digit bundles prepared under [22.0](#) and with machinable barcoded price 5-digit bundles prepared under [25.0](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. Machinable barcoded and nonbarcoded price pieces may be cobundled with automation price pieces under [705.11.0](#).

23.2 Bundle Preparation**23.2.1 General**

Bundle preparation is subject to [19.0, *Bundles*](#), and the specific standards below.

23.2.2 Walk-Sequence Identification

In addition to the bundle label showing carrier route type and number under [23.2.3](#), each bundle of Periodicals walk-sequence mail must show that the mail is walk sequenced and the level of sequencing. A facing slip with the phrase “HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or “SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each bundle of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the bundle, or a slip of paper affixed to the top of the bundle. If bundles are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle to provide the equivalent information.

23.2.3 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. Carrier route (optional, but required for price eligibility); six-piece minimum (fewer pieces permitted under [23.6](#)); labeling required (facing slip, OEL, or carrier route information line) except for bundles placed in a carrier route tray or sack.

23.3 Preparation—Letter-Size Pieces

23.3.1 Basic Preparation

Preparation sequence, tray size, and labeling:

- a. *Carrier route*: required at 24 pieces, optional with one six-piece bundle.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS;” followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.
- b. *5-digit carrier routes*: required if full tray, optional with one six-piece bundle.
 1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*, optional with one six-piece bundle for each of two or more 5-digit areas.
 1. Line 1: use the city, state, and ZIP shown in [L002](#), Column A that corresponds to the 3-digit ZIP Code prefix of bundles.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”

23.3.2 Tray Line 2 for Simplified Address

For trays that contain letter-size pieces with a simplified address prepared under [602.3.0, Use of Alternative Addressing](#), use “MAN” on Line 2 in place of “BC.”

23.4 Preparation—Flat-Size Pieces and Irregular Parcels

23.4.1 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *Carrier route*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.
- b. *5-digit scheme carrier routes*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”
- c. *5-digit carrier routes*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).

707.23.4.2

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”
- d. *3-digit carrier routes*, required with one six-piece bundle. As an option to preparing carrier route bundles in 3-digit carrier routes sacks, mailers may place those bundles in flats trays (see [20.4](#)).
 1. Line 1: use the city, state, and ZIP Code shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 3D” or “IRREG 3D” as applicable, followed by “CR-RTS.”

23.4.2 Exception to Sacking

Sacking is not required for carrier route or 5-digit bundles prepared for and entered at a DDU when the mailer unloads bundles under [29.5.5](#). Mail presented under this exception is not subject to the container charge (but is still subject to the bundle charge). Mailers must prepare unsacked bundles as follows:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must clearly label carrier route bundles using optional endorsement lines under [708.7.0](#) or facing slips under [19.15](#).

23.5 Firm Bundles

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement or the firm bundle may be claimed as one piece. The USPS considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for price eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under [19.0](#), or optional endorsement lines under [708.7.0](#).

23.6 Bundles With Fewer Than Six Pieces

Nonletter-size Periodicals may be prepared in carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable

mixed ADC price (Outside-County) or basic price (In-County). Low-volume carrier route bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place bundles in only 5-digit scheme carrier routes and 5-digit carrier routes sacks that contain at least 24 pieces, or 3-digit carrier routes or merged 3-digit sacks that contain at least one six-piece carrier route bundle.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit metro, 3-digit, and SCF pallets.

23.7 Multi-Box Section Bundles—Optional Preparation

[8-14-08] A mailer may combine individual copies of Periodicals for Post Office box sections into a multi-box section bundle or bundles of copies to the same 5-digit ZIP Code under these conditions:

- a. Each multi-box section bundle must contain at least six copies.
- b. Fewer than six copies to each Post Office box section are included in the bundle or bundles.
- c. Copies must be prepared in order from the lowest to the highest Post Office box section and if more than one piece exists for a specific Post Office box section, existing sequencing requirements as specified in 23.0 must be met.
- d. Each multi-box section bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.
- e. Each multi-box section bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the box section information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., *****Multi**B-001).
- f. Bundles must be placed in existing carrier-route, 5-Digit scheme, or 5-Digit carrier routes sacks.
- g. Copies prepared in multi-box section bundles qualify for 5-digit prices.
- h. Copies prepared in multi-box section bundles may qualify for DDU container discounts.

23.8 Delivery Sequence Information

23.8.1 General

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 23.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

23.8.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

707.23.8.3

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

23.8.3 Pieces With Simplified Address

Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

23.8.4 Pieces Without Simplified Address

Walk-sequence price pieces prepared with other than a simplified address format under [23.8.3](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

23.8.5 Out-of-Date Sequencing Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

23.8.6 Line-of-Travel Sequence

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices and Periodicals carrier route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

23.9 Delivery Sequence Documentation**23.9.1 General**

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for

carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF² invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

23.9.2 High Density Price Mail

The following documentation must be submitted for high density price mail:

- a. Periodicals Other Than In-County Mail. For each carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.
- b. Periodicals In-County Mail. For each carrier route for which Periodicals In-County high density prices are claimed under the minimum 25% of the total active possible deliveries per carrier route, the documentation must show for each carrier route for which the prices are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

23.9.3 Saturation Density Price Mail—Simplified Address

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

23.9.4 Saturation Density Price Mail—Other

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

707.23.9.5

23.9.5 High Density and Saturation Density Price Mail

If a mailing contains pieces qualifying for both walk-sequence prices, the documentation may be combined. Entries for pieces at the high density price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing.

23.9.6 Carrier Route Price Mail

If a mailing includes high density and saturation price and basic carrier route price pieces, in addition to the applicable information required by [23.9.2](#) through [23.9.5](#), the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route price.

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals**24.1 Basic Standards****24.1.1 General**

Letter-size barcoded price Periodicals must be prepared under [24.0](#). Bundle and tray preparation are subject to [19.0](#) through [21.0](#). Trays must bear barcoded tray labels under [708.6.0](#).

24.1.2 Mailings

All pieces in a mailing must meet the standards in [201.3.0](#) and must be sorted together to the finest extent required for the price claimed. A single barcoded price Periodicals mailing may include pieces prepared at 5-digit, 3-digit, ADC and mixed ADC (Outside-County), and basic (In-County) prices.

24.1.3 Documentation

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation under [708.1.0](#). *Exception:* For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Combined mailings of more than one Periodicals publication also must be documented under [22.0](#) and [23.0](#).

24.1.4 Marking

Only pieces claimed at an automation price may bear "AUTO."

24.1.5 General Preparation

[8-14-08] Grouping, bundling, and labeling are not generally required or permitted, except that bundles must be prepared in any mailing consisting entirely of card-size pieces and for mail in all less-than-full trays (including overflow trays) as specified in [707.24.2, Additional Standards](#). Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.

24.2 Additional Standards**24.2.1 Preparing Barcoded Price Letters**

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit/scheme: optional, but 5-digit trays required for price eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [21.1.2](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use [L011](#), Column B.

24.2.2 Tray Line 2

Line 2: "PER LTRS" or "NEWS LTRS" (except "NEWS LTR" for 5-digit scheme trays), as applicable, and:

- a. 5-digit scheme: "BC 5D SCHEME."
- b. 5-digit: "5D BC."
- c. 3-digit scheme: "BC SCHEME" and, if applicable, as shown in [L002](#), Column B, followed by the letter "A," "B," or "C."
- d. 3-digit: "3D BC."
- e. AADC: "AADC BC."
- f. Mixed AADC: "BC WKG."

707.25.1

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

25.1 Basic Standards

25.1.1 General

Each piece must meet the physical standards in [301.3.0](#) or in [26.0](#). Bundle, sack, and tray preparation are subject to [18.0](#) through [21.0](#) and this section. Trays and sacks must bear the appropriate barcoded container labels under [708.6.0](#). Pieces may be prepared in bundles that are not placed in sacks or pallets only as provided in [23.4.2](#).

25.1.2 Documentation

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Combined mailings of Periodicals publications must also be documented under [22.0](#) and [23.0](#).

25.1.3 Marking

Only pieces claimed at a barcoded price may bear "AUTO."

25.1.4 Bundle Preparation

All pieces must be prepared in bundles (except under [25.5](#)) and meet the following requirements:

- a. Pieces that meet the standards in [301.3.0](#) must be prepared in separate bundles from pieces that meet the standards in [26.0](#).
- b. Firm bundles must not be included in Periodicals mailings prepared under [25.0](#).
- c. Each bundle of pieces prepared under [301.3.0](#) and each bundle of pieces prepared under [26.0](#) must separately meet the bundle minimums in [25.4](#).
- d. Bundles may contain fewer than six pieces when the mailpieces are too thick or too heavy to create a six-piece bundle. Piece price eligibility is not affected if the total number of pieces bundled for a presort destination meets or exceeds the minimum for price eligibility under [14.0](#).

25.1.5 Scheme Bundle Preparation

Pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). These bundles must meet the additional standards in [18.4i](#) or [18.4r](#).

25.1.6 7Sack Preparation

Mailers may combine bundles of pieces prepared under [301.3.0](#) and bundles of pieces prepared under [26.0](#) in the same sack, with the exception of 5-digit scheme sacks, which may contain only pieces prepared under [301.3.0](#).

25.1.7 Exception—Barcoded and Nonbarcoded Flats on Pallets

When the physical dimensions of the mailpieces in a Periodicals mailing meet the definition of both a letter-size piece and a machinable barcoded flat-size piece, the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.13.0](#). The following standards apply:

- a. The nonbarcoded portion is paid at the nonbarcoded prices.
- b. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#).
- c. As an alternative to [705.9.0](#) through [705.13.0](#), if a portion of the job is prepared as palletized barcoded flats, the nonbarcoded portion may be prepared as palletized flats and paid at nonbarcoded machinable and carrier route prices. The nonbarcoded price pieces that cannot be placed on ADC or finer pallets may be prepared as flats in sacks and paid at the nonbarcoded prices.

25.1.8 Bundles With Fewer Than Six Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). These low-volume bundles are permitted only when they are sacked or prepared on pallets under these conditions: Place 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.

- a. Place 5-digit and 3-digit bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets, as appropriate.
- b. Place 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.
- c. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF pallets, as appropriate.

25.1.9 Cotraying, Cosacking, and Cobundling With Nonbarcoded and Carrier Route Price Mail

The following standards apply (except as provided in [25.1.7](#)):

- a. If the mailing job contains a carrier route mailing and a machinable barcoded and nonbarcoded price mailing, then it must be prepared under one of the following options:
 1. The carrier route mailing must be prepared under [13.0](#) and [23.0](#) and the machinable barcoded and nonbarcoded mailings must be prepared under [705.9.0](#).
 2. All three mailings in the mailing job must be prepared under [705.10.0](#).

707.25.1.10

- b. If the mailing job contains an a machinable barcoded and nonbarcoded price mailing, then it must be prepared under the cosacking standards in [705.9.0](#). Machinable barcoded and nonbarcoded price pieces may be cobundled under the standards in [705.11.0](#), *Combining Automation Price and Nonautomation Price Flats in Bundles*.
- c. If the mailing job contains a carrier route mailing and a machinable barcoded price mailing, then it must be separately sacked under [23.0](#) and [25.0](#) or prepared using the merged sack option under [705.10.0](#).

25.1.10 Merged Containerization With Nonbarcoded and Carrier Route Flats

When the standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of machinable barcoded, machinable nonbarcoded, and carrier route price mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Machinable barcoded price pieces may be cobundled with machinable nonbarcoded price pieces under [705.11.0](#).

25.2 Physical Standards

Each flat-size piece must meet the standards in [301.3.0](#) or, for barcoded pieces in 5-digit bundles, the standards in [26.0](#).

25.3 Bundling and Labeling

[7-3-08] Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); red Label 5 SCH or OEL.
- b. 5-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); red Label 5 or OEL.
- c. 3-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); green Label 3 SCH or OEL.
- d. 3-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); green Label 3 or OEL.
- e. ADC (required); six-piece minimum (fewer permitted under [25.1.8](#)); pink Label A or OEL.
- f. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan label X or OEL.
- g. Mixed ADC (required); no minimum; tan Label X or OEL.

25.4 Sacking and Labeling

For mailing jobs that also contain a machinable nonbarcoded price mailing, see [25.1.9](#) and [705.9.0](#). Other mailing jobs are prepared, sacked, and labeled as follows:

- a. 5-digit scheme, required at 24 pieces, fewer pieces not permitted; may contain 5-digit scheme bundles only; labeling:

1. Line 1: [L007](#), Column B.
 2. Line 2: “PER FLTS 5D SCH BC” or “NEWS FLTS 5D SCH BC,” as applicable.
- b. *5-digit*, required at 24 pieces, fewer pieces not permitted; labeling:
1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.1.2](#) for overseas military mail).
 2. Line 2: “PER FLTS 5D BC” or “NEWS FLTS 5D BC,” as applicable.
- c. *3-digit*, required at 24 pieces, fewer pieces not permitted; labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: “PER FLTS 3D BC” or “NEWS FLTS 3D BC,” as applicable.
- d. *SCF*, required at 24 pieces, fewer pieces not permitted; labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum; labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- f. *ADC*, required at 24 pieces, fewer pieces not permitted; labeling:
1. Line 1: [L004](#), Column B.
 2. Line 2: “PER FLTS ADC BC” or “NEWS FLTS ADC BC,” as applicable.
- g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; labeling:
1. Line 1: Use [L201](#), Column C.
 2. Line 2: “PER FLTS WKG W FCM” or “NEWS FLTS WKG W FCM,” as applicable.
- h. *Mixed ADC* (required), no minimum; labeling:
1. Line 1: Use [L009](#), Column B.
 2. Line 2: “PER FLTS BC WKG” or “NEWS FLTS BC WKG,” as applicable.

25.5 Optional Tray Preparation — Flat-Size Barcoded Pieces

As an option, mailers may place in flats trays (see 20.4) machinable pieces prepared under [301.3.0](#) that would normally be placed in sacks. Mailers must either bundle or group together all pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 24-piece minimum, labeling:
 1. Line 1: [L007](#), Column B.

707.26.1

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC.”
- b. *5-digit* (required), 24-piece minimum, labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.1.2](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC.”
- c. *3-digit* (required), 24-piece minimum, labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC.”
- d. *SCF* (required), 24-piece minimum, labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”
- f. *ADC* (required), 24-piece minimum, no overflow tray allowed, labeling:
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “BC.”
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in [L201](#), Column B, of the origin ZIP Code in Column A, labeling:
 1. Line 1: Use [L201](#), Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:
 1. Line 1: Use [L009](#).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “BC WKG.”

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

26.1 General

Prepare barcoded flat-size pieces according to [25.0](#) above. Pieces may meet the physical criteria in [26.0](#) or in [301.3.0](#), but mailers cannot combine these two types of flat-size pieces in the same bundle.

26.2 Weight and Size

The maximum weight for each piece is 4.4 pounds. The following minimum and maximum dimensions apply (determine length and height according to [301.1.2](#)):

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- b. Minimum length is 6 inches. Maximum length is 15 inches.
- c. Minimum thickness is 0.009 inch. Maximum thickness is 1.25 inches.

26.3 Flexibility and Deflection

Pieces prepared under [26.0](#) are not subject to the standards for flexibility in [301.1.3](#) or the standards for deflection in [301.3.2.3](#).

26.4 Additional Criteria

Pieces must meet the standards for polywrap coverings in [301.3.3](#); protrusions and staples in [301.3.4](#); tabs, wafer seals, tape, and glue in [301.3.5](#); and uniform thickness and exterior format in [301.3.6](#).

27.0 Combining Multiple Editions or Publications**27.1 Description**

Mailers may prepare Periodicals publications as a combined mailing by merging copies or bundles of copies to achieve the finest presort level possible or to reduce the total Outside-County postage. Each publication in a combined mailing must be authorized (or pending authorization) to mail at Periodicals prices. Mailers may use the following methods:

- a. Mailers may comail individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications (more than one title) to obtain finer presort levels.
- b. Mailers may place two or more copies of different Periodicals publications (more than one title), and/or multiple editions of the same publication in the same mailing wrapper or firm bundle and present it as one addressed piece to a single addressee to reduce the per piece charge.
- c. Mailers may copalletize separately presorted bundles of different Periodicals titles and editions to achieve minimum pallet weights (see [705.8.7.3](#)). Mailers do not have to achieve the finest pallet presort level possible.

27.2 Authorization**27.2.1 Basic Standards**

Each mailer must be authorized to comail or copalletize mailings under [27.1a](#) and [27.1c](#) by Business Mailer Support (see [608.8.1](#) for address). Requests for authorization must show:

- a. The mailer's name and address.
- b. The mailing office.
- c. Procedures and quality control measures for the combined mailing.
- d. The expected date of the first mailing.

707.27.2.2

- e. A sample of the standardized documentation.

27.2.2 Denial

If the application is denied, the mailer or consolidator may reapply at a later date, or submit additional information needed to support the request.

27.2.3 Termination

An authorization may not exceed 2 years. Business Mailer Support may take action to terminate an authorization at any time, by written notice, if the mailer does not meet the standards.

27.3 Minimum Volume

The following minimum volume standards apply:

- a. For comailings prepared under [27.1a](#), multiple publications or editions are combined to meet the required minimum volume per bundle, sack, or tray for the price claimed.
- b. For combined mailings prepared under [27.1b](#), the minimum volume requirements in [22.0](#), [23.0](#), or [25.0](#) apply for the price claimed.
- c. For copalletized mailings prepared under [27.1c](#), the minimum volume requirements for pallets in [705.8.5.3](#) apply for the price claimed.

27.4 Labeling

Mailers must label all containers in a combined mailing as either "NEWS" (see [21.1.3](#)) or "PER" as follows:

- a. If at least 51% of the total number of copies in the combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "NEWS," unless the mailer chooses to use "PER."
- b. If less than 51% of the total number of copies in a combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "PER."

27.5 Documentation

Each mailing must be accompanied by documentation meeting the standards in [17.0](#), as well as any additional mailing information requested by the USPS to support the postage claimed (such as advertising percentage and weight per copy). The following additional standards apply:

- a. Presort documentation required under [708.1.0](#) must show the total number of addressed pieces and total number of copies for each publication and each edition in the combined mailing claimed at the carrier route, 5-digit, 3-digit, ADC, and mixed ADC prices. The mailer also must provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition claimed at any destination entry discount.
- b. Copalletized mailing documentation must consolidate and identify each title and version (or edition) in the mailing. Mailers may use codes in the summary heading to represent each title and version (or edition) presorted together on pallets. The documentation must include presort and pallet reports showing by title and version (or edition) how the bundles are presorted and where they will be entered.

27.6 Postage Statements

Mailers must prepare postage statements for a combined mailing as follows:

- a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:
 1. If the copy weight and advertising percentage for all editions of a publication are the same, mailers may report all the editions on the same postage statement or each edition on a separate postage statement.
 2. If the copy weight or the advertising percentage is different for each edition of a publication, mailers must report each edition on a separate postage statement.
- b. For a combined mailing prepared under [27.1a](#), mailers must prepare a separate postage statement that claims all applicable per piece, per pound, and bundle and container charges (if apportioned) for each publication or edition. The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the pieces were prepared as part of a combined mailing under [27.1a](#).
- c. For mailings under [27.1b](#), mailers must prepare a separate postage statement claiming the applicable per pound charges for each publication or edition in the combined mailing except as provided in [27.2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the copies were prepared as part of a combined mailing under [27.1b](#). The per piece charges must be claimed as follows:
 1. If *all* copies in the combined mailing are eligible for the Classroom or Nonprofit discount, or if *all* copies are not eligible for the Classroom or Nonprofit discount, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising.
 2. If a portion of the copies in the combined mailing are eligible for the Classroom or Nonprofit discount and a portion are not eligible, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed.
- d. For copalletized mailings under [27.1c](#), mailers must prepare a separate postage statement for each publication in the mailing. One consolidated postage statement and a register of mailings for each publication must accompany mailings consisting of different editions or versions of the same publication.

27.7 Postage Payment

Each mailing must meet the postage payment standards in [16.0](#). For copalletized mailings under [27.1c](#), mailers must pay postage at the Post Office serving the facility where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (see [608.8.4.1](#) for address).

707.27.8

27.8 Deposit of Mail

Each publication in a combined mailing must be authorized (or pending authorization) for original entry or additional entry at the Post Office where the mailing is entered. For copalletized mailings under [27.1c](#), mailers must enter each mailing at the Post Office serving the facility where consolidation takes place.

28.0 Enter and Deposit**28.1 Service Objectives**

The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled "NEWS" receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984.

28.2 Basic Standards

Only a publisher or registered news agent authorized Periodicals mailing privileges may mail at the Periodicals prices. The First-Class Mail, Standard Mail, Parcel Select, or Package Services price must be paid on all copies mailed by the public or by a printer to a publisher. The publisher or news agent must present mailings at the Periodicals prices only:

- a. At Post Offices where original entry, additional entry, or exceptional dispatch is authorized.
- b. At the times and places designated by the postmaster of the office of mailing or by the AMC/AMF manager.

28.3 Exceptional Dispatch**28.3.1 General**

The postmaster of an entry Post Office may authorize a publisher to deliver copies of a time-sensitive Periodicals publication, at the publisher's own expense and risk, by exceptional dispatch from the Post Office of original or additional entry to other Post Offices.

28.3.2 Intended Use

The provision for exceptional dispatch is intended for short-haul local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis for possible waiver of the 25,000-circulation limit.

28.3.3 Prohibited Use

Exceptional dispatch may not be used for publications authorized to be mailed under the Centralized Postage Payment System or under the plant-verified drop shipment postage payment system.

28.3.4 Destination Prices

Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility (DSCF) or destination delivery unit (DDU) prices if the applicable standards in 29.0 are met.

28.3.5 Applying for Exceptional Dispatch

The publisher must file an application for exceptional dispatch at the office of original or additional entry where the postage is paid on the copies to be transported. The application must fully explain the proposed exceptional dispatch and include information on the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level discount prices. If the number of pieces qualifying for and mailed at such prices changes more than 2%, the publisher must file an amended application with the approving office. The application may be filed jointly with applications for original entry, reentry, or special prices, or filed separately. No form is provided for this application.

28.3.6 Decision on Application

The postmaster who received the application approves it if the requested exceptional dispatch improves service and does not add to USPS costs.

28.3.7 Appeal

Denial of an application for exceptional dispatch may be appealed to the PCSC. The PCSC manager issues the final decision.

28.4 Deposit at AMC/AMF**28.4.1 General**

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the Post Office where those copies are presented for postal verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program.

28.4.2 Applying for AMF Deposit

Authorization to enter airfreighted copies of a Periodicals publication at an AMF is obtained by filing an additional entry application. The distribution plan on Form 3510 must show the AMF as the entry point rather than the administering office (i.e., the Post Office responsible for the AMF). A publisher using plant-verified drop shipment must submit a copy of the distribution plan for the airfreighted copies to the administering office postmaster.

28.4.3 Fee

The required additional entry fee is not due if:

- a. Form 3510 is submitted with either an initial application for Periodicals mailing privileges or an application for reentry at a new original entry office, and the AMF is under the jurisdiction of that original entry office.
- b. The verifying office is already an authorized original or additional entry for the publication.

28.4.4 Publisher Responsibilities

For each mailing to be presented at the AMF, the publisher or agent is required:

707.28.4.5

- a. To provide the administering office postmaster with a delivery schedule (including the publication title, volume, air carrier, flight number, and arrival schedule) before the first mailing under the authorization. A revised schedule must be provided when there are changes.
- b. To arrange for delivery of the airfreighted copies of the publication to the AMC/AMF “back dock” or other area designated by the AMC/AMF manager.
- c. To arrange for payment of postage and submission of required postage statements and documentation with the copies of the publication to the verifying Post Office.
- d. To notify the designated AMF contact person when there are deviations from established transportation and delivery schedules.
- e. To ensure that Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (for example, “1 of 4,” “2 of 4,” and so on), and a copy of Form 8125 must be affixed to each airline cargo container.
- f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.
- g. To follow procedures outlined in Network Operation Management’s standard operating procedures (SOP). The procedures are available from the AMC/AMF manager.

28.4.5 Nonconforming Mailers

When a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management’s SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the USPS will inform the mailer, or the mailer’s agent, who presented the mailing. If, after the initial notification, the mailer continues to fail to meet the standards, the mailer is considered nonconforming. If a mailer is found to be nonconforming, its authorization to enter mail at an AMC/AMF may be revoked.

29.0 Destination Entry**29.1 Basic Standards****29.1.1 Price Application**

Periodicals may qualify for destination entry prices under [29.3](#) through [29.5](#). The following standards apply:

- a. An individual bundle, tray, sack, or pallet may contain pieces claimed at different destination entry pound prices.
- b. In-County carrier route price addressed pieces may qualify for the DDU discount under [29.5](#).
- c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, or DDU pound prices based on the entry facility and the address on the piece.

29.1.2 Documentation

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (by bundle, tray, sack, or pallet), and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the prices and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight and pieces are separated by zone, price, and destination entry (if applicable) when presented for mailing.

29.2 Destination Bulk Mail Center**29.2.1 Definition**

For this standard, destination bulk mail center (DBMC) includes the facilities in [Exhibit 346.3.1](#), or a USPS-designated facility.

29.2.2 Price Eligibility

DBMC container prices apply as follows:

- a. Pieces must be prepared in bundles on ADC or more finely presorted pallets or in sacks or trays on ADC or more finely presorted pallets under [705.8.0](#).
- b. Mailers may claim a DBMC container price if the facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the container is deposited, as shown in [Exhibit 346.3.1](#).

29.3 Destination Area Distribution Center**29.3.1 Definition**

For this standard, destination area distribution center (DADC) includes the facilities listed in [L004](#), or a USPS-designated facility.

29.3.2 Price Eligibility

Determine price eligibility as follows:

- a. Pound Prices. Outside-County pieces are eligible for DADC pound prices when placed on an ADC or more finely presorted container, deposited at an ADC (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Automation pieces in AADC trays placed on optional SCF pallets under [705.8.10.1](#) are eligible for DADC prices when the 3-digit ZIP Code on the tray label is within that SCF's service area according to [L005](#).
- b. Container Prices. Mailers may claim a DADC container price for ADC and more finely presorted containers that are entered at and destined within the service area of the ADC at which the container is deposited.

29.4 Destination Sectional Center Facility**29.4.1 Definition**

For this standard, destination sectional center facility (DSCF) includes the facilities listed in [L005](#) and [L006](#), or a USPS-designated facility.

29.4.2 Price Eligibility

Determine price eligibility as follows:

707.29.5

- a. Pound Prices. Outside-County pieces are eligible for DSCF pound prices when placed on an SCF or more finely presorted container, deposited at an SCF (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Nonletter-size pieces are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU) (the facility where the carrier cases mail for delivery to the addresses on the pieces) and the 5-digit bundles are in or on the following types of containers:
 1. A merged 5-digit scheme or merged 5-digit sack.
 2. A merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.
- b. Container Prices. Mailers may claim a DSCF container price for SCF and more finely presorted containers that are entered at and destined within the service area of the SCF at which the container is deposited.

29.5 Destination Delivery Unit

29.5.1 Definition

For this standard, the destination delivery unit (DDU) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

29.5.2 Price Eligibility

Determine price eligibility as follows:

- a. Piece Prices. In-County pieces are eligible for a per piece discount off the addressed piece price.
- b. Pound Prices. Carrier route pieces (In-County and Outside-County) are eligible for DDU pound prices when deposited at the facility where the carrier serving the delivery address on the mail is located.
- c. Container Prices. Outside-County mailers may claim a DDU container price for 5-digit scheme and more finely presorted containers that are entered at and destined within the service area of the DDU at which the container is deposited.

29.5.3 Maximum Volume

The same mailer may not present for deposit more than four DDU price mailings at the same delivery unit (or another acting as its agent) in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling deposit of the mailings. There is no maximum for plant-verified drop shipments made under [705.15.0](#). This standard does not apply to mailings presented to the publication's authorized original entry, or additional entry, serving the place where the pieces were prepared for mailing, if that entry Post Office is also the facility at which the DDU price pieces must be deposited.

29.5.4 Deposit Schedule

The mailer may schedule deposit of DDU price mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. The mailer must follow the scheduled deposit time provided. The mailer may request standing appointments for renewable 6-month periods by written application to the district office in whose service area the destination facility is located. Mixed loads of Periodicals and Standard Mail or Package Services mail

require advance appointments for deposit. For mail entered under exceptional dispatch, the application for exceptional dispatch required under [28.3](#) also serves as a request for standing appointments.

29.5.5 Vehicle Unloading

At delivery units, drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

- a. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
- b. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
- c. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
- d. At facilities that cannot handle pallets, drivers must unload any palletized mail from the pallets and place the mail into containers as delivery unit employees specify.
- e. For scheduled arrivals at DDUs when USPS employees are not present, drivers must place the mail in a secure location protected from the weather.

30.0 Additional Entry

30.1 Basic Standards

30.1.1 Definition

The term “additional entry office” refers to a Post Office where a publisher is authorized by the USPS to present copies of a Periodicals publication for postal verification. An additional entry authorization must be in effect for each Post Office where copies of the Periodicals publications are presented for postal verification. The publisher must deposit money and file postage statements for copies presented at an additional entry office unless the USPS authorizes an alternative postage payment method (such as Centralized Postage Payment (CPP) System under [16.0](#) and [17.0](#)). Except for publications authorized an alternative payment method, the verification Post Office is also the office where Periodicals postage is paid.

30.1.2 Facility

The additional entry office must be a Post Office.

30.1.3 Restrictions

An additional entry may be authorized only at a Post Office where transportation and mail processing resources are adequate. The USPS does not authorize an additional entry if the publisher’s requested effective date would cause the USPS additional transportation costs in serving the affected entry office.

707.30.1.4

30.1.4 Same County

Additional entries may be authorized in the same county as the office of original entry. If the publication is eligible for In-County prices, the publisher must provide the original entry office postmaster with a duplicate of all postage statements on which those prices are claimed.

30.1.5 Distribution Plan

The publisher must establish a distribution plan for each additional entry to detail the volume and ZIP Code ranges to be presented. Revisions to a distribution plan must account for copies for any additional entry being modified or canceled. When applicable, the publisher must specify how the distribution plan is to vary during the year (such as periodic fluctuations or transfers of volume or mailing activity). Separate distribution plans are required if there are differences in the distribution of regular issues, special issues, or back issues.

30.2 Authorization**30.2.1 Filing**

The publisher is responsible for timely filing of all forms and supporting documentation to establish, modify, or cancel an additional entry. Under the standards for combining mailings on pallets in [27.0](#), consolidators may apply for additional entry authorizations on behalf of publishers at the Post Office serving the consolidator's facility.

30.2.2 Method

To establish or cancel an additional entry for the scheduled presentation of regular, special, or back issues or for unscheduled contingency use, the publisher must submit two copies of Form 3510 marked "Pending" to the postmaster of the original entry Post Office. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.

30.2.3 Documentation

Two copies of the most recent issue of the publication must accompany the application. If applicable, these copies must either contain an amended identification statement or show how it is to be amended in a specific future issue.

30.2.4 Modifying Distribution

The publisher must file Form 3510 and pay the required fee to modify a distribution plan and cancel additional entry points no longer used.

30.2.5 Concurrent Application

The publisher may *concurrently* apply for:

- a. Original entry and additional entry, although separate forms and fees are required for each.
- b. Establishment, modification, and/or cancellation of more than one additional entry, by filing a single Form 3510 and paying a single fee, if all required information is supplied for each entry, and the effective dates for the additional entry actions cover no more than 30 calendar days.

30.2.6 Separate Application

The publisher must submit a *separate* Form 3510 (with the applicable fee) for:

- a. Each additional entry action that cannot meet the standards of [30.2.5](#).
- b. Each reentry request.
- c. Any modification to the publication's distribution plan other than frequency of issuance or location of original entry.

30.2.7 Fee

The required additional entry fee must accompany an application for additional entry. One fee is charged regardless of the number of additional entries established. No additional fee is charged if the same Form 3510 is used to close or modify other additional entries, subject to the conditions stated above. The required reentry fee must accompany a Form 3510 that modifies or closes an additional entry. Only one fee is charged if the same Form 3510 is used to close or modify more than one additional entry, subject to the conditions stated above.

30.2.8 Submission Date

Timely adjustment of transportation without penalty to the USPS requires the publisher to submit requests for establishing, modifying, or canceling an additional entry at least 30 days before the requested effective date. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.

30.2.9 Additional Information

The USPS reserves the right to ask for more information about the application. The publisher's failure to provide such information is sufficient grounds to deny the application.

30.2.10 Denial and Appeal

Except for pending publications, the manager of the PCSC rules on all applications requesting additional entry. If the application is denied, the denial takes effect 15 days from the publisher's receipt of the notice unless, within that time, the publisher files an appeal, through the PCSC, with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

30.3 Use of Additional Entry

30.3.1 Effective Date

Subject to the restrictions detailed above, the effective date for use of an additional entry authorization is that requested by the publisher. However, the USPS may defer that date until transportation or other resources are in place to support the action requested. If the deferral is due to contractual limitations, the publisher's requested effective date may be approved if the publisher agrees to reimburse the USPS for any cost for modifying or canceling contracted transportation.

30.3.2 Unauthorized Entry

An additional entry may not be used until authorized by the USPS. A publisher may not pay postage at another price to present copies at an unauthorized additional entry.

30.3.3 Annual Use

Copies of a Periodicals publication must be presented at each additional entry (including contingency entries) at least once each calendar year.

707.30.3.4

30.3.4 Distribution Plan

Once an entry and its distribution plan are authorized, the publisher must ensure that copies are presented accordingly or as provided in [30.4, Modification](#), for limited temporary changes. Additional entry offices may not accept copies not included in the publisher's authorized distribution plan.

30.3.5 Mixed Loads

Advance appointments for deposit must be made for mixed loads of Periodicals and Standard Mail, handled operationally as Standard Mail.

30.3.6 Postage

Postage must be prepaid and available for all copies presented for verification at an additional entry office before their release.

30.4 Modification**30.4.1 Permanent Change**

Except as provided below, the publisher may modify the use of an authorized entry Post Office only after submitting Form 3510 and receiving USPS approval.

30.4.2 Temporary Change

When a limited, temporary change affects only the distribution plans of two existing authorized entry Post Offices for one specific issue of a publication, the publisher must submit a letter detailing the specific issue, the dates and duration of mailing of the issue, the entry offices, and the volume and distribution area (ZIP Codes) affected by the modification. The postmaster of the original entry and additional entry offices affected for the issue of the publication involved and all distribution networks offices involved must receive the request at least 10 calendar days before the effective date of the change. See [30.3.1](#) above.

30.4.3 Misuse

Limited temporary changes must not be used instead of permanent alterations to authorized distribution plans.

30.5 Cancellation, Revocation, and Restoration**30.5.1 Cancellation**

When a distribution plan modification results in nonuse of an additional entry, that entry must be canceled as part of the additional entry action. If a publisher fails to file Form 3510 to cancel an authorized additional entry, the PCSC manager cancels the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year.

30.5.2 Revocation

The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation takes effect 15 days after the publisher receives notice, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

30.5.3 Restoration

To restore an additional entry authorization previously canceled or revoked, the publisher must submit Form 3510 and pay the required fee.

708 Technical Specifications

Overview

- 1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter
- 2.0 Presort Accuracy Validation and Evaluation (PAVE)
- 3.0 Coding Accuracy Support System (CASS)
- 4.0 Standards for POSTNET and Intelligent Mail Barcodes
- 5.0 Standards for Postal Routing Barcodes
- 6.0 Barcoding Standards for Container Labels
- 7.0 Optional Endorsement Lines (OELs)
- 8.0 Carrier Route Information Lines
- 9.0 Facing Identification Mark (FIM)
- 10.0 Postal Zones

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

1.1 Basic Standards

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 1.2 through 1.8, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

1.2 Format and Content

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, standardized documentation includes:

- a. A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:
 1. For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., 245.5.0 for letters, 345.5.0 for flats, and 445.5.0 for parcels or 234.4.0 and 235.6.0 for First-Class Mail Letters, and 244.4.0 and 245.7.0 for Standard Mail Letters) or the type of prices claimed.
 2. For Periodicals, each publication title and publication number corresponding to the postage statement and entry office, the date (e.g., the date when the list was processed or the documentation was

708.1.2

produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., [707.22.0, Preparing Nonbarcoded \(Presorted\) Periodicals](#), [707.23.0, Preparing Carrier Route Periodicals](#), or [707.24.0, Preparing Letter-Size Barcoded \(Automation\) Periodicals](#)) or the type of prices claimed. For publications that are combined or copalletized and represented on the same documentation, all publication titles and publication numbers are required to be listed in the header only on the first page.

- b. Sequential page numbers in the body of the listing.
- c. For mail in trays or sacks, the body of the listing reporting these required elements:
 1. Tray/sack sortation level. Mailers must note with an asterisk (“**”) all trays containing overflow mail moved into that tray under [235.6.6](#) and [245.7.5](#).
 2. Tray/sack destination ZIP Code (use destination on top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes contained in each tray).
 3. The number of pieces for each 5-digit ZIP Code in 5-digit/scheme bundles or trays; for each 3-digit ZIP Code in 3-digit/scheme bundles or trays; for each 3-digit/scheme in (A)ADC bundles or trays; for each (A)ADC in mixed (A)ADC bundles or trays (or, for Periodicals, origin mixed ADC trays). For automation-price mailings prepared under the reduced overflow option, the number of pieces in the next higher level tray in lieu of overflow trays. For ECR letters prepared under [245.6.0](#), the number of pieces in carrier routes within full trays. For automation and nonautomation mail, and ECR Standard Mail, the number of pieces in each bundle level and presort destination.
 4. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in [1.2c](#) for mail in trays or sacks). Pieces prepared in 5-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme bundle. Pieces prepared in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 3-digit ZIP Code within the 3-digit scheme bundle. Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF or BMC pallets created as a result of bundle reallocation under [705.8.11](#) or [705.8.13](#) on the USPS Qualification Report by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet) or “PBMC” (for a BMC pallet). These identifiers are required only on the USPS Qualification Report; they are not required on pallet labels or on any other mailing documentation.
 5. A running total of pieces mailed that is continuous for each mailing.

6. The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
 7. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code).
 8. For all Periodicals mailings, include a separate "Zone" column. If all copies for a specific tray destination (automation letters only), group destination, or bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in [1.6.3](#). If copies for a bundle destination or pieces for a tray destination (barcoded letters only) are for multiple zones, show all zones included (e.g., "3/4/6") or show "Mixed" (or the authorized abbreviation "M") in the "Zone" column.
 9. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which trays, sacks, and bundles are subject to the container or bundle charges and a total or, optionally, a running total.
- d. For bundles on pallets, the body of the listing reporting these required elements:
1. Pallet sortation level.
 2. Pallet destination ZIP Code (use destination on top line of pallet label).
 3. For each bundle, the sortation level and number of pieces claimed at each price.
 4. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in [1.2c](#) for mail in trays or sacks). Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF, ADC, or BMC pallets created as a result of bundle reallocation under [705.8.11](#), [705.8.12](#), or [705.8.13](#) on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for an SCF pallet), "PADC" (for an ADC pallet), or "PBMC" (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or on any other mailing documentation.
 5. For mailings prepared as bundles on pallets under [705.12.0](#) and [705.13.0](#), a separate 5% threshold summary must appear beneath the pallet price summary for the last physical pallet of each logical merged 5-digit scheme pallet and logical merged 5-digit pallet as provided in [705.12.1](#), [705.12.2](#), [705.13.1](#), or [705.13.2](#), as applicable.

708.1.2

6. For all Periodicals mailings, include a separate "Zone" column. If all copies for a specific bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in [707.17.6.3](#). If copies for a bundle destination are for multiple zones, show all zones included (e.g., "3/4/6") or show "Mixed" (or the authorized abbreviation "M") in the "Zone" column. Report foreign copies separately.
 7. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which pallets and bundles are subject to the container or bundle charges and a total or, optionally, a running total.
 8. At the end of the listing, a summary report of the total number of pieces claimed at each postage price on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.
- e. At the end of the documentation, a summary report of the total number of pieces mailed at each postage price for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. For Periodicals mailings, documentation also must provide:
1. A summary of the total number of each type of bundle in the mailing and, optionally, the total bundle charge paid. Report only bundles subject to the Outside-County bundle price under [707.1.1.3](#).
 2. A summary of the total number of each type of container in the mailing and, optionally, the total container charge paid. Report only trays, sacks, and pallets subject to the Outside-County container prices under [707.1.1.4](#).
 3. For combined mailings, a summary by individual mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container price paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container prices under [707.1.1.3](#) and [707.1.1.4](#).
 4. A summary of the total number of copies for each zone, including In-County, DDU, SCF, and ADC prices. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented for each mailing.

1.3 Price Level Column Headings

The actual name of the price level (or corresponding abbreviation) is used for column headings required by 1.2, *Format and Content*, and shown below:

a. Automation First-Class Mail, Standard Mail, and barcoded Periodicals:

PRICE	ABBREVIATION
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

PRICE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail, and Periodicals letters]	5D
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
AADC [Standard Mail machinable letters]	AB
ADC [First-Class Mail parcels, Standard Mail nonmachinable letters, flats, irregular parcels and NFMs; and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [Standard Mail machinable letters]	MB
Mixed ADC [Standard Mail nonmachinable letters, flats, irregular parcels and NFMs; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	BMC
Mixed BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	MBMC
Firm [Outside-County Periodicals]	FB

c. Carrier Route Periodicals and Enhanced Carrier Route Standard Mail:

PRICE	ABBREVIATION
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
Basic [letters, flats, and irregular parcels]	CR
Firm [Outside-County Periodicals]	FB

708.1.4

1.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

SORTATION LEVEL	ABBREVIATION
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	CR5S
5-Digit Scheme [barcoded and machinable letters]	5DGS
5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats]	5DGS
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5DS
5-Digit	5DG
5-Digit Metro [pallets only, for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats]	MET
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and cobundled flats]	3DGS
Merged 3-Digit [sacks, Periodicals flats and irregular parcels]	M3D
3-Digit	3DG
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [pallets, Periodicals flats, Bound Printed Matter]	SCF
SCF [pallets created from bundle reallocation]	PSCF
BMC	BMC
ASF	ASF
BMC [pallets created from bundle reallocation]	PBMC
Mixed BMC [working]	MBMC

1.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and Standard Mail prepared under 705.8.0, 705.10.0, 705.12.0, or 705.13.0, the listing must show this additional information:

- a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/bundles by product or edition code. The applicable prices for each product or edition must be shown in the correct

“Price” column and must be summarized for each tray, sack, or pallet and for the entire mailing. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle claimed as one piece, report “0” in the “Product/Edition Code” column for all but one edition or publication contained in the firm bundle, report “1” in the appropriate associated “Piece Price” column for that edition or publication, and report “0” in the “Piece Price” column for the other editions or publications contained in the firm bundle.

- b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full bundle detail (by product or edition code and price) for the entire mailing job for 90 days and can provide it to the USPS on request within 3 working days. Abbreviated documentation must include the price summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported.

1.6 Detailed Zone Listing for Periodicals

1.6.1 Definition and Retention

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, DBMC, and In-County prices. This listing is separate from the standardized documentation required under 1.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

1.6.2 Characteristics

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone prices using one of the following formats:

- a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices for that ZIP Code (e.g., In-County and outside-county price copies within the same 3-digit ZIP Code area).
- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that ZIP Code (e.g., In-County and outside-county price copies within the same 3-digit ZIP Code area).

708.1.6.3

1.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in [1.0](#) and [707.17.6.2](#):

ZONE ABBREVIATION	RATE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

1.7 Bundle and Container Reports for Outside-County Periodicals Mail

A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in [1.7.1](#) and [1.7.2](#) below.

1.7.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.
- c. Container presort level.
- d. Bundle ZIP Code.
- e. Bundle level.
- f. Price category.
- g. Number of copies by version in the bundle.
- h. An indicator showing which bundles are subject to the bundle charge.

1.7.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.
- c. Container level.
- d. Container entry level (origin, DDU, DSCF, DADC, or DBMC).
- e. An indicator showing which containers are subject to the container charge.

1.8 Optional Information

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under [1.2](#) through [1.7](#).

2.0 Presort Accuracy Validation and Evaluation (PAVE)

2.1 Presort Accuracy Validation and Evaluation (PAVE)

2.1.1 Basic Information

The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software.

2.1.2 Process

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

2.1.3 Participation

For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files.

3.0 Coding Accuracy Support System (CASS)

3.1 Basic Information

3.1.1 Purpose

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

3.1.2 Requirement

Any mailing claimed at an automation price must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCRs) to print delivery point barcodes on mailpieces (or for flats, ZIP+4 barcodes) must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCRs.

3.1.3 Methods

Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS^{Link}; CASS-certified Z4CHANGE process; CASS-certified DirectDPV process; NCOA^{Link}; or DSF² process.

3.2 Software Certification**3.2.1 General**

Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation price must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below.

3.2.2 Software Configuration

All address lists used to produce mailings for automation prices must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software.

3.2.3 Permissible Configurations

These are permissible configurations for address matching software:

- a. Vendor-Supplied Software With Vendor CASS-certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.
- b. Vendor-Supplied Software With User CASS-certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.
- c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified.

3.2.4 Use

When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 Product updated to include all applicable change transaction files.

3.3 Date of Address Matching and Coding**3.3.1 Update Standards**

Unless Z4CHANGE or DirectDPV is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within

180 days before the mailing date for all non-carrier route automation price mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the “last permissible use” date. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The “current USPS database” product cycle is defined by the following table.

FILE RELEASE <i>Use of file released on...</i>	REQUIRED USE <i>Must begin no later than...</i>	LAST PERMISSIBLE USE <i>And must end no later than...</i>
February 15	April 1	May 31
April 15	June 1	July 31
June 15	August 1	September 30
August 15	October 1	November 30
October 15	December 1	January 31
December 15	February 1	March 31

3.3.2 Z4CHANGE List Matching

When using Z4CHANGE to match and code address lists for automation price mailings:

- a. The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 Product.
- b. Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.
- c. The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 Product.
- d. The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 Product.

3.3.3 DirectDPV List Matching

When using DirectDPV to match and code address lists for automation price mailings:

- a. The entire address list must first be matched and ZIP+4 coded with Cycle L (or later) CASS-certified software and the current USPS ZIP+4 product.
- b. Every 180 days after the initial matching, the address list must be processed through DirectDPV using Cycle L (or later) CASS-certified address matching software to identify changed records since the last update.
- c. If an address record was previously ZIP+4 coded and that ZIP+4 code is not in DirectDPV, it does not need to be run through CASS-certified address matching software until the annual run. Address records identified as changed through DirectDPV that have a valid converted 11-digit record require additional

708.3.4

processing. These records can either be reconstructed using the 11-digit code provided or reprocessed through CASS-certified software. Address records identified as changed through DirectDPV that have a zero 11-digit code must then be matched and coded using Cycle L (or later) CASS-certified address matching software and the current USPS ZIP+4 product.

- d. The entire address list must be processed once a year using current CASS-certified address matching software and the current USPS ZIP+4 product.

3.4 Definitions—Mailing and Address Lists

For this section, *mailing list* or *address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation price must meet the standards in [3.0](#).

3.5 Documentation

3.5.1 Form 3553

Unless excepted by standard, the mailer must complete a Form 3553 for each mailing claimed at all automation prices and all carrier route prices. A computer-generated facsimile may be used if it contains the required data elements in a format similar to the USPS form. The data recorded on Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

3.5.2 Retention Period

Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice.

3.5.3 Using Output Information

The data recorded on Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile Form 3553. Form 3553 may show summary output information for a single address list or consolidate summary output information from multiple address lists combined to produce a single mailing. Figures on Form 3553 are not required to match total mailpiece figures on the corresponding postage statement.

3.5.4 Providing Required Data

Summary output reports or computer-generated Forms 3553 must contain this information:

- a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.
- b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded.

3.5.5 Using a Single List

When a mailing is produced using all or part of a single address list, the mailer must retain one Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the Form 3553 must be retained with the documentation for each mailing.

3.5.6 Using Multiple Lists

When a mailing is produced using multiple address lists, the mailer must retain a consolidated Form 3553 summarizing the individual summary output and/or facsimile Forms 3553 for each list used (and other required documentation). As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address matching software, and retain one Form 3553 for the summary output generated by that process.

3.5.7 Using CASS Certificate

If the name of the CASS-certified company entered on Form 3553 does not appear on the list published by the USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation.

3.6 CASS Certification

3.6.1 Testing Arrangements

To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to the CASS Certification Department, National Customer Support Center (see [608.8.0](#) for address).

3.6.2 CASS Stage I

The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test.

3.6.3 CASS Stage II

The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to the USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification.

3.6.4 Certification Standards

To be CASS-certified:

- a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with an accuracy rate determined by the CASS Certification Department and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100% accuracy.
- b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.
- c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with an accuracy rate determined by the CASS Certification Department.

3.6.5 Customer Notification

The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification.

4.0 Standards for POSTNET and Intelligent Mail Barcodes

4.1 General

POSTNET (Postal Numeric Encoding Technique) and Intelligent Mail barcodes are USPS-developed methods to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information.

4.2 POSTNET Barcode

4.2.1 General

POSTNET (Postal Numeric Encoding Technique) is the USPS-developed barcode method to encode ZIP Code information on mail that can be read for sorting by automated machines. A POSTNET barcode can represent a 5-digit ZIP Code (32 bars), a 9-digit ZIP+4 code (52 bars), or an 11-digit delivery point code (62 bars). The information content of the barcode is based on the combination of tall (full) bars and short (half) bars. A tall bar represents “1,” and a short bar represents “0.” When separated into groups of five, these bars sequentially represent each of the digits of the ZIP Code (or ZIP+4 code or delivery point code) for the delivery address, plus an additional digit designated as the *correction digit*. The correction digit is derived from adding the numbers in the ZIP Code (or ZIP+4 or delivery point code) and determining which single-digit number must be added to that sum to make the total a multiple of 10. The first and last bars of the barcode are *frame bars* and must always be full bars.

4.2.2 5-Digit Barcode

A 5-digit barcode is a single field of 32 bars consisting of a frame bar, a series of 25 bars that represent the correct 5-digit ZIP Code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

4.2.3 ZIP+4 Barcode

A ZIP+4 barcode is a single field of 52 bars consisting of a frame bar, a series of 45 bars that represent the correct ZIP+4 code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

4.2.4 Delivery Point Barcode

A delivery point barcode (DPBC) is formed by adding 10 bars (representing two additional digits) to the ZIP+4 barcode. The correct DPBC must be derived from a CASS-certified delivery point code address matching process. To obtain information on the rules for delivery point code calculation, contact the National Customer Support Center by calling (toll-free) 1-800-642-2914, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see [608.8.0](#) for address). The following unique codes are also valid DPBCs:

- a. For a firm (unique) 5-digit ZIP Code, the correct DPBC represents the 5-digit ZIP Code: either the USPS-assigned -0001 or (if the customer assigns four-digit add-ons to internal separations) the correct four digits applicable to the point of delivery, followed by the last two digits of the primary street number, Post Office box number, or rural/highway contract route box number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point code address matching process.
- b. For an individual (unique) ZIP+4 code assigned to a business customer, the correct DPBC represents the ZIP+4 code followed by the last two digits of the primary street number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point address matching process.

4.2.5 POSTNET Barcode Dimensions and Spacing

POSTNET barcodes are subject to these standards for bar dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

708.4.3

- a. A full bar must be 0.125 ±0.010 inch high.
- b. A half bar must be 0.050 ±0.010 inch high.
- c. All bars must be 0.020 ±0.005 inch wide.
- d. Measured over any 1/2 inch, horizontal spacing of the bars must be 22 ±2 bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch or more than 0.04 inch.

4.3 Intelligent Mail Barcodes

4.3.1 Definition

An Intelligent Mail barcode is the USPS-developed barcode that mailers use to encode routing and tracking information on mail that can be read by automated mail processing equipment to sort mail and to provide tracking information to the mailers. An Intelligent Mail barcode consists of 65 vertical bars, each representing one of four possible states: full bar, ascender, tracker, and descender. These 65 bars encode a string of 31 digits, divided into two parts: a 20-digit tracking code and an 11-digit routing code (when required). The 11-digit routing code may contain a ZIP Code, a ZIP+4 code, or a delivery point code, unless required to contain a certain level of code in specific applications; no correction digit is needed within an Intelligent Mail barcode. Mailers may use Intelligent Mail barcodes as follows:

- a. When used on letters for automation-price eligibility purposes, the routing code must contain a delivery point code that accurately matches the delivery address.
- b. When used on flat-size pieces for automation-price eligibility purposes, the barcode must contain either a ZIP+4 or a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation price eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in [Exhibit 7.1.1](#) corresponding to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.
- c. Mailers must incorporate the Mailer ID (MID) code in the Customer Identifier field. To obtain a MID, OneCode ACS subscribers can contact the ACS department at the National Customer Support Center at 1-800-331-5746. Confirm subscribers approved for OneCode Confirm must incorporate their Confirm Subscriber ID (which is their MID) when using Intelligent Mail barcodes. OneCode Confirm subscribers can contact Confirm Customer Assistance at 1-800-238-3150 or refer to Publication 197 for specific instructions. Mailers printing the Intelligent Mail barcode solely for automation price eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a MID.

4.3.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in USPS publication USPS-B-3200, which is available at ribbs.usps.gov/OneCodeSOLUTION. This publication also provides details on how to encode the routing code and tracking code into an Intelligent Mail barcode, barcode dimensions and spacing, clear zone, skew and rotation tolerance, and print characteristics. The assignment of a Barcode Identifier, Service Type Identifier, and Mailer ID are described by the respective publications for each extra service. These publications are available at ribbs.usps.gov/OneCodeSOLUTION.

4.4 Reflectance

4.4.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

- a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.
- b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size, First-Class Mail parcel, or Not-Flat Machinable piece barcoded elsewhere.

4.4.2 Print Reflectance Difference

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.)

4.4.3 Opacity

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The print contrast ratio (PCR) of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum.

4.4.4 Dark Fibers and Background Patterns

Dark fibers or background patterns that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

- a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation prices or at Enhanced Carrier Route saturation or high density prices.
- b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation price mailing or on a First-Class Mail parcel or a Not Flat-Machinable piece.

4.5 Skew and Baseline Shift

4.5.1 Card-Size and Letter-Size Pieces

For a barcode on a card-size or a letter-size piece, the combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) must be limited to a maximum rotation of the bars of ± 5 degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for card-size and letter-size pieces, see [202.5.0](#).

4.5.2 Flat-Size Pieces, First-Class Mail Parcels, Standard Mail Irregular Parcels, and Not Flat-Machinable Pieces

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is ± 10 degrees from a perpendicular to the baseline of the barcode. There is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see [302.4.0](#). For information on barcode placement on parcels and Not Flat-Machinable pieces weighing less than 6 ounces, see [402.4.0](#).

4.6 Barcode Software and Hardware Certification

4.6.1 Purpose

To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can meet the requirements for automation prices because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces.

4.6.2 Testing Arrangements

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see [608.8.0](#) for address).

5.0 Standards for Postal Routing Barcodes

5.1 Basic Requirements

Mailers may use a postal routing barcode on parcels and Not Flat-Machinable pieces that meet the eligibility requirements in [433.1.1](#) for First-Class Mail, [443.4.4](#) and [443.5.5](#) for Standard Mail, [453.3.1](#) for Parcel Select, [463.5.1](#) for Bound Printed Matter, [473.3.4](#) for Media Mail, or [483.3.4](#) for Library Mail. Each parcel must bear a properly prepared UCC/EAN Code 128 barcode symbology as described in [5.3](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [402.4.0](#).

5.2 Basic Elements of Postal Routing Barcodes

UCC/EAN Code128 postal routing barcode data elements (see Exhibit 1.2) include:

- a. *Barcode Type*. UCC/EAN Code 128 is the only acceptable barcode and must be printed within Subset C.
- b. *Start Code*. Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.
- c. *Function One (FNC1)*. The FNC1 numeric character for UCC/EAN Code 128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.
- d. *Application Identifier (AI)*. The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.
- e. *ZIP Code or ZIP+4 Code*. Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.
- f. *Check Digit*. A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. UCC/EAN Code 128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- g. *Stop Code*. The UCC/EAN Code 128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

Exhibit 5.2 Postal Routing UCC/EAN Code 128 Barcode Format

UCC/EAN Code 128 Format (as described in a-g)

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop
-------	------	---	---	---	---	---	---	---	---	---------	------



ZIP 22021



22021

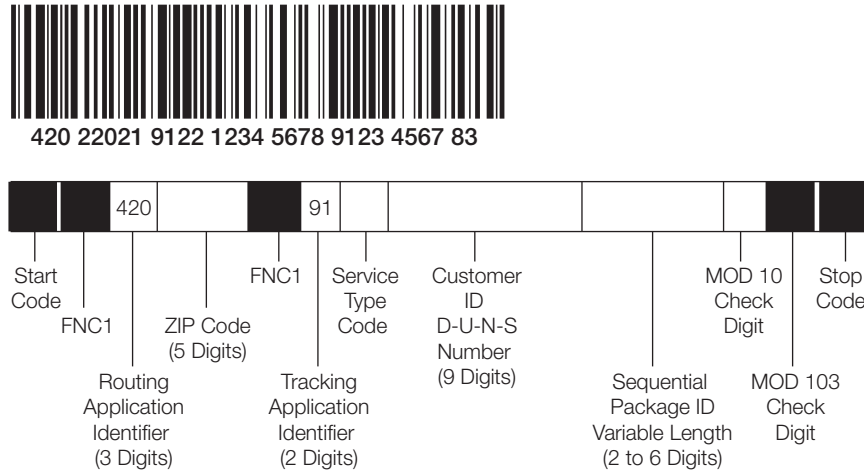
5.3 Use With Delivery Confirmation or Signature Confirmation Service

Eligible machinable parcels may qualify for the barcode discount and bear a Delivery Confirmation or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see [Exhibit 5.3a](#)). Mailers may place a single concatenated barcode that combines the postal routing information and Delivery Confirmation or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91, Confirmation

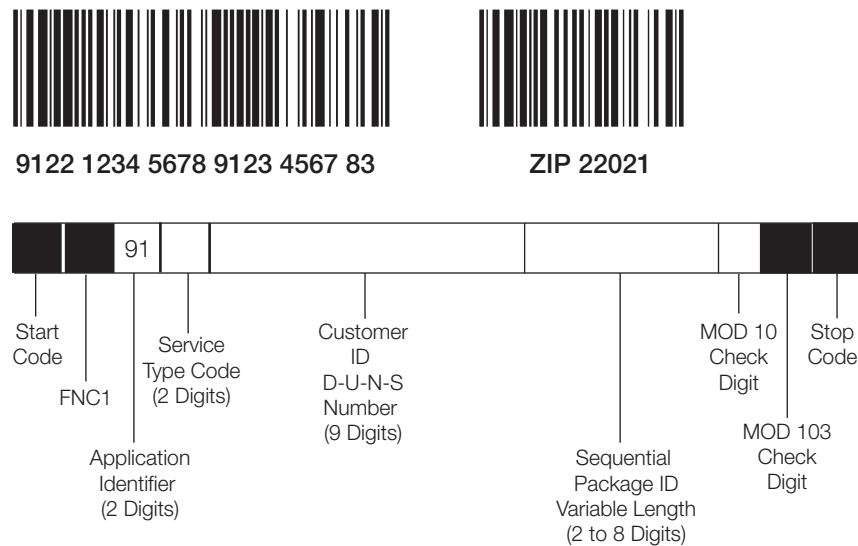
Services Technical Guide. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

Exhibit 5.3a Confirmation Services Concatenated UCC/EAN Code 128 Barcode Format



- b. Separate Barcodes (see [Exhibit 5.3b](#)). Mailers may place both a postal routing barcode described in 5.2 and a Delivery Confirmation barcode described in 503.9.0 or a Signature Confirmation barcode described in 503.10.0 (and Publication 91) on the same parcel.

Exhibit 5.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode



5.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for Delivery Confirmation or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines Delivery Confirmation or Signature Confirmation and insurance using one of the following options:

- a. **Single Concatenated Integrated Barcode.** Mailers may place a single concatenated integrated barcode that combines postal routing information and postal insurance (see [503.9.0](#)) with Delivery Confirmation service or Signature Confirmation service. The single concatenated integrated barcode option allows electronic option mailers to combine multiple special services into a single barcode on their packages. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.
- b. **Separate Barcodes.** Mailers may place both a postal routing barcode described in [5.2](#) and an integrated barcode that combines insurance as described in [5.4a](#) on the same parcel with Delivery Confirmation in [503.9.0](#) or Signature Confirmation in [503.10.0](#). The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

5.5 Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high.

5.6 Location

The address and barcode must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [4.4](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [5.7](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels.

5.7 Clear Zone

The barcode must be located as specified in [5.6](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

708.5.8

5.8 Reflectance

When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs-Rb) is 40%. Reflectance must be measured with a USPS-specified reflectance meter or barcode verifier.

5.9 Quality

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. ANSI grade barcodes D or F are unacceptable. It is strongly recommended that all printing processes be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American National Standards Institute (see [608.8.0](#)).

5.10 Human-Readable Information

The human-readable information on the barcode must conform to one of the following options:

- a. For postal routing barcodes printed under [5.2](#), [5.3b](#), and [5.4b](#), if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see [Exhibit 5.2](#)). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.
- b. For barcodes printed under [5.3b](#) or [5.4b](#) the human-readable information for the concatenated or concatenated/integrated barcode must include as text the application identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, +4 code (if used), space, with the remaining human-readable text parsed in groups of four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83).

5.11 Technical Specifications

Postal routing codes must meet the technical specifications in the UCC/EAN-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see [608.8.0](#)), and the barcode characteristics in [5.0](#).

5.12 Substrate Material

Barcodes must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like, specular reflection) or prone to smearing or smudging.

6.0 Barcoding Standards for Container Labels

6.1 Basic Standards—Tray and Sack Labels

6.1.1 Use

[Exhibit 6.1.1](#) shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label for the sack or tray.
- b. Mailer-produced barcoded labels must meet the standards in [6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

Exhibit 6.1.1 Required Barcoded Container Labels

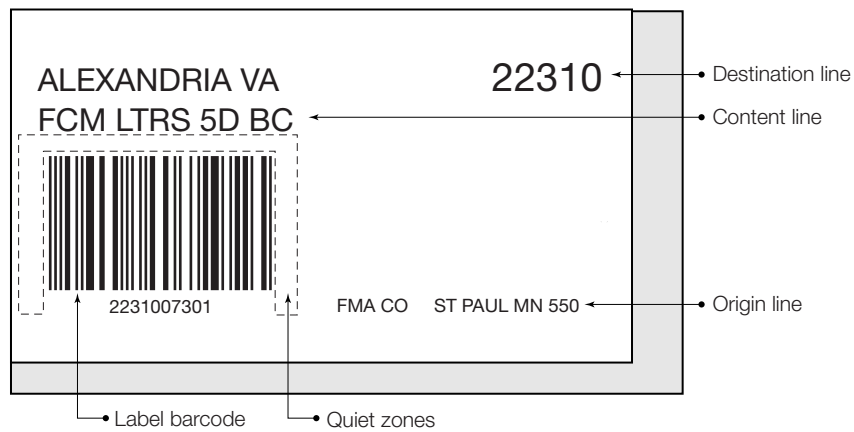
PRICE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation price	Letter-size, flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size
Periodicals	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Standard Mail	
Automation price	Letter-size, flat-size
Enhanced Carrier Route high-density and saturation letter prices	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size
Bound Printed Matter	
Barcoded	Flat-size

6.1.2 Line 1 (Destination Line)

The destination line must meet these standards:

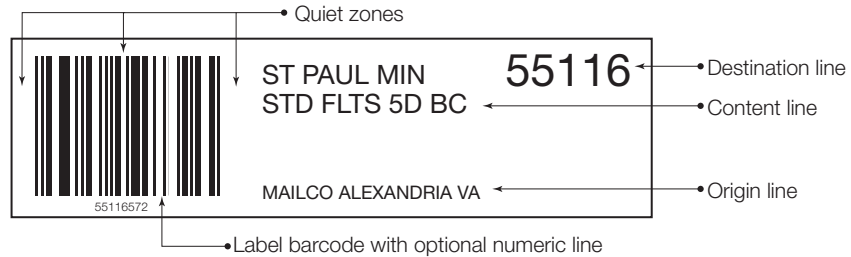
- a. *Placement.* The destination line must be the top line of the label, placed in the position shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#) (above the barcode on tray labels or 2-inch sack labels and to the right of the barcode on 1-inch sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in [6.2.2](#), and [6.2.2f](#). The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

Exhibit 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels



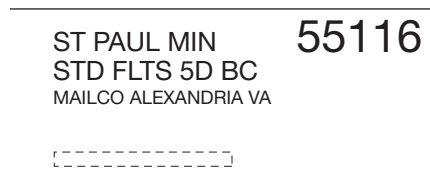
- b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the prices claimed. This information is contained in the labeling lists for all sortation and price levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product.

Exhibit 6.1.2b Barcoded 1-Inch Sack Labels

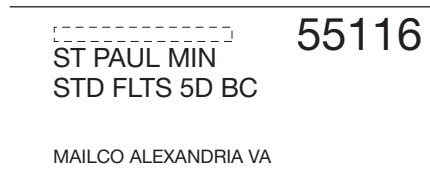


Extraneous
Information
Placement:

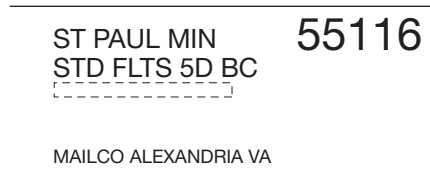
Below origin line



Above destination line



Between content and origin lines



- c. *Overseas Military Mail.* The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote.

6.1.3 Line 2 (Content Line)

The content line must meet these standards:

- a. *General.* The content line must appear directly below the destination line as shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#). This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing. The appropriate content identifier number (CIN) in [6.1.4](#) that corresponds to that content line must be used in the barcode.
- b. *Periodicals.* Except as provided in [705.8.16](#) for copalletized mailings and in [707.27.2](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
 1. "PER."
 2. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter "A," "B," or "C," which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

6.1.4 3-Digit Content Identifier Numbers

The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote. See [Exhibit 6.1.4](#).

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
EXPRESS MAIL		
drop ship, all sack levels	143	EXPRESS DROP SHIP
PRIORITY MAIL		
drop ship, all sack levels	165	PRIORITY DROP SHIP
FIRST-CLASS MAIL		
FCM Letters – Automation		
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
3-digit scheme trays	243	FCM LTR BC SCHEME ²
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
FCM Letters – Nonautomation Machinable		
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
FCM Letters – Presorted Nonmachinable		
5-digit trays	267	FCM LTR 5D MANUAL
3-digit trays	269	FCM LTR 3D MANUAL
ADC trays	270	FCM LTR ADC MANUAL
mixed ADC trays	268	FCM LTR MANUAL WKG
FCM Flats – Automation		
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC
mixed ADC trays	275	FCM FLTS BC WKG
FCM Flats – Presorted		
5-digit trays	278	FCM FLTS 5D NON BC
3-digit trays	279	FCM FLTS 3D NON BC
ADC trays	280	FCM FLTS ADC NON BC
mixed ADC trays	282	FCM FLTS NON BC WKG

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
FCM Flats – Cotrayed Automation and Presorted		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
FCM Parcels – Presorted		
5-digit scheme sacks	289	FCM PARCELS 5D SCH
5-digit sacks	289	FCM PARCELS 5D
3-digit sacks	290	FCM PARCELS 3D
ADC sacks	291	FCM PARCELS ADC
mixed ADC sacks	292	FCM PARCELS WKG
PERIODICALS (PER)		
PER Letters – Carrier Route		
saturation price trays	369	PER LTRS WSS ¹
high density price trays	370	PER LTRS WSH ¹
basic price trays	366	PER LTRS CR ¹
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
PER Letters – Barcoded (Automation)		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC
3-digit scheme trays	343	PER LTRS BC SCHEME ²
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
PER Letters – Nonbarcoded (Nonautomation)		
5-digit trays	350	PER LTRS 5D NON BC
3-digit trays	353	PER LTRS 3D NON BC
ADC trays	356	PER LTRS ADC NON BC
mixed ADC trays	359	PER LTRS NON BC WKG

708.6.1.4

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PER Flats – Carrier Route			PER Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
car. rt. sacks – saturation	387	PER FLTS WSS ¹	merged 5-digit sacks	339	PER FLTS CR/5D
car. rt. sacks – high density	388	PER FLTS WSH ¹	merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
car. rt. sacks – basic	385	PER FLTS CR ¹	merged 3-digit sacks	352	PER FLTS CR/5D/3D
5-digit carrier routes sacks	386	PER FLTS 5D CR-RTS	PER Irregular Parcels – Merged Carrier Route and Presorted		
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH	merged 5-digit sacks	340	PER IRREG CR/5D
3-digit carrier routes sacks	351	PER FLTS 3D CR-RTS	merged 3-digit sacks	354	PER IRREG CR/5D/3D
PER Flats – Barcoded			merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
5-digit sacks	372	PER FLTS 5D BC	PER Irregular Parcels – Carrier Route		
5-digit scheme sacks	372	PER FLTS 5D SCH BC	saturation price sacks	397	PER IRREG WSS ¹
3-digit sacks	373	PER FLTS 3D BC	high density price sacks	398	PER IRREG WSH ¹
SCF sacks	377	PER FLTS SCF BC	basic price sacks	395	PER IRREG CR ¹
ADC sacks or trays	374	PER FLTS ADC BC	5-digit carrier routes sacks	396	PER IRREG 5D CR-RTS
mixed ADC sacks or trays	375	PER FLTS BC WKG	5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM	3-digit carrier routes sacks	355	PER IRREG 3D CR-RTS
PER Flats – Nonbarcoded			PER Irregular Parcels – Presorted		
5-digit scheme sacks	378	PER FLT 5D SCH NON BC	5-digit sacks	389	PER IRREG 5D
5-digit sacks	378	PER FLTS 5D NON BC	3-digit sacks	390	PER IRREG 3D
3-digit sacks	379	PER FLTS 3D NON BC	SCF sacks	394	PER IRREG SCF
SCF sacks	384	PER FLTS SCF NON BC	ADC sacks or trays	391	PER IRREG ADC
ADC sacks or trays	380	PER FLTS ADC NON BC	mixed ADC sacks or trays	392	PER IRREG WKG
mixed ADC sacks or trays	382	PER FLTS NON BC WKG	origin mixed ADC sacks or trays	363	PER IRREG WKG W FCM
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM	PERIODICALS (NEWS)		
PER Flats – Cosacked Barcoded and Nonbarcoded			NEWS Letters – Carrier Route		
5-digit scheme sacks	321	PER FLT 5D SCH BC/NBC	saturation price trays	469	NEWS LTRS WSS ¹
5-digit sacks	321	PER FLTS 5D BC/NBC	high density price trays	470	NEWS LTRS WSH ¹
3-digit sacks	322	PER FLTS 3D BC/NBC	basic price trays	466	NEWS LTRS CR ¹
SCF sacks	329	PER FLTS SCF BC/NBC	5-digit carrier routes trays	467	NEWS LTRS CR-RTS
ADC sacks or trays	331	PER FLTS ADC BC/NBC	3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
mixed ADC sacks or trays	332	PER FLTS BC/NBC WKG			
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM			

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE
NEWS Letters – Barcoded (Automation)			NEWS Flats – Nonbarcoded		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME	5-digit scheme sacks	478	NEWS FLT 5D SCH NON BC
5-digit trays	442	NEWS LTRS 5D BC	5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME ²	3-digit sacks	479	NEWS FLTS 3D NON BC
3-digit trays	444	NEWS LTRS 3D BC	SCF sacks	484	NEWS FLTS SCF NON BC
AADC trays	445	NEWS LTRS AADC BC	ADC sacks or trays	480	NEWS FLTS ADC NON BC
mixed AADC trays	446	NEWS LTRS BC WKG	mixed ADC sacks or trays	482	NEWS FLTS NON BC WKG
NEWS Letters – Nonbarcoded (Nonautomation)			origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
5-digit trays	450	NEWS LTRS 5D NON BC	NEWS Flats – Cosacked Barcoded and Nonbarcoded		
3-digit trays	453	NEWS LTRS 3D NON BC	5-digit scheme sacks	421	NEWS FLT 5D SCH BC/NBC
ADC trays	456	NEWS LTRS ADC NON BC	5-digit sacks	421	NEWS FLTS 5D BC/NBC
mixed ADC trays	459	NEWS LTRS NON BC WKG	3-digit sacks	422	NEWS FLTS 3D BC/NBC
NEWS Flats – Carrier Route			SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
car. rt. sacks — saturation	487	NEWS FLTS WSS ¹	ADC sacks or trays	431	NEWS FLTS ADC BC/NBC
car. rt. sacks — high density	488	NEWS FLTS WSH ¹	mixed ADC sacks or trays	432	NEWS FLTS BC/NBC WKG
car. rt. sacks — basic	485	NEWS FLTS CR ¹	origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
5-digit carrier routes sacks	486	NEWS FLTS 5D CR-RTS	NEWS Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH	merged 5-digit	439	NEWS FLTS CR/5D
3-digit carrier routes sacks	451	NEWS FLTS 3D CR-RTS	merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
NEWS Flats – Barcoded			merged 3-digit sacks	452	NEWS FLTS CR/5D/3D
5-digit sacks	472	NEWS FLTS 5D BC	NEWS Irregular Parcels – Merged Carrier Route and Presorted		
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC	merged 5-digit	440	NEWS IRREG CR/5D
3-digit sacks	473	NEWS FLTS 3D BC	merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
SCF sacks	477	NEWS FLTS SCF BC	merged 3-digit sacks	454	NEWS IRREG CR/5D/3D
ADC sacks or trays	474	NEWS FLTS ADC BC			
mixed ADC sacks or trays	475	NEWS FLTS BC WKG			
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM			

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE
NEWS Irregular Parcels – Carrier Route			STD Letters – Automation		
saturation price sacks	497	NEWS IRREG WSS ¹	5-digit scheme trays	541	STD LTR BC 5D SCHEME
high density price sacks	498	NEWS IRREG WSH ¹	5-digit trays	542	STD LTR 5D BC
basic price sacks	495	NEWS IRREG CR ¹	3-digit scheme trays	543	STD LTR BC SCHEME ²
5-digit carrier routes sacks	496	NEWS IRREG 5D CR-RTS	3-digit trays	544	STD LTR 3D BC
5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH	AADC trays	545	STD LTR AADC BC
3-digit carrier routes sacks	455	NEWS IRREG 3D CR-RTS	mixed AADC trays	546	STD LTR BC WKG
NEWS Irregular Parcels – Presorted			STD Letters – Nonautomation Machinable		
5-digit sacks	489	NEWS IRREG 5D	3-digit trays	555	STD LTR 3D MACH
3-digit sacks	490	NEWS IRREG 3D	AADC trays	558	STD LTR AADC MACH
SCF sacks	494	NEWS IRREG SCF	mixed AADC trays	560	STD LTR MACH WKG
ADC sacks or trays	491	NEWS IRREG ADC	STD Letters – Presorted Nonmachinable		
mixed ADC sacks or trays	492	NEWS IRREG WKG	5-digit trays	604	STD LTR 5D MANUAL
origin mixed ADC sacks or trays	463	NEWS IRREG WKG W FCM	3-digit trays	606	STD LTR 3D MANUAL
STANDARD MAIL			ADC trays	607	STD LTR ADC MANUAL
ECR Letters – Barcoded			mixed ADC trays	605	STD LTR MANUAL WKG
saturation price	557	STD LTR BC WSS ¹	Enhanced Carrier Route Flats – Nonautomation		
high density price	557	STD LTR BC WSH ¹	saturation price sacks	587	STD FLTS ECRWSS ¹
basic price	557	STD LTR BC LOT ¹	high density price sacks	588	STD FLTS ECRWSH ¹
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC	basic price sacks	589	STD FLTS ECRLOT ¹
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC	5-digit carrier routes sacks	586	STD FLTS CR-RTS
ECR Letters – Nonautomation (Machinable)			5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
saturation price	569	STD LTR MACH WSS ¹	STD Flats – Cosacked Automation and Nonautomation		
high density price	569	STD LTR MACH WSH ¹	5-digit scheme sacks	521	STD FLT 5D SCH BC/NBC
basic price	569	STD LTR MACH LOT ¹	5-digit sacks	521	STD FLTS 5D BC/NBC
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH	3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH	ADC sacks	531	STD FLTS ADC BC/NBC
ECR Letters – Nonautomation (Nonmachinable)			mixed ADC sacks	532	STD FLTS BC/NBC WKG
saturation price	608	STD LTR MAN WSS ¹	STD Flats – Merged Carrier Route, Automation, and Presorted		
high density price	608	STD LTR MAN WSH ¹	merged 5-digit	539	STD FLTS CR/5D
basic price	608	STD LTR MAN LOT ¹	merged 5-digit scheme	549	STD FLTS CR/5D SCH
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN			
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN			

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
STD Flats – Automation			STD Irregular Parcels – Presorted		
5-digit sacks	572	STD FLTS 5D BC	5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	572	STD FLTS 5D SCH BC	5-digit scheme sacks	590	STD IRREG 5D SCH
3-digit sacks	573	STD FLTS 3D BC	3-digit sacks	591	STD IRREG 3D
ADC sacks	574	STD FLTS ADC BC	ADC sacks	592	STD IRREG ADC
mixed ADC sacks	575	STD FLTS BC WKG	mixed ADC sacks	594	STD IRREG WKG
STD Flats – Nonautomation			STD Machinable Parcels – Presorted		
5-digit scheme sacks	578	STD FLT 5D SCH NON BC	5-digit sacks	670	STD MACH 5D
5-digit sacks	578	STD FLTS 5D NON BC	5-digit scheme sacks	670	STD MACH 5D SCH
3-digit sacks	579	STD FLTS 3D NON BC	ASF sacks	672	STD MACH ASF
ADC sacks	580	STD FLTS ADC NON BC	BMC sacks	673	STD MACH BMC
mixed ADC sacks	582	STD FLTS NON BC WKG	mixed BMC sacks	674	STD MACH WKG
Customized MarketMail (CMM)			STD Machinable and Irregular Parcels – Presorted		
CMM letter trays	206	DEL LTR STD CMM MAN	5-digit sacks	603	STD MACH-IRREG 5D
CMM flat trays	207	DEL FLTS STD CMM MAN	5-digit scheme sacks	603	STD MACH-IRREG 5D SCH
CMM sacks	205	DEL STD CMM MAN	PACKAGE SERVICES		
STD Not Flat-Machinable Pieces Less Than 6 Ounces – Nonautomation			Carrier Route BPM – Flats		
5-digit scheme sacks	500	STD NFM 5D SCH	carrier route sacks	657	PSVC FLTS CR ¹
5-digit sacks	500	STD NFM 5D	5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
3-digit sacks	501	STD NFM 3D	5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
ADC sacks	502	STD NFM ADC	Presorted BPM – Flats		
mixed ADC/mixed BMC sacks	506	STD NFM WKG	5-digit scheme sacks	649	PSV FLTS 5D SCH NON BC
STD Not Flat-Machinable Pieces 6 Ounces Or More – Nonautomation			5-digit sacks	649	PSVC FLTS 5D NON BC
5-digit scheme sacks	500	STD NFM MACH 5D SCH	3-digit sacks	650	PSVC FLTS 3D NON BC
5-digit sacks	500	STD NFM MACH 5D	SCF sacks	654	PSVC FLTS SCF NON BC
ASF sacks	503	STD NFM MACH ASF	ADC sacks	651	PSVC FLTS ADC NON BC
BMC sacks	505	STD NFM MACH BMC	mixed ADC sacks	653	PSVC FLTS NON BC WKG
mixed ADC/mixed BMC sacks	506	STD NFM MACH WKG	Presorted BPM – Automation Flats		
ECR Irregular Parcels – Nonautomation			5-digit sacks	635	PSVC FLTS 5D BC
saturation price sacks	599	STD IRREG WSS ¹	5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
high density price sacks	600	STD IRREG WSH ¹	3-digit sacks	636	PSVC FLTS 3D BC
basic price sacks	601	STD IRREG LOT ¹	SCF sacks	637	PSVC FLTS SCF BC
5-digit carrier routes sacks	598	STD IRREG CR-RTS	ADC sacks	638	PSVC FLTS ADC BC
			mixed ADC sacks	639	PSVC FLTS BC WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE
BPM Flats — Cosacked Barcoded and Presorted			Media Mail and Library Mail Irregular Parcels — Presorted		
5-digit scheme sacks	648	PSV FLTS 5D SCH BC/NBC	5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	648	PSVC FLTS 5D BC/NBC	5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	661	PSVC FLTS 3D BC/NBC	3-digit sacks	691	PSVC IRREG 3D
SCF sacks	667	PSVC FLTS SCF BC/NBC	ADC sacks	692	PSVC IRREG ADC
ADC sacks	668	PSVC FLTS ADC BC/NBC	mixed ADC sacks	694	PSVC IRREG WKG
mixed ADC sacks	669	PSVC FLTS BC/NBC WKG	Media Mail and Library Mail Machinable Parcels — Presorted		
Carrier Route BPM — Irregular Parcels			5-digit scheme sacks	680	PSVC MACH 5D SCH
carrier route sacks	697	PSVC IRREG CR ¹	5-digit sacks	680	PSVC MACH 5D
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS	3-digit sacks	682	PSVC MACH ASF
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH	ADC sacks	683	PSVC MACH BMC
Presorted BPM — Irregular Parcels			mixed ADC sacks	684	PSVC MACH WKG
5-digit sacks	690	PSVC IRREG 5D	Parcel Select Machinable Parcels		
5-digit scheme sacks	690	PSVC IRREG 5D SCH	5-digit sacks	680	PSVC MACH 5D
3-digit sacks	691	PSVC IRREG 3D	5-digit scheme sacks	680	PSVC MACH 5D SCH
SCF sacks	696	PSVC IRREG SCF	ASF sacks	682	PSVC MACH ASF
ADC sacks	692	PSVC IRREG ADC	BMC sacks	683	PSVC MACH BMC
mixed ADC sacks	694	PSVC IRREG WKG	mixed BMC sacks	684	PSVC MACH WKG
Carrier Route BPM — Machinable Parcels			Parcel Select DSCF and DDU Prices		
carrier route sacks	687	PSVC MACH CR ¹	5-digit sacks	688	PSVC PARCELS 5D
Presorted BPM — Machinable Parcels			5-digit scheme sacks	688	PSVC PARCELS 5D SCH
5-digit sacks	680	PSVC MACH 5D	Parcel Select — Irregular (Nonmachinable) Parcels		
5-digit scheme sacks	680	PSVC MACH 5D SCH	3-digit sacks	691	PSVC IRREG 3D
ASF sacks	682	PSVC MACH ASF	Combined Package Services and Parcel Select Parcels		
BMC sacks	683	PSVC MACH BMC	5-digit sacks	688	PSVC PARCELS 5D
mixed BMC sacks	684	PSVC MACH WKG	5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Media Mail and Library Mail Flats — Presorted			Combined Package Services, Parcel Select, and Standard Machinable Parcels		
5-digit sacks	649	PSVC FLTS 5D NON BC	5-digit sacks	660	STD/PSVC MACH 5D
3-digit sacks	650	PSVC FLTS 3D NON BC	5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ADC sacks	651	PSVC FLTS ADC NON BC	ASF sacks	662	STD/PSVC MACH ASF
mixed ADC sacks	653	PSVC FLTS NON BC WKG	BMC sacks	663	STD/PSVC MACH BMC
			mixed BMC sacks	664	STD/PSVC MACH WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE
Combined Package Services, Parcel Select, and Standard—All Parcels and Not Flat-Machinable pieces			Combined PSVC & STD—Irregular Parcels and Not Flat-Machinable pieces less than 2 oz, and tubes and rolls (not APPS-machinable)		
5-digit sacks	603	STD/PSVC PARCELS 5D	3-digit sacks	591	STD/PSVC IRREG 3D
5-digit scheme sacks	603	STD/PSVC PARCELS 5D SCH	ADC sacks	592	STD/PSVC IRREG ADC
Combined Package Services, Parcel Select, and Standard—Irregular Parcels and Not Flat-Machinable pieces 2 up to 6 oz (APPS-machinable)			Mixed ADC sacks	594	STD/PSVC IRREG WKG
3-digit sacks	501	STD/PSVC 3D	1. This information must be followed by a one-letter carrier route type description, followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.		
ADC sacks	502	STD/PSVC ADC	2. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in L002, Column B.		
Mixed ADC sacks	506	STD/PSVC WKG			

6.1.5 Line 3 (Origin Line)

The origin line must appear below the content line in a location appropriate for a tray or sack as shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#). This line must show the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. The origin line may contain abbreviated city and state information if such abbreviations are those in the USPS City State Product. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on this line.

6.2 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels**6.2.1 Paper Stock, Size, and Color**

Barcoded 2-inch sack labels and barcoded tray labels must meet these specifications:

- a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [6.2.3i](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum.

6.2.2 Printed Human-Readable Lines

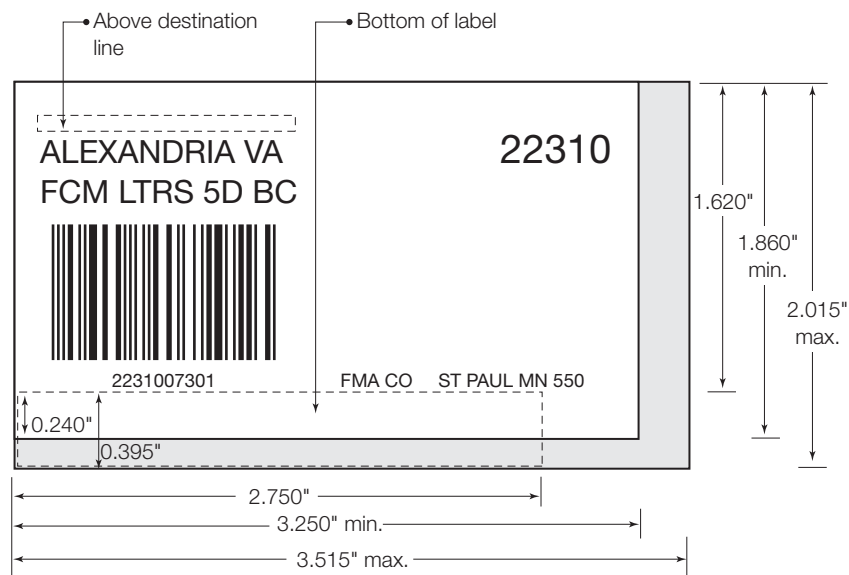
The printed human-readable text lines must meet these specifications:

- a. *General*. The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.
- b. *Destination Line (Line 1)*. The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and 5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (trailing zeros are not permitted).
- c. *Content Line (Line 2)*. The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.

- d. *Origin Line (Line 3).* The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.
- e. *Barcode Numeric Line.* The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by [6.2.3b](#) (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in [Exhibit 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels](#).
- f. *Extraneous Information Lines.* Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See [Exhibit 6.2.2f](#). Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see [608.8.0](#) for address).

Exhibit 6.2.2f Extraneous Information Area

Extraneous Information Placement:



6.2.3 Barcode

The label barcode must meet these specifications:

- a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- b. *Information.* The barcode must represent three numeric elements:
 1. The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.
 2. The applicable 3-digit content identifier number (CIN) for the tray as shown in [6.1.4](#).
 3. A 2-digit USPS processing code on all 2-inch tray labels. A processing code is optional on 2-inch sack labels. Use code "01" for all automation price and machinable letter-size pieces, and for all automation-compatible and cotrayed flat-size pieces. Use code "07" for all other mail, including manual pieces, nonmachinable letter-size pieces, and nonautomation Carrier Route price pieces.
- c. *Placement.* The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.
- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see [6.2.3f](#)) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in [6.2.3i](#).
- e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.
- f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

- i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

6.3 Additional Standards—Barcoded 1-Inch Sack Labels

6.3.1 Paper Stock, Size, and Color

Barcoded 1-inch sack labels must meet these specifications: Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

- a. Reflectance: minimum reflectance requirements in [6.3.3i](#).
- b. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- c. Height: 0.937 inch minimum; 0.980 inch maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

6.3.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

- a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.
- b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.
- c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.
- d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.
- e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by [6.3.3b](#) (5-digit ZIP Code and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see [Exhibit 6.1.2b Barcoded 1-Inch Sack Labels](#)).
- f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of

708.6.3.3

the type is 0.083 inch, and it is further recommended that the information be printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines.

6.3.3 Barcode

The label barcode must meet these specifications:

- a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in [Exhibit 6.1.4, 3-Digit Content Identifier Numbers](#).
- c. *Placement.* The barcode must be on the left side of the sack label.
- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see [6.3.3f](#)) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in [6.3.3i](#).
- e. *Height.* The height of the barcode must be at least 0.700 inch.
- f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.
- i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

7.0 Optional Endorsement Lines (OELs)

7.1 OEL Use

7.1.1 Basic Standards

[7-3-08] An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 7.1.1, OEL Formats](#). Use of OELs on bundles is subject to the standards for the price claimed. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

Exhibit 7.1.1 OEL Formats

SORTATION LEVEL	OEL EXAMPLE
Firm—BPM machinable parcels	***** FIRM 12345
Firm—Periodicals	***** FIRM 12345
Origin Mixed ADC—Periodicals (3-digit ZIP Code prefix)	***** ORIGIN MIXED ADC 117
Carrier Route—Periodicals basic	***** CAR-RT LOT**C-001 ***** CR LOT 1234A**C-001
Carrier Route—Periodicals high density	***** CAR-RT WSH**C-001
Carrier Route—Periodicals saturation	***** CAR-RT WSS**C-001
ECR—Standard Mail basic	***** ECRLot**C-001 ***** ECRLot 1234A**C-001
ECR—Standard Mail high density	***** ECRWSH**C-001
ECR—Standard Mail saturation	***** ECRWSS**C-001
Carrier Route—Bound Printed Matter	***** CAR-RT SORT**C-001
5-Digit	***** 5-DIGIT 12345
5-Digit Scheme (automation-compatible flats)	***** SCH 5-DIGIT 12345
3-Digit	***** 3-DIGIT 771
3-Digit Scheme (automation-compatible flats)	***** SCH 3-DIGIT 006
ADC (3-digit ZIP Code prefix)	***** ALL FOR ADC 105
ADC (5-digit ZIP Code)	***** ALL FOR ADC 90197
Mixed ADC (3-digit ZIP Code prefix)	***** MIXED ADC 640
Mixed ADC (5-digit ZIP Code)	***** MIXED ADC 60821

SORTATION LEVEL	OEL EXAMPLE
Optional tray level piece ID for automation letters:	
AADC (3-digit ZIP Code prefix)	*****ALL FOR AADC 050
AADC (5-digit ZIP Code)	*****ALL FOR AADC 07099
Mixed AADC (3-digit ZIP Code prefix)	***** MIXED AADC 870
Mixed AADC (5-digit ZIP Code)	***** MIXED AADC 75197

7.1.2 Intelligent Mail Barcodes

[7-3-08] When flat-size pieces bear an Intelligent Mail barcode (under 4.3) for automation-price eligibility purposes, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 708.7.1.1 that corresponds to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.

7.1.3 Keyline

A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to 7.2.4, *No ACS Code in OEL*.

7.1.4 Firm Bundles

On a firm bundle of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT SORT" in the carrier route information line under 6.0.

7.1.5 Price Markings

At the mailer's option, price markings required by the standards for the price claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by 7.1.1) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: **** ECRWSS**C-001; on an automation Standard Mail 3-digit bundle: **** AUTO**3-DIGIT 750).

7.1.6 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in 602.3.0, *Use of Alternative Addressing*.

7.1.7 OEL With LOT Information

At the mailer's option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in 7.1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

7.2 OEL Format

7.2.1 Presort Identification

Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for an ACS human-readable participant code.

7.2.2 Style and Size of Type

The information in the OEL must be in capital letters with letter size and line spacing no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label. Letters in the endorsement line must be the same type font as those in the address block. Only capital letters of the alphabet, Arabic numerals, or asterisks may be used in the OEL.

7.2.3 ACS Code in OEL

If an ACS human-readable participant code (see 507.4.2) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

7.2.4 No ACS Code in OEL

If an ACS human-readable participant code is not placed in the OEL as permitted by 507.4.2.4, the OEL must be filled with asterisks from the left margin of the label or address block up to the first character in the OEL. A keyline prepared under 7.1.3 is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under 507.1.4.1 in addition to address correction service.

7.2.5 ZIP Code Information

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in Exhibit 7.2.5 for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in 8.2.

Exhibit 7.2.5 OEL Labeling Lists

PROCESSING CATEGORY AND PRESORT TYPE	ADC/AADC	MIXED ADC/MIXED AADC
First-Class Mail		
Letters, nonmachinable	L004	L201, Column C
Letters, machinable	L801	L201, Column C
Letters, automation	L801	L201, Column C
Flats, nonautomation	L004	L201, Column C
Flats, automation	L004	L201, Column C
Parcels	L004	L201, Column C

708.7.2.5

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
Periodicals ¹		
Letters, nonbarcoded (nonautomation)	L004	L011
Letters, barcoded (automation)	L801	L011
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Irregular parcels	L004	L201, L009
Standard Mail ¹		
Letters, nonmachinable	L004	L011 ²
Letters, machinable	L801	L011 ²
Letters, automation	L801	L011 ²
Flats, nonautomation	L004	L009
Flats, automation	L004	L009
Irregular parcels	L603 ³	L604 ³

PROCESSING CATEGORY AND PRESORT TYPE	ADC/AADC	MIXED ADC/MIXED AADC
Bound Printed Matter ¹		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Irregular parcels	L004	L009
Media Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 ²
Library Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 ²

1. For automation-compatible flats, label according to [L007](#) for optional 5-digit scheme preparation.

2. [L010](#) if mail entered by mailer at a destination ASF or BMC or for mail placed on an ASF or BMC pallet under [705.8.0](#).

3. For irregular parcels of uniform thickness (see [445.5.4.1](#)), use [L004](#) for ADCs and [L009](#) for mixed ADCs.

8.0 Carrier Route Information Lines

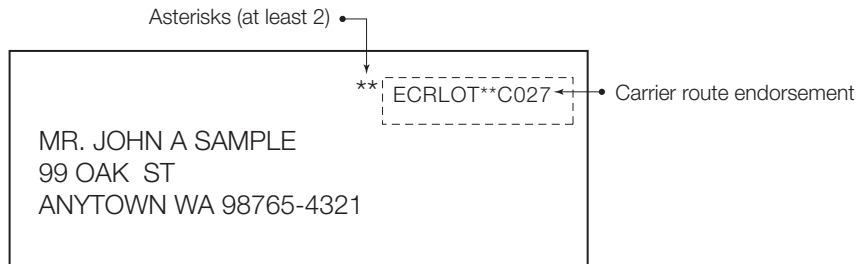
8.1 Basic Information

Mailers must prepare bundles of all mailpieces mailed at carrier route prices with optional endorsement lines under [7.0](#), carrier route information lines under [8.2](#), or facing slips (see [245.2.10](#) for Standard Mail letters, [345.2.13](#) for Standard Mail flats, [365.2.12](#) for Bound Printed Matter flats, [445.2.11](#) for Standard Mail parcels, [465.2.11](#) for Bound Printed Matter parcels, and [707.19.15](#) for Periodicals). Carrier route information lines may be on all pieces in a mailing, regardless of presort level. Mailers must use optional endorsement lines or carrier route information lines on all pieces in mailings of Standard Mail letters prepared under [245.6.7](#), except for pieces in full carrier route trays.

8.2 Format and Content

8.2.1 Route Information

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route price marking is in the address area (see [Exhibit 8.2.1](#)).

Exhibit 8.2.1 Address Format With Carrier Route Information**8.2.2 Descriptive Prefix**

The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”).

8.2.3 Route Code

These conditions apply to the carrier route code:

- The one-character descriptive prefix in 8.2.2 must be followed by a 3-digit route or Post Office box section number.
- On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 8.2.2 must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or Post Office box section number.
- The route code required for simplified address mailings in 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

8.2.4 Other Elements

The following elements also are included in the carrier route information line:

- The carrier route code must be preceded by at least two asterisks (**).
- At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.
- The carrier route information line may also contain the basic markings required by standard for the class of mail and price claimed, prepared under 202 for letters, 302 for flats, and 402 for parcels.
- The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:
 - carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
 - high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
 - basic carrier route prices (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”).

8.2.5 Firm Bundle

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT LOT” or “CAR-RT WSH” or “CAR-RT WSS,” as applicable, in the carrier route information line.

9.0 Facing Identification Mark (FIM)

9.1 Using FIMs

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. Mailers must use the appropriate FIM as follows:

- a. All letter-size business reply mail (BRM) under [507.9.0](#).
- b. All letter-size permit reply mail (PRM) under [507.10.0](#).
- c. Letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation-price mailings under [201.3.0](#).
- d. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D.
- e. Cards and letter-size envelopes containing absentee balloting materials under [703.8.0](#).
- f. A FIM must not be used on other types of mail, except that a FIM may be used on a letter-size envelope with a permit imprint indicia when that envelope is designed for use as a reusable mailpiece under [601.6.0](#). A FIM used for this purpose must be the appropriate FIM for the postage payment method on the returned envelope (see [9.2](#)).


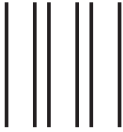
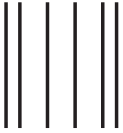

9.2 Pattern

The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown below depends on the type of mail and the presence of a POSTNET barcode as follows:

- a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)
- b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)
- c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode and for PRM with a preprinted delivery-point barcode. (FIM C binary code is 110101011.)

708.9.3

- d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)

NAME	PATTERN	USE	POSTNET BARCODED?
FIM A		Courtesy reply mail Meter reply mail	Yes
FIM B		Business reply mail	No
FIM C		Business reply mail	Yes
FIM D		IBI meters and PC Postage systems	Not required

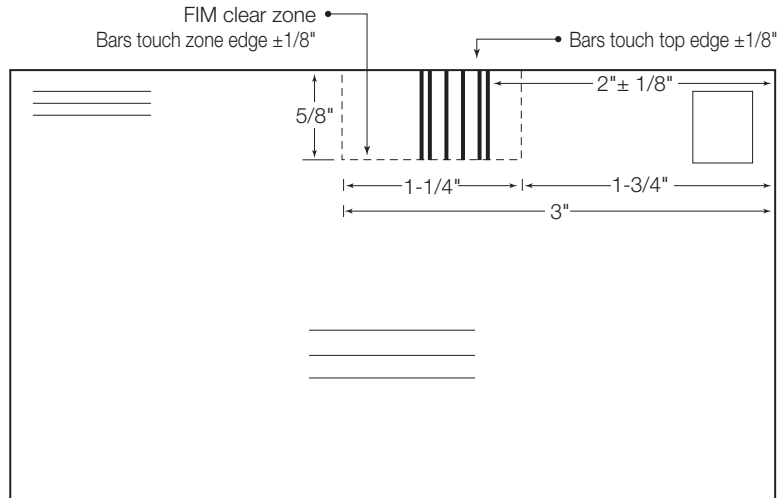
9.3 Specification

The FIM must meet these specifications:

- a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. [Exhibit 9.3](#) shows the FIM position and the FIM clear zone as defined by these boundaries:
 1. Left: 3 inches from the right edge of the piece.
 2. Right: 1-3/4 inches from the right edge of the piece.
 3. Top: top edge of the piece.
 4. Bottom: 5/8 inch from the top edge of the piece.
- b. The FIM bars must be 5/8 inch ($\pm 1/8$ inch) high and 1/32 inch (± 0.008 inch) wide and positioned as follows:
 1. The right edge of the rightmost bar of the FIM must be 2 inches ($\pm 1/8$ inch) from the right edge of the piece.
 2. The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.

3. The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

Exhibit 9.3 Position of FIM



9.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 9.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ± 5 degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS.

9.5 Reflectance

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

10.0 Postal Zones

10.1 Basis

Postal prices for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is

708.10.2

measured from the center of the unit of area containing the SCF serving the origin Post Office to the SCF serving the destination Post Office. The SCFs serving the origin and destination Post Offices are determined by using [L005](#), Column B.

10.2 Application

Zones are used to compute postage on zoned mail sent between USPS facilities, including military Post Offices (MPOs), as follows:

- a. For the purposes of computing postal zone information, except for items [10.2b](#) and [10.2c](#), the following table applies to MPOs not listed in [L005](#).

3-DIGIT ZIP CODE PREFIX GROUP	SCF SERVING THE DESTINATION OFFICE
090-098	SCF New York NY 100
340	SCF Miami FL 331
962-966	SCF San Francisco CA 940

- b. The postage prices for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Trust Territory of the Pacific on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone prices for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.
- c. The postage price for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone price. If such mail transits any area served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word transiting does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone price. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 prices.

10.3 Zone Charts

The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at pe.usps.com. Zone chart data for the entire nation can be purchased in print and CD-ROM formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see [608.8.0](#) for address).

10.4 Specific Zones

10.4.1 Local Zone

The local zone applies to mail deposited at any Post Office for delivery to addresses within the delivery area of that Post Office. For various types of Post Offices, the local zone applies to all mail that both originates and destines within:

- a. The 5-digit ZIP Code area(s) assigned to the same Post Office.
- b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same Post Office.

10.4.2 Nonlocal Zone

Nonlocal zones are defined as follows:

- a. The zone 1 price applies to pieces not eligible for the local zone in [10.4.1](#) that are mailed between two Post Offices with the same 3-digit ZIP Code prefix identified in [L005](#), Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.
- b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.
- c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.
- d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.
- e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.
- f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.
- g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.
- h. Zone 8 includes all units of area outside zone 7.

10.4.3 Delivery Unit (Office)

The delivery unit price applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

708.10.4.3

708.10.4.3

709 Experimental Classifications and Prices

Overview

1.0 General Requirements for Negotiated Service Agreements (NSAs)

1.0 General Requirements for Negotiated Service Agreements (NSAs)

1.1 Basic Information

1.1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, prices, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in [1.2](#) and follows the process in [1.3](#).

1.1.2 Legal Framework

Terms and conditions of an NSA affecting prices or classifications require that the USPS request a recommended decision from the Postal Regulatory Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Regulatory Commission's rules of practice and procedure.

1.2 Candidate Factors and Requirements

1.2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

- a. Candidate's presentation of information as requested by the USPS to document the following:
 1. Current mailing systems, postage payment systems, and quality control procedures and programs.
 2. Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.
- b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.
- c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.

709.1.2.2

- d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, prices, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.
- e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.
- f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

1.2.2 General Requirements

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The candidate must permit USPS inspection of mail content to determine price eligibility.
- b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.
- c. The candidate must meet and adhere to quality management standards for the classes of mail and prices claimed.
- d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.
- e. The candidate must provide proper specified notice to cancel the NSA.
- f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:
 - 1. Use the NSA within the time period specified in the NSA.
 - 2. Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.
- g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Regulatory Commission.

1.3 Application Process**1.3.1 Initial Proposal**

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain the reasons for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in [1.2](#). A nondisclosure agreement must be signed before any substantive discussion of the proposal.

1.3.2 Negotiations and Contractual Agreement

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions.

1.3.3 Additional Consideration

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under [1.1](#), the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see [608.8.0](#) for address).

Index and Appendices

Index

and Appendices

Index

Appendix 1 – Labeling Lists

Appendix 2 – Forms Glossary

**Appendix 3 – Summary of
Changes**

Appendix 4 – Prices and Fees

A**absentee balloting materials, 703.8.0****accelerated reply mail, 508.5.8****additional entry for Periodicals, 707.30.0**

authorization, 707.30.2

cancellation, 707.30.5

fee, 707.1.4

address correction services, 507.4.0**address element correction, 507.7.4, 507.7.5****Address Information System (AIS) products, 509.1.0****address labels**

detached address labels (DALs), 602.4.0

Periodicals, 707.3.2.2

address lists

accuracy, 708.3.0

verification of, 708.3.5

address placement, 602.1.0

cards, 102.1.0, 202.2.0

letters, 102.1.2, 202.2.0

parcels, 102.3.3

Periodicals, 707.3.2.3

address quality standards, flats

automation

First-Class Mail, 333.5.1

Standard Mail, 343.7.1

barcoded pieces, 333.5.4, 343.7.3, 363.6.3

carrier route

Bound Printed Matter, 363.5.3

carrier route code accuracy, 343.6.2, 363.5.3

enhanced carrier route, 343.6.1.2

general standards

Bound Printed Matter, 363.3.1

First-Class Mail, 333.3.3

Standard Mail, 343.3.3

Move Update, 333.3.5

ZIP Code accuracy

Bound Printed Matter, 363.4.3

First-Class Mail, 333.3.6

Standard Mail, 343.3.8

address quality standards, general

Alternative Addressing Format, 602.3.0

Coding Accuracy Support System (CASS), 708.3.0

address quality standards, letters and cards

automation

First-Class Mail, 233.5.1

Standard Mail, 243.7.1

automation enhanced carrier route, 243.6.5.1

barcoded pieces

First-Class Mail, 233.5.4

Standard Mail, 243.7.4

carrier route code accuracy

First-Class Mail, 233.5.2

Standard Mail, 243.6.2

enhanced carrier route, 243.6.1.2

general standards

First-Class Mail, 233.3.0

Standard Mail, 243.5.1

Move Update, 233.3.5

ZIP Code accuracy

First-Class Mail, 233.3.6

Standard Mail, 243.3.8

address quality standards, parcels

carrier route code accuracy

Bound Printed Matter, 463.5.2

Standard Mail, 443.6.2

enhanced carrier route, 443.6.1

general standards

Bound Printed Matter, 463.5.1

First-Class Mail, 433.3.0

Standard Mail, 443.5.1

Move Update, 433.3.5

ZIP Code accuracy

Bound Printed Matter, 463.4.3

First-Class Mail, 433.3.6

Standard Mail, 443.3.8

address quality standards, Periodicals

barcoded/automation, 707.14.1.1

carrier route, 707.13.1.2

general, 707.12.1.2

address sequencing services, 507.8.0**address services**

Address Change Service (ACS), 507.4.2

address correction, 507.4.1

carrier route schemes, 507.9.4

Delivery Statistics Product, 507.9.1

FASTforward, 507.4.3

mailing list services, 507.7.0

fees, 507.7.1

sequencing for cards and electronic files, 507.8.0

fees, 507.8.1

addressee, See *recipient services*

addressing

See also *address placement*

alternative addressing formats, [602.3.0](#)

automation mailings

letters

First-Class Mail, [233.5.4](#)

Standard Mail, [243.7.4](#)

flats

Bound Printed Matter, [363.6.3](#)

First-Class Mail, [333.5.4](#)

Standard Mail, [343.7.3](#)

Periodicals, [707.14.4](#)

change of address, [507.2.1](#)

commercial mail receiving agencies, [602.2.3](#)

content, [602.1.4](#), [602.1.5](#)

detached address labels (DALs), [602.4.0](#)

elements of a complete address, [602.1.4](#), [602.1.5](#)

exceptional address, [602.3.4](#)

military mail, [703.2.2](#)

“occupant”-style addressing, [602.3.3.1](#)

Periodicals, [707.3.2](#)

return address, [602.1.5](#)

simplified address, [602.3.2](#)

ZIP Code, [602.1.8](#)

advance deposit account, [604.6.4](#)**advertising**

nonprofit and classroom Periodicals, [707.10.1.3](#)

nonprofit Standard Mail, [703.1.6](#)

pandering, [508.8.1](#)

Periodicals, [707.4.13](#)

sexually-oriented material, [508.9.0](#)

aerosols, [601.2.5](#)**agriculture**

Science-of-Agriculture, [707.1.2](#), [707.11.2](#)

State Departments of Agriculture, [707.6.3](#)

USDA, [703.7.3.2](#)

air transportation prohibitions for hazardous materials, [601.10.10](#)**Alternate Mailing System (AMS), [705.4.0](#)****ancillary service endorsements**

address service requested, [507.1.0](#)

change service requested, [507.1.0](#)

class of mail, explanation by, [507.1.0](#)

BPRS Standard Mail, [507.1.5.3k](#).

Express Mail, [507.1.5.5](#)

First-Class Mail and Priority Mail, [507.1.5.1](#)

Standard Mail, [507.1.5.3](#)

Package Services, [507.1.5.4](#)

Periodicals, [507.1.5.2](#)

clear space

flats, [302.3.4](#)

letters and cards, [202.4.4](#)

parcels, [402.3.4](#)

retail, [102.4.4](#)

electronic service requested, [507.1.0](#)

forwarding service requested, [507.1.0](#)

placement on the mailpiece

flats, [302.3.0](#)

letters and cards, [202.4.0](#)

parcels, [402.3.0](#)

retail, [102.4.0](#)

return service requested, [507.1.0](#)

temp-return service requested, [507.1.0](#)

type size

ACS participant codes, [507.4.2.5](#)

flats, [302.3.4](#)

letters and cards, [202.4.4](#)

parcels, [402.3.4](#)

retail, [102.4.4](#)

with return address

flats, [302.3.0](#)

letters and cards, [202.4.0](#)

parcels, [402.3.3](#)

animals

adult fowl, [601.9.3.4](#)

bees, [601.9.3.7](#)

cold-blooded, [601.9.3.3](#)

container for mailing, [601.9.3.10](#)

day-old poultry, [601.9.3.2](#)

dead, [601.9.4](#)

furs or pelts, [601.9.5](#)

insects, [601.9.3.8](#)

nonmailable, [601.9.7](#)

scorpions, [601.9.3.9](#)

special permits for animals mailed to Pacific islands, [601.9.3.6](#)

warm-blooded, [601.9.3.5](#)

APO, See *military mail***appeals for decision made about mailing standards, [607.2.0](#)****appeals for Post Office box and caller service, [508.4.9.3](#), [508.5.7.3](#)****Armed Forces, mail sent by, [703.4.0](#)****aspect ratio, [201.3.7](#)****Automated Flat Sorting Machine 100 (AFSM 100),
See *automation flats***

automation cards, 201.3.0

automation discount, 243.4.2
 enclosed in letters, 201.3.14
 labels, 201.3.13
 mail preparation
 First-Class Mail, 235.6.0
 Standard Mail, 245.7.0
 size, 201.1.0
 tabs and wafer seals, 201.3.10

automation flats, general 301.3.0

addressing
 Bound Printed Matter, 363.6.0
 First-Class Mail, 333.5.4
 Standard Mail, 343.7.3,
 attachments, 301.3.6.2
 automation discount, 346.4.2
 Bound Printed Matter, 363.6.0
 First-Class Mail, 301.3.0, 333.5.0
 labels, 301.3.7
 mail preparation
 First-Class Mail, 335.6.0
 Standard, 345.7.0
 Bound Printed Matter, 365.7.0
 polywrap, 301.3.3
 Periodicals, 707.14.0
 addressing, 707.14.4
 mail preparation, 707.25.0
 reply mail enclosed in an automation flat, 201.3.15
 size, 301.3.0
 size, 301.3.2
 staples, 301.3.4.2
 Standard Mail, 343.7.0
 tabs and wafer seals, 301.3.4
 uniformity, 301.3.6

automation letters, general 201.3.0

addressing
 First-Class Mail, 233.5.4
 Standard Mail, 243.7.4
 automation discount, 243.4.2
 First-Class Mail, 201.3.4, 233.5.0
 enhanced carrier route, 243.6.1
 heavy letters, 201.3.14.4, 243.6.4.1
 labels, 201.3.12
 mail preparation
 First-Class Mail, 235.6.0
 Standard Mail, 245.7.0
 Periodicals, 707.14.0
 addressing, 707.14.4
 mail preparation, 707.24.0
 reply mail enclosed in an automation letter, 201.3.15
 size, 201.3.2
 Standard Mail, 201.3.5, 243.7.0
 tabs and wafer seals, 201.3.10

automation mailings, general

different payment methods, 705.5.0
 reply mail enclosed in mailing, 201.3.15

automation parcels, See *barcoded parcels***B****ballots, 703.8.0****balloon price**

Parcel Post, 101.7.1
 Priority Mail, 101.5.3

barcoded parcels, 708.5.0**barcodes**

address block, inside
 flats, 302.4.6
 letters, 202.5.7
 barcode clear zone
 letters, 202.5.1
 machinable parcels, 402.4.2
 certification, 708.4.6
 container labels, 708.6.0
 dimensions and spacing, 708.4.2.5
 flats, 302.4.0, 708.4.0
 human-readable information, 708.5.10
 inserts, 202.5.8
 letters and cards, 202.5.0, 708.4.0
 parcels, 402.4.1, 708.5.0
 reflectance, 708.4.4
 sack labels, 708.6.1, 708.6.3
 second barcode on flats, 302.4.3
 skew, 708.4.5
 tray labels, 708.6.1, 708.6.2
 types of barcodes
 5-digit barcode, 708.4.2.2
 letters, 202.5.4
 flats, 302.4.4
 concatenated, 708.5.3
 Confirm, 503.13.3
 Delivery Confirmation, 503.9.4, 708.5.3
 delivery point barcode (DPBC), 708.4.2.4
 flats, 302.4.5
 letters, 202.5.6
 Four-State Customer Barcode, *See Intelligent Mail barcode*
 integrated, 708.5.3
 Intelligent Mail barcode, 708.4.3
 PLANET Code barcode, 503.13.3
 POSTNET barcode, 708.4.2
 Signature Confirmation, 708.5.3, 503.10.4
 USS Code, 708.5.1
 UCC/EAN, 708.5.1
 ZIP+4 barcode
 flats, 302.4.4
 general, 708.4.2.3
 letters, 202.5.4

window envelope, [202.5.9](#) – [202.5.11](#)

batteries

battery-powered devices, [601.11.17](#)
 lithium, [601.10.20](#)
 primary (non-rechargeable) cells, [601.10.20.5](#)
 secondary (rechargeable) cells, [601.10.20.6](#)
 nonspillable batteries, [601.10.19.4](#)

beer, [601.11.7](#)

bees, [601.9.3.7](#)

bills and invoices

Express Mail
 retail, [113.3.0](#)
 commercial, [413.2.0](#)
 First-Class Mail
 commercial flats, [333.2.2](#)
 commercial letters, [233.2.2](#)
 commercial parcels, [433.2.2](#)
 retail mail, [133.3.2](#)
 Priority Mail, [123.3.0](#)
 solicitations in guise of, [601.12.1](#)

biological products, [601.10.17.2b](#)

bird stamp, for hunting migratory birds, [509.2.1](#)

blind, free matter for, [703.5.0](#)

what may be mailed, [703.5.2](#), [703.5.3](#)
 who is qualified, [703.5.1.3](#)

blood, [601.10.17](#)

book price, See *Media Mail, general*

books

packaging for mailing, [601.7.2](#)

Bound Printed Matter, commercial flats

annual destination entry mailing fee, [366.3.4](#)
 attachments, [363.3.3](#)
 barcoded flats, [301.3.2](#)
 carrier route accuracy, [363.5.3](#)
 cobundling, [705.11.4](#)
 combined with other classes of mail, [703.9.0](#)
 combined with other Package Services, [705.7.0](#)
 computing postage, [363.1.0](#)
 content standards, [363.2.0](#)
 cotraying and cosacking bundles, [705.9.4](#)
 deposit, [366.3.9](#)
 appeals, [366.3.9.11](#)
 nonpresorted pieces, [366.1.1](#)
 scheduling appointments, [366.3.9.3](#)
 verification, [366.2.1](#)
 destination entry discount, [366.3.0](#)

documentation, [364.2.0](#)

 carrier route mail, [364.2.6](#)
 facsimile postage statements, [364.2.9](#)
 machinable mail, [364.2.3](#)
 multiple mailings, [364.2.8](#)
 standard format, [364.2.6](#)

drop shipments, [366.2.6](#)

eligibility, [363](#)

 barcoded pieces, [363.6.0](#)
 basic, [363.3.0](#)
 carrier route, [363.5.0](#)
 machinable, [363.5.0](#)

enclosures, [363.3.3](#)

entry

 DBMC entry, [366.4.0](#)
 DDU entry, [366.6.0](#)
 destination entry, [366.3.0](#)
 verification, [366.2.1](#)
 DSCF entry, [366.5.0](#)

general standards, [301.2.3.1](#)

invoices, [363.3.3.1](#)

markings required on mailpiece, [302.1.0](#), [302.2.2.2](#)

postage payment options, [364.1.0](#)

preparation of mail, [365](#)

 barcoded flats, [365.7.0](#)
 carrier route flats, [365.6.0](#)
 bundling, [365.2.0](#), [465.2.0](#)
 bundles of flats on pallets, [705.8.10.3](#)
 bundling for mail on pallets, [705.8.9.5](#)
 presorted flats, [365.5.0](#)
 sacks of flats on pallets, [705.8.10.3](#)
 machinable mail, [365.7.0](#)
 optional endorsement lines, [365.2.11](#)
 carrier route info lines, [365.2.11](#)
 sacks, [365.3.0](#)

prices and fees, [363.1.0](#)

price eligibility

 barcoded flats, [363.6.1](#)
 carrier route prices, [363.4.1](#)
 DBMC prices, [366.4.0](#)
 DDU prices, [366.6.0](#)
 DSCF prices, [366.5.0](#)
 nonpresorted prices, [363.1.1](#)
 presorted prices, [363.5.0](#)

size, [301.1.0](#), [301.2.3](#)

undeliverable mail, [507.1.5.4](#)

weight standards, [301.2.3](#)

written additions, [363.3.4](#)

ZIP Code accuracy, [363.4.3](#)

Bound Printed Matter, commercial parcels

annual destination entry mailing fee, [466.3.4](#)
 attachments, [463.3.3](#)
 barcoded parcels, [465.7.0](#)
 carrier route accuracy, [463.5.2](#)
 combined with other classes of mail, [703.9.0](#)
 combined with other Package Services, [705.9.4](#)
 computing postage, [463.1.0](#)

content standards, [463.2.0](#)
 deposit, [466.3.9](#)
 appeals, [466.3.9.11](#)
 nonpresorted pieces, [466.1.0](#)
 scheduling appointments, [466.3.9.3](#)
 verification, [466.2.1](#)
 discounts
 barcoded machinable parcels, [465.7.1](#)
 destination entry, [466.3.0](#)
 documentation, [464.2.0](#)
 facsimile postage statements, [464.2.7](#)
 multiple mailings, [464.2.6](#)
 drop shipments, [466.2.6](#)
 eligibility, [463](#)
 carrier route, [463.5.0](#)
 mailings, [463.3.0](#)
 enclosures, [463.3.3](#)
 entry
 DBMC entry, [466.4.0](#)
 DDU entry, [466.6.0](#)
 destination entry, [466.3.0](#)
 verification, [466.2.1](#)
 DSCF entry, [466.5.0](#)
 general standards, [401.2.4.1](#)
 invoices, [463.3.3.1](#)
 markings required on each mailpiece, [402.2.1](#)
 carrier route irregular parcels, [465.6.2](#), [465.6.3](#)
 carrier route parcels, [465.6.1.1](#)
 presorted irregular parcels, [465.5.2](#), [465.5.3](#)
 presorted parcels, [465.5.1.1](#)
 nonmachinable parcels, [401.2.4](#)
 postage payment options, [464.1.0](#)
 preparation of mail, [465](#)
 bundles of irregular parcels on pallets, [705.8.10.4](#)
 bundling, [465.2.0](#)
 bundling for mail on pallets, [705.8.9.5](#)
 carrier route irregular parcels, [465.6.2](#), [465.6.3](#)
 carrier route machinable parcels, [465.6.4](#)
 combined machinable parcels, [465.6.4](#)
 combining parcels, [465.1.4](#)
 machinable parcels on pallets, [705.8.10](#)
 optional endorsement lines, [465.2.10](#) – [465.2.11](#)
 carrier route info lines, [465.2.10](#)
 presorted irregular parcels, [465.5.2](#), [465.5.3](#)
 presorted machinable parcels, [465.5.4](#), [465.5.5](#)
 sacks of irregular parcels on pallets, [705.8.10.4](#)
 prices and fees, [463.1.0](#)
 price eligibility
 carrier route prices, [463.4.1](#),
 DBMC prices, [466.4.0](#)
 DDU prices, [466.6.0](#)
 DSCF prices, [466.5.0](#)
 nonpresorted prices, [463.1.1](#)
 presorted prices, [463.5.0](#)
 size, [401.1.0](#), [401.2.4](#)
 undeliverable mail, [507.1.5.4](#)
 weight standards, [401.1.0](#), [401.2.4](#)
 written additions, [463.3.4](#)
 ZIP Code accuracy, [463.4.3](#)

boxes

acceptable sizes and load, [601.3.2](#)
 Post Office boxes, [508.4.0](#)

bulk mail, See commercial mail**Bulk Mail Center (BMC) acceptance**

retail mail
 Parcel Post, [156.1.4](#)
 commercial flats
 Bound Printed Matter, [366.2.5](#)
 commercial parcels
 Bound Printed Matter, [466.2.5](#)
 Parcel Select, [456.1.4](#)

bulk parcel return service (BPRS), 507.12.0

annual accounting fee, [507.12.1.2](#)
 annual permit fee, [507.12.1.1](#), [507.12.2.1](#)
 application for a permit, [507.12.4.1](#)
 fees, [507.12.1](#)
 general information, [507.12.3](#)
 label format, [507.12.6](#)
 label placement, [507.12.5](#)
 label example, [507.12.6](#)
 postage and fees, application, [507.12.2](#)

bundles, general

pallets, [705.8.5.7](#) – [705.8.5.12](#)
 counter-stacking, [705.8.5.8](#)
 labeling bundles of mail, [705.8.5.10](#)
 securing bundles of mail, [705.8.5.11](#)

bundles of letters

facing slips for carrier route mail
 Standard Mail, [245.2.10](#)
 First-Class Mail, [235.2.0](#)
 labeling bundles of mail
 First-Class Mail, [235.2.8](#)
 Standard Mail, [245.2.8](#)
 securing bundles of mail
 First-Class Mail, [235.2.4](#)
 Standard Mail, [245.2.4](#)
 Standard Mail, [245.2.0](#)

bundles of flats

Bound Printed Matter, [365.2.0](#)
 counter-stacking
 Bound Printed Matter, [365.2.4](#)
 Library Mail, [385.2.4](#)
 Media Mail, [375.2.4](#)
 Standard Mail, [345.2.4](#)
 facing slips for carrier route mail
 Bound Printed Matter, [365.2.12](#)
 Standard Mail, [345.2.13](#)

- First-Class Mail, [335.2.0](#)
 - labeling bundles of mail
 - Bound Printed Matter, [365.2.10](#)
 - First-Class Mail, [335.2.8](#)
 - Library Mail, [385.2.9](#)
 - Media Mail, [375.2.9](#)
 - Standard Mail, [345.2.11](#)
 - Library Mail, [385.2.0](#)
 - Media Mail, [375.2.0](#)
 - sacks
 - Standard Mail, [345.2.6](#)
 - securing bundles of mail
 - Bound Printed Matter, [365.2.5](#)
 - First-Class Mail, [335.2.4](#)
 - Library Mail, [385.2.5](#)
 - Media Mail, [375.2.5](#)
 - Standard Mail, [345.2.5](#)
 - Standard Mail, [345.2.0](#)
- bundles of parcels**
- Bound Printed Matter, [465.2.0](#)
 - counter-stacking
 - Bound Printed Matter, [465.2.4](#)
 - Library Mail, [485.2.4](#)
 - Media Mail, [475.2.4](#)
 - Standard Mail, [445.2.6](#)
 - facing slips for carrier route mail
 - Bound Printed Matter, [465.2.11](#)
 - Standard Mail, [445.2.11](#)
 - labeling bundles of mail
 - Bound Printed Matter, [465.2.9](#)
 - Library Mail, [485.2.8](#)
 - Media Mail, [475.2.8](#)
 - Standard Mail, [445.2.9](#)
 - Library Mail, [485.2.0](#)
 - Media Mail, [475.2.0](#)
 - sacks
 - First-Class Mail, [435.2.0](#)
 - Standard Mail, [445.3.0](#)
 - securing bundles of mail
 - Bound Printed Matter, [465.2.5](#)
 - Library Mail, [485.2.5](#)
 - Media Mail, [475.2.5](#)
 - Standard Mail, [445.2.5](#)
 - Standard Mail, [445.2.0](#)
- bundles of Periodicals, 707.19.0**
- counter-stacking, [707.19.3](#)
 - facing slips for carrier route mail, [707.19.15](#)
 - labeling bundles of mail, [707.19.13](#)
 - sacks, [707.19.8](#)
 - securing bundles of mail, [707.19.4](#)
- Business Mail, See [commercial mail](#)**
- business reply mail (BRM), 507.9.0**
- annual accounting fee, [507.9.6.4](#)
 - annual permit, renewal, [507.9.5.4](#)
 - application for a permit, [507.9.5.2](#)
 - distributed by agents of the permit holder, [507.9.11](#)
 - fees and per piece charges, [507.9.1](#)
 - format, [507.9.8](#), [507.9.9](#)
 - general information, [507.9.4](#)
 - how annual accounting fee is applied, [507.9.6.3](#)
 - how annual permit fee is applied, [507.9.5.3](#)
 - how postage and fees are applied, [507.9.6](#)
 - official U.S. government mail, [703.7.11](#)
 - physical characteristics, [507.9.7](#)
 - qualified business reply mail (QBRM), [507.9.3](#), [507.9.10](#)
 - refunds for postage affixed to business reply mail, [604.9.2.10](#)
 - sample of business reply mail, [507.9.8.1](#)
 - weight-averaged business reply mail, [507.9.12](#)
- C**
- caller service, 508.5.0**
- accelerated reply mail, [508.5.8](#)
 - appeals, [508.5.7.3](#)
 - application for service, [508.5.3.1](#)
 - fees, [508.5.1](#), [508.5.5](#)
 - refunds, [508.5.6](#)
 - reserved caller service number, [508.5.2.6](#)
 - reserved caller service number fee, [508.5.1](#)
- cards**
- automation, *See automation cards*
 - bundling,
 - First-Class Mail [235.2.3](#)
 - Standard Mail, [245.2.3](#)
 - Periodicals, [707.19.5](#)
 - double cards (double postcards)
 - commercial mail, [201.1.2.8](#)
 - retail mail, [101.6.3.10](#)
 - eligibility for First-Class Mail card prices
 - retail mail, [101.6.3.1](#), [133.1.0](#)
 - commercial mail, [233.6.1](#)
 - prices for First-Class Mail
 - commercial mail, [233.1.0](#)
 - retail mail, [133.1.0](#)
 - reply cards
 - flats,
 - First-Class Mail, [333.5.5](#)
 - letters, [201.3.14](#)
 - First-Class Mail, [233.5.5](#)
 - Standard Mail, [243.7.5](#)
 - Standard Mail, [343.7.4](#)
 - Periodicals, [707.14.1.2](#)
 - size and weight
 - commercial mail, [201.1.2](#)
 - retail mail, [101.6.3.2](#)

carrier route, general

See also *Bound Printed Matter, general; Enhanced Carrier Route (ECR); Periodicals; Standard Mail, general*

carrier route information lines, [708.8.0](#)
 carrier route schemes, [509.1.4](#)
 submitting cards for sequencing, [507.8.3](#)

carrier route, flats

carrier route code accuracy
 Bound Printed Matter, [363.5.3](#)
 Standard Mail, [343.6.2](#)
 carrier route information lines
 Bound Printed Matter, [365.2.11](#)
 Standard Mail, [345.2.12](#)
 facing slips on bundles
 Bound Printed Matter, [365.2.12](#)
 Standard Mail, [345.2.13](#)
 sequencing requirements
 Standard Mail, [345.6.9](#), [345.6.10](#)

carrier route, letters

carrier route code accuracy
 Standard Mail, [243.6.2](#)
 carrier route information lines
 Standard Mail, [245.2.9](#)
 facing slips on bundles
 Standard Mail, [245.2.10](#)
 sequencing requirements
 Standard Mail, [245.6.8](#)

carrier route, parcels

carrier route code accuracy
 Bound Printed Matter, [463.5.2](#)
 Standard Mail, [443.6.2](#)
 carrier route information lines,
 Bound Printed Matter, [465.2.10](#)
 Standard Mail, [445.2.10](#)
 facing slips on bundles
 Bound Printed Matter, [465.2.11](#)
 Standard Mail, [445.2.11](#)
 sequencing requirements
 Standard Mail, [445.7.6](#), [445.7.7](#)

carrier route, Periodicals

carrier route information lines, [707.19.14](#)
 facing slips on bundles, [707.19.15](#)
 sequencing requirements, [707.23.8](#), [707.23.9](#)

CASS-Certified Software, [708.3.2.3](#)**Certificate of Mailing, [503.5.0](#)**

bulk quantities, [503.5.2.4](#)
 fees, [503.3.1](#)
 other extra services that can be added, [503.5.2.6](#)
 what may be mailed, [503.5.2](#)

Certified Mail, [503.3.0](#)

fees, [503.3.1](#)

filling out label, [503.3.3.5](#)
 other special services that can be added, [503.3.2.3](#)
 requesting a delivery record, [503.3.3.5](#)
 required label, [503.3.3.3](#)
 what may be mailed, [503.3.2.2](#)

Change-of-Address

See also *address services*
 submitting, [507.2.1](#)

church, See *nonprofit***cigarette lighters, [601.10.13.4](#)****City State Product, [507.9.2](#), [509.1.0](#)****claims, [609](#)**

criteria for approval, [609.4.1](#)
 filing, [609.1.0](#)
 filing a duplicate claim, [609.1.7](#)
 reasons for denial, [609.4.3](#)
 time limit for filing, [609.1.4](#)

clinical specimens, [601.10.17](#)**Coding Accuracy Support System (CASS), [708.3.0](#)**

certification and testing, [708.3.6](#)
 dates for matching and coding, [708.3.3](#)
 documentation submitted with a mailing, [708.3.5](#)
 software certification and configuration, [708.3.2](#)

collection box

deposit for Priority Mail, [126.1.0](#)
 deposit for First-Class Mail, [136.1.0](#)

Collect on Delivery (COD), [503.11.0](#)

combined with Express Mail, [503.11.2.5](#)
 combined with registered mail, [503.11.2.4](#)
 delivery of COD items, [503.11.5](#)
 fees, [503.11.1](#)
 filing a claim, [609](#)
 mailing instructions, [503.11.4](#)
 other special services that can be added, [503.11.2.3](#)
 required forms, [503.11.3](#)
 what may be mailed, [503.11.2.2](#)
 where to mail, [503.11.4.6](#)

combined mailing

First-Class Mail or Standard Mail with different
 payment methods, [705.5.0](#)
 Media Mail and Bound Printed Matter, [703.9.6](#)
 multiple editions or publications of a periodical,
[707.27.0](#)

commercial mail

letters, 200
 First-Class Mail, [230](#)
 Standard Mail, [240](#)

- flats, 300
 - Bound Printed Matter, 360
 - First-Class Mail, 330
 - Library Mail, 380
 - Media Mail, 370
 - Standard Mail, 340
- parcels, 400
 - Bound Printed Matter, 460
 - Express Mail, 410
 - First-Class Mail, 430
 - Library Mail, 480
 - Media Mail, 470
 - Parcel Select, 450
 - Priority Mail, 420
 - Standard Mail, 440
- commercial mail receiving agency (CMRA)**
 - addressing requirements, 508.1.9
 - delivery to, 508.1.5
 - forwarding mail to CMRA customers, 507.2.2.7
- commingled mail, 455.1.7, 705.8.14.4**
- complaints, 608.6.0**
- computing postage**
 - Bound Printed Matter
 - commercial flats, 363.1.1.6
 - commercial parcels, 463.1.1.5
 - Express Mail
 - retail, 113.7
 - commercial, 413.9
 - First-Class Mail
 - commercial flats, 333.1.5
 - commercial letters, 233.1.6
 - commercial parcels, 433.1.6
 - retail mail, 133.1.11
 - Library Mail
 - commercial flats, 383.1.6
 - commercial parcels, 483.1.5
 - retail mail, 183.1.6, 183.1.7
 - Media Mail
 - commercial flats, 373.1.6
 - commercial parcels, 473.1.5
 - retail mail, 173.1.6, 173.1.7
 - Parcel Post
 - commercial parcels, 453.1.7
 - retail mail, 153.1.4 – 153.1.5
 - Periodicals, 707.2.2
 - Priority Mail
 - retail, 123.1.9
 - commercial, 423.1.7
 - Standard Mail
 - commercial flats, 343.1.6
 - commercial letters, 243.1.8
 - commercial parcels, 443.1.7
 - general, 604.7.0
- conditions of mail delivery, 508.2.0**
- confirm, 503.13.0**
- confirmation, See *Delivery Confirmation* and *Signature Confirmation***
- congressional frank**
 - addressing, 703.6.2.1 – 703.6.2.3
 - delivery, 703.6.2.4, 703.6.2.5
- contact information, 608.8.0**
- containers**
 - boxes, 601.3.2
 - envelopes, 601.3.1
 - paper bags and wraps, 601.3.4
 - plastic bags and film, 601.3.5 – 601.3.6
- content identifier numbers (CINs), 708.6.1.4**
- content markings, 601.5.2**
- contraceptives and abortion devices, 601.11.18**
- controlling mail delivery, 508.2.0**
- cooperative mailing, 703.1.6.3**
- copalletize, 705.8.7**
- copyrights of the USPS, 608.7.2**
- corporate accounts, 114.2.0**
- corrosives, 601.10.19**
- courtesy reply mail (CRM), 201.3.15.2**
- customer mail receptacles, 508.3.0**
- Customized MarketMail, 705.1.0**
 - bundling and labeling, 705.1.4.6
 - containerization, 705.1.4.7
 - documentation, 705.1.4.4
 - eligibility, 705.1.1.2
 - endorsements, 705.1.4.2
 - mail preparation, 705.1.4
 - physical standards, 705.1.1.3
 - postage options, 705.1.4.3
 - prices, 705.1.2

cushioning, 601.4.0**D****damage to mail**

filing claims for loss or damage, 609

dangerous materials, 601.10.0**dead mail, 507.1.9****delivery, types of**

city delivery service, 508.2.1

highway contract delivery service, 508.2.3

rural delivery service, 508.2.2**Delivery Confirmation, 503.9.0**

barcodes on privately printed labels, 503.9.4

electronic file transmission for electronic option, 503.9.5

electronic option, 503.9.2.3

fees, 503.9.1

other extra services that can be added, 503.9.2.6

required labels, 503.9.3

retail option, 503.9.2.5

what may be mailed, 503.9.2.4

where to mail, 503.9.6

delivery of mail, 508.1.0, 508.2.0

accountable mail, 508.1.1.7

agent, 508.1.5

commercial mail receiving agency, 508.1.9

delivery to addressee only, *See restricted delivery*

Express Mail, 508.1.1.7

hotels, institutions, and schools, 508.1.7

individual at a business, 508.1.6

military units, 703.2.7

refusal by addressee, 508.1.1

delivery point barcode (DPBC)

general, 602.1.8.3, 708.4.2.4

letters, 233.5.4.3

flats, 333.5.4.3

delivery statistics

Delivery Statistics File, 509.1.1

general, 509.1.5

Department of State mail, 703.3.0

eligibility, 703.3.1, 703.3.2

prohibited material, 703.3.2.2

prices, 703.3.2.4

weight, 703.3.2.3

deposit

commercial flats

Bound Printed Matter, 366

First-Class Mail, 336

Library Mail, 386

Media Mail, 376

Standard Mail, 346

commercial letters

First-Class Mail, 236

Standard Mail, 246

commercial parcels

Bound Printed Matter, 466

Express Mail, 416

First-Class Mail, 436

Library Mail, 486

Media Mail, 476

Parcel Select, 456

Priority Mail, 426

Standard Mail, 446

nonpresorted Bound Printed Matter, 366.1.1

Periodicals, 707.28.0

retail mail

Express Mail, 116

First-Class Mail, 136

Library Mail, 186

Media Mail, 176

Parcel Select, 156

Priority Mail, 126

design

indicia design, 604.4.0

mailpiece design

commercial flats, 301, 302

commercial letters, 201, 202

commercial parcels, 401, 402

retail mail, 101, 102

reproductions of copyrighted material, 608.7.2.3

destination entry, See price eligibility under individual classes of mail**destination entry mailing fee, See mailing fees****detached address labels (DALs), 602.4.0**

alternative addressing formats, 602.4.1.5

Bound Printed Matter, 602.4.1.4

disposing of undeliverable material, 602.4.4.1

documentation, 602.4.1.6

label preparation, 602.4.2

mail preparation, 602.4.3

Periodicals, 602.4.1.2

postage computation, 602.4.5

Standard Mail, 602.4.1.3

undeliverable DALs, 602.4.4.2

dimensions, 601.1.2, 601.1.3

commercial flats, 301

commercial letters, 201

commercial parcels, 401
retail mail, 101

dimensional weight

Priority Mail
retail, 123.1.3
commercial, 423.1.3

direct mail, See [commercial mail](#)

documentation

retail mail,
Library Mail, 184.2.3
Priority Mail, 124.2.3
commercial letters
First-Class Mail, 234.4.0
Standard Mail, 244.4.0
commercial flats
Bound Printed Matter, 364.2.0
First-Class Mail, 334.4.0
Library Mail, 384.2.0
Media Mail, 374.2.0
Standard Mail, 344.4.0
commercial parcels
Bound Printed Matter, 464.2.0
First-Class Mail, 434.3.0
Library Mail, 484.2.0
Media Mail, 474.2.0
Parcel Select, 454.1.4
Priority Mail, 424.2.3
Standard Mail, 444.3.0
Periodicals, 707.17.0
standardized, 708.1.0

double cards (double postcards), see [cards](#)

drop box, See [collection box](#)

drop shipment, 705.15.0 – 705.18.0

Express Mail, 705.16.0
containers, 705.16.5.2
deposit site, 705.16.1.1
labels 705.16.5.3
markings, 705.16.5.13
preparation, 705.16.5
reship service, 507.6.6
metered mail, 705.18.0
application, 705.18.2.3
consolidated without endorsement, 705.18.6
P&DC/F, 705.18.3
deposit options
at another Post Office 705.18.4
consolidated with endorsement, 705.18.5
endorsements, 705.18.5.7, 705.18.6.8
Priority Mail, 507.11.7, 705.16.0

drug paraphernalia, 601.11.12

drugs, 601.11.11

dry ice, 601.10.20.4

duck stamp, See [bird stamp, for hunting migratory birds](#)

E**educational materials**

qualifying for Media Mail prices
commercial flats, 373.2.0, 373.3.0
commercial parcels, 473.2.0, 473.3.0
retail mail, 173.2.0, 173.3.0
qualifying for Library Mail prices
commercial flats, 383.2.0
commercial parcels, 483.2.0, 483.3.0
retail mail, 183.2.0, 183.3.0

election boards, mailing list services, 507.7.3.4, 507.7.7

Electronic Verification System (eVS), 705.2.9

enclosures

incidental First-Class Mail, 703.9.5
Package Services, 703.9.4
Periodicals, 703.9.3
Standard Mail, 703.9.4

endorsements, See [ancillary service endorsements](#)

enhanced carrier route (ECR)

See also *carrier route, general* and *Standard Mail, general*
basic requirements
flats, 343.6.3,
letters, 243.6.3,
parcels, 443.6.3
eligibility for automation prices, 243.6.0
high density requirements
flats, 343.6.4,
letters, 243.6.4,
parcels, 443.6.4
price eligibility
flats, 343.6.0
letters, 243.6.0
parcels, 443.6.0
saturation requirements
flats, 343.6.5
letters, 243.6.5
parcels, 443.6.5
sequencing requirements
flats, 345.6.9, 345.6.10
letters, 245.6.8, 245.6.9
parcels, 445.7.6, 445.7.7

entry

commercial flats

- Bound Printed Matter, [366](#)
- First-Class Mail, [336](#)
- Library Mail, [386](#)
- Media Mail, [376](#)
- Standard Mail, [346](#)

commercial letters

- First-Class Mail, [236](#)
- Standard Mail, [246](#)

commercial parcels

- Bound Printed Matter, [466](#)
- Express Mail, [416](#)
- First-Class Mail, [436](#)
- Library Mail, [486](#)
- Media Mail, [476](#)
- Parcel Select, [456](#)
- Priority Mail, [426](#)
- Standard Mail, [446](#)

Periodicals, [707.29.0](#), [707.30.0](#)**envelopes**

- Express Mail, [115.1.0](#), [601.6.1](#)
- green bordered, [601.6.2](#)
- Priority Mail, [125.1.1](#), [601.6.1](#)
- reusable, [601.6.4](#)
- window envelopes, [601.6.3](#)
- with postage preprinted by USPS, *See stamped stationery*

exceptional dispatch for Periodicals, 707.28.3

- how to apply, [707.28.3.5](#)
- prices, [707.28.3.4](#)

expedited services, 604.5.3.5, 705.16.5.8**experimental classifications and prices, 709**

- Negotiated Service Agreements, [709.1.0](#)

explosives, 601.10.11**Express Mail**

- computing postage, [113.1.2](#), [413.1.2](#), [413.1.8](#)
- combined with COD, [503.11.2.5](#)
- combined with other classes of mail, [703.2.0](#)
- deposit, [116](#), [416](#)
- drop shipment, [705.16.0](#)
- extra services, [503.1.0](#)
- fees, [113.1.0](#), [413.1.0](#)
- filing a claim, [609.1.0](#)
- flat-rate envelope, [113.1.4](#), [413.1.4](#)
- insurance, [503.1.1](#)
- manifest mail agreements, [705.2.6](#)
- mail preparation
 - drop shipment, [705.16.5](#)
 - single-piece price, [115](#), [415](#)
- Pickup on Demand service, [507.6.0](#)
- postage payment options, [114](#), [414](#)

postage refunds, [604.9.5](#)

price eligibility

- Custom Designed, [413.4.4](#)
- Express Mail Military Service, [703.2.6](#)
- Next Day Delivery, [113.4.2](#), [413.4.2](#)
- Second Day Delivery, [113.4.3](#), [413.4.3](#)

prices, [113.1.0](#), [413.1.0](#)refunds, [604.9.5](#)reship service, [507.6.6.1](#)size, [101.1.0](#) – [101.4.0](#), [401.1.0](#)undeliverable mail, [507.1.5.5](#)**Express Mail drop shipment, 705.16.0****extra services, 503**

- Certified Mail, [503.3.0](#)
- Certificate of Mailing, [503.5.0](#)
- Collect on Delivery (COD), [503.11.0](#)
- Confirm, [503.13.0](#)
- Delivery Confirmation, [503.9.0](#)
- Express Mail, for, [503.1.0](#)
- Insured Mail, [503.4.0](#)
- Registered Mail, [503.2.0](#)
- Restricted Delivery, [503.7.0](#)
- Return Receipt, [503.6.0](#)
- Return Receipt for Merchandise, [503.8.0](#)
- Signature Confirmation, [503.10.0](#)
- Special Handling, [503.12.0](#)
- forwarding mail with extra services, [507.2.3.7](#), [507.4.4.2](#)
- holding mail with extra services, [507.4.4.4](#)
- money orders, [503.14.0](#)
- treatment of undeliverable mail, [507.1.4.5](#)
- with mixed classes of mail, [703.9.13](#)

extra services markings

- content, [601.5.0](#)
- insured mail, [503.4.3.3](#), [503.4.3.6](#)

F**facing elements**

- commercial flats, [302](#)
- commercial letters, [202](#)
- commercial parcels, [402](#)
- retail mail, [102](#)

facing identification mark (FIM), 708.9.0

facing slip, See *carrier route, general*

FASTforward, 507.4.3

federal government, See *official mail*

fees

retail mail

- Express Mail, 113.1.0
- First-Class Mail, 133.1.0
- Parcel Post, 153.1.0
- Priority Mail, 123.1.0
- Library Mail, 183.1.0
- Media Mail, 173.1.0

commercial letters

- First-Class Mail, 233.1.0
- Standard Mail, 243.1.0

commercial flats

- Bound Printed Matter, 363.1.0
- First-Class Mail, 333.1.0
- Library Mail, 383.1.0
- Media Mail, 373.1.0
- Standard Mail, 343.1.0

commercial parcels

- Bound Printed Matter, 463.1.0
- Express Mail, 413.1.0
- First-Class Mail, 433.1.0
- Library Mail, 483.1.0
- Media Mail, 473.1.0
- Parcel Select, 453.1.0
- Priority Mail, 423.1.0
- Standard Mail, 443.1.0

Periodicals, 707.1.0

filing claims, 609

firearms

- antiques, 601.11.2
- definitions, 601.11.1.1
- pistols, revolvers, and other concealable firearms, 601.11.1
- rifles and shotguns, 601.11.3
- who may mail, 601.11.1.3, 601.11.1.5, 601.11.1.7

firm holdout, 508.7.0

First-Class Mail, commercial flats

- alternate payment methods, 705.5.0
- annual mailing fee, 333.1.4, 333.3.4
- automation mailings, 333.5.0
 - address standards, 333.5.4
 - cobundling, 335.6.8
- combined with other classes of mail, 703.9.0
- computing postage, 333.1.1, 333.1.2, 333.1.6
- content standards, 333.2.0
- cotraying and cosacking bundles, 335.6.8
- deposit of, 336

- documentation for mailings, 334.4.0
 - facsimile postage statements, 334.4.9
 - multiple mailings, 334.4.8
 - standard format, 334.4.6, 708.9.0
- eligibility standards, 333
 - automation, 333.5.0
 - nonautomation, 333.4.0
- incidental enclosure with another class of mail, 703.9.5
- mail preparation, 335
 - automation, 335.6.0
 - bundles, 335.2.0
 - nonautomation flats, 335.5.4
 - combining presorted mailings, 335.6.8
 - combined automation and presorted flats, 705.9.1, 705.11.1
 - nonautomation, 335.5.0
 - optional tray-based preparation, 335.6.6
 - trays, 335.3.0
 - tray labels, 335.4.0
- markings required on each mailpiece
 - automation, 335.6.3
 - general, 302.2.0
 - mixed mail, 703.9.7
 - presorted prices, 335.5.1
- Move Update standard, 333.3.5
- nonmachinable surcharge, 333.4.3
- postage payment methods, 334
 - automation prices, 334.3.0
 - presorted prices, 334.2.0
- postage statements, 334.4.0
- presort mailing fee, 333.3.4
- presort verification, 336.2.0
- price eligibility
 - automation prices, 333.5.0
 - presorted prices, 333.3.0, 333.4.0
- prices and fees, 333.1.0
- reply cards and envelopes, 333.5.5
- size, 301.1.0, 301.2.1
- undeliverable mail, 507.1.5.1
- verifying a mailing, 336.2.0
- weight, 301.2.1
- ZIP Code accuracy, 333.3.6

First-Class Mail, commercial letters

- alternate payment methods, 705.5.0
- annual mailing fee, 233.1.5, 233.3.4
- automation mailings, 233.5.0
 - address standards, 233.5.4
- combined with other classes of mail, 703.9.0
- computing postage, 233.1.2, 233.1.6
- content standards, 233.2.0
- deposit, 236
- documentation, 234.4.0
 - facsimile postage statements, 234.4.9
 - multiple mailings, 234.4.8
 - standard format, 234.4.6, 708.9.0

- eligibility standards, 233
 - automation, 233.5.0
 - nonautomation, 233.4.0
 - incidental enclosure with another class of mail, 703.9.5
 - mail preparation, 235
 - automation letters, 235.6.0
 - bundles, 235.2.0
 - nonautomation, 235.5.0
 - presorted machinable cards and letters, 235.5.2
 - presorted nonmachinable cards and letters, 235.5.3
 - trays, 235.3.0
 - tray labels, 235.4.0
 - markings required on each mailpiece
 - for presorted prices, 235.5.1
 - general, 202.3.0
 - mixed mail, 703.9.7
 - Move Update standard, 233.3.5
 - postage payment methods, 234
 - automation prices, 234.3.0
 - presorted prices, 234.2.0
 - postage statements, 234.4.0
 - presort mailing fee, 233.3.4
 - presort verification, 236.2.0
 - price eligibility
 - automation prices, 201.3.4, 233.5.0
 - presorted prices, 233.3.0, 233.4.0, 233.6.0
 - prices and fees, 233.1.0
 - reply cards and envelopes, 233.5.5
 - size, 201.1.0, 201.2.0
 - standardized documentation, 234.4.6
 - undeliverable mail, 507.1.5.1
 - verifying a mailing, 236.2.0
 - weight, 201.1.1.2, 233.3.3
 - ZIP Code accuracy, 233.3.6
- First-Class Mail, commercial parcels**
- alternate payment methods, 705.5.0
 - annual mailing fee, 433.3.5
 - combined with other classes of mail, 703.9.0
 - computing postage, 433.1.1, 433.1.6
 - content standards, 433.2.0
 - deposit of, 436.1.0
 - documentation, 434.3.0
 - facsimile postage statements, 434.3.8
 - multiple mailings, standard format, 434.3.5, 708.9.0
 - eligibility standards, 433
 - incidental enclosure with another class of mail, 703.9.5
 - mail preparation, 435
 - nonautomation, 435.4.0
 - sacks, 435.2.0
 - sack labels, 435.3.0
 - mailing fee, 433.1.5, 433.3.4
 - markings required on each mailpiece
 - presorted prices, 435.4.1
 - general, 402.1.0
 - mixed mail, 703.9.7
 - Move Update standard, 433.3.5
 - nonmachinable surcharge, 433.3.4
 - postage payment methods, 434
 - postage statements, 334.3.0
 - presort mailing fee, 433.3.4
 - presort verification, 436.2.0
 - price eligibility
 - for presorted prices, 433.4.0
 - prices and fees, 433.1.0
 - size, 401.2.1, 433.3.4
 - standardized documentation, 434.3.5
 - undeliverable mail, 507.1.5.1
 - verifying a mailing, 436.2.0
 - weight, 401.2.1.1, 433.3.3
 - ZIP Code accuracy, 433.3.6
- First-Class Mail, retail**
- See also *Priority Mail*
- computing postage, 133.1.0
 - content standards, 133.3.0
 - deposit of, 136
 - eligibility standards, 133.2.0
 - keys and identification devices, 133.1.7, 133.1.8
 - mail preparation, 102.4.3, 135
 - markings required on each mailpiece, 102.4.3, 135.1.1
 - nonmachinable surcharge, 101.1.2, 101.6.4.1, 133.1.9
 - postage payment options, 134
 - price eligibility, 133.1.1, 133.1.9, 133.2.0
 - prices, 133.1.0
 - service objectives, 133.2.1
 - size, 101.6.0
 - undeliverable mail, 507.1.5.1
 - weight, 101.6.1
- flammables and combustibles**
- liquids, 601.10.13
 - solids, 601.10.14
- flat-rate boxes**
- Priority Mail, 123.1.4.2, 423.1.4.2
- flat-rate envelopes**
- Express Mail, 113.1.4, 413.1.4
 - Priority Mail, 123.1.4.1, 423.1.4.1
- flats**
- automation, 301.3.0, 333.5.0, 343.7.0
 - barcode placement, 302.3.0
 - bundling
 - Bound Printed Matter, 365.2.0
 - Library Mail, 385.2.0
 - Media Mail, 375.2.0

definition, [301.1.0](#)
endorsement placement, [302.3.0](#)
physical standards, [301.1.0](#)
 automation, [301.3.0](#)
 machinable, [301.1.0](#), [301.2.0](#)
marking placement, [302.2.0](#)
size, [301.1.0](#),

food, [601.9.0](#)

forwarding mail

See also individual classes of mail
general information, [507.2.0](#)
instructions by the sender, [507.4.4](#)
postage charged for forwarding mail, [507.2.3](#)
Premium Forwarding Service, [507.3.0](#)
with extra services, [507.1.4.5](#), [507.4.4.2](#)

Four-State Customer Barcode, See [Intelligent Mail barcode](#)

Fourth-Class Mail, See [Bound Printed Matter, Library Mail, Media Mail, or Parcel Post](#)

FPO, See [military mail](#)

fragile articles, [503.2.4.7](#), [601.2.1](#), [601.4.0](#)

fragrance sample, [601.11.15](#)

fraud, how to report, [608.6.2](#)

franked mail, for Members of Congress, [703.6.0](#)

See also *official mail*

free mail

blind and other handicapped persons, [703.5.0](#)
Members of Congress, [703.6.0](#)
U.S. armed forces, [703.4.2](#)

fulfillment, [507.11.0](#)

See also *Parcel Select*

furs or pelts, [601.9.5](#)

G

gases, [601.10.12](#)

general delivery, [508.6.0](#)

government mail, See [U.S. government mail](#)

graphic matter, [601.12.0](#)

guns, [601.11.1](#) – [601.11.4](#)

H

handicapped, free matter for, [703.5.0](#)

what may be mailed, [703.5.2](#), [703.5.3](#)
who is qualified, [703.5.1.3](#)

handwriting

alterations to barcodes, [708.6.1.1](#)
Bulk Parcel Return labels, [507.12.5.1](#)
Business Reply Mail, [507.9.8.2](#)
COD forms, [503.11.4.3](#)
eligibility

commercial letters

First-Class Mail, [233](#)
Standard Mail, [243.4.0](#), [243.5.0](#), [243.6.0](#),
[243.7.0](#)

commercial flats

Bound Printed Matter, [363.3.4](#)
First-Class Mail, [333](#)
Standard Mail, [343](#)

commercial parcels

Bound Printed Matter, [463.3.4](#)
Express Mail, [413.2.2](#)
First-Class Mail, [433](#)
Priority Mail, [423.2.2](#)
Standard Mail, [443](#)

retail mail

Express Mail, [113.3.2](#)
First-Class Mail, [133.3.4](#)
Priority Mail, [123.3.2](#)
Media Mail, [173.3.0](#), [173.4.3](#)
Library Mail, [183.3.0](#), [173.4.3](#)

free mail

sent by blind or physically handicapped persons,
[703.5.3.2](#)
sent by U.S. Armed Forces, [703.4.2](#)

Merchandise Return

insurance value, [507.11.3.1](#)
label preparation, [507.11.5.4](#)

Official Mail (Penalty)

business reply mail, [703.7.11.4](#)
insurance value, [703.7.12.8](#)
Periodicals, [703.7.13.4](#)
permit imprint, [703.7.8.3](#)

hazardous materials (HAZMAT)

See also *restricted matter*

batteries

battery-powered devices, [601.11.17](#)
nonspillable batteries, [601.10.19.4](#)

biological products, [601.10.17](#)

cigarette lighters, [601.10.13.4](#)

clinical specimens, [601.2.6](#), [601.10.17](#)

corrosives, [601.10.19](#)

explosives, [601.10.11](#)

flammable and combustible liquids, [601.10.13](#)

flammable solids, [601.10.14](#)

gases, [601.10.12](#)

general, [601.10.0](#)
 infectious substances, [601.10.17](#)
 matches, [601.10.14.3](#)
 medical devices, used, [601.10.17.5](#)
 oxidizing substances and organic peroxides,
[601.10.15](#)
 packaging and markings, [601.10.8](#)
 radioactive material, [601.10.18](#)
 rulings, [601.10.6](#)
 sharps, [601.10.17.4](#), [601.10.17.5](#)
 shipping papers, [601.10.9](#)
 toxic substances, [601.10.16](#)

heavy letter mail, [201.3.14.4](#), [243.6.4.3](#)

high-density carrier route sequencing requirements

commercial flats, [345.6.9](#), [345.6.10](#)
 commercial letters, [245.6.8](#), [245.6.9](#)
 commercial parcels, [445.7.6](#), [445.7.7](#)
 Periodicals, [707.23.8](#), [707.23.9](#)

high-density items

packaging, [601.7.1](#)

Hold For Pickup service

endorsement, [508.1.3](#)
 label, [Exhibit 455.4.1.4e](#)
 mail preparation, [455.4.1.4](#)

holding mail, [507.4.4.4](#), [508.6.4](#)

holidays, [608.3.2](#)

household mail

retail mailing services, [101 – 186](#)
 recipient services, [508](#)

I

ice

dry ice, [601.10.20.4](#)
 water ice, [601.9.2.3](#)

identification statement for Periodicals, required elements, [707.4.12.5](#)

imprint, See *permit imprint*

indicia, See *permit imprint*

infectious substances, [601.10.17](#)

information-based indicia (IBI), [604.4.0](#)

insects, [601.9.3.7](#), [601.9.3.8](#)

inspection by USPS

commercial flats

Bound Printed Matter, [363.2.2](#)
 First-Class Mail, [333.3.0](#)
 Library Mail, [383.2.5](#)
 Media Mail, [373.2.3](#)
 Standard Mail, [343.2.0](#)

commercial letters

First-Class Mail, [233.2.0](#)
 Standard Mail, [243.2.0](#)

commercial parcels

Bound Printed Matter, [463.2.2](#)
 Express Mail, [413.3.0](#)
 First-Class Mail, [433.2.0](#)
 Library Mail, [483.2.5](#)
 Media Mail, [473.2.3](#)
 Parcel Select, [453.2.4](#)
 Priority Mail, [423.3.0](#)
 Standard Mail, [443.2.0](#)

Periodicals, [707.3.4.2](#)

retail mail

Express Mail, [113.2.2](#), [113.2.2](#)
 First-Class Mail, [133.2.0](#)
 Library Mail, [183.2.2](#)
 Media Mail, [173.2.2](#)
 Parcel Post, [153.2.3](#)
 Priority Mail, [123.2.3](#)

insufficient postage

general, [604.8.0](#)
 penalty metered mail, [703.7.7.9](#)
 rural delivery service, [508.2.2.5](#)

insurance, [503.4.0](#)

See also *claims*

bulk insurance, [503.4.4](#)
 delivery of insured items, [503.4.5](#)
 Express Mail insurance, [503.1.1](#)
 extra services, [503.4.2.4](#)
 fees, [503.4.1.1](#)
 filing a claim, [609](#)
 filling out insurance label, [503.4.3.3](#)
 what may be mailed, [503.4.2.2](#)

Intelligent Mail barcode, [708.4.3](#)

irregular parcels

commercial mail, [401.1.6](#)
 retail mail, [101.3.6](#)

K

keyline

manifest mailing system, [705.2.3](#)
 optional endorsement line, [708.7.1.3](#)

keys

fee for additional Post Office box keys, [508.4.1](#)

general information about mailing keys, [123.1.6](#),
[133.1.7](#)
Post Office boxes, [508.4.8](#)
prices for return through the mail, [123.1.5](#), [133.1.8](#)

knives, [601.11.5](#)

**known office of publication, for Periodicals,
[707.4.6](#)**

L

labeling lists, [Appendix 1 \(online only\)](#)

labels

barcoded labels, [708.6.0](#)
pallets, [705.8.6](#)
sacks and trays
 commercial flats
 Bound Printed Matter, [365.4.0](#)
 First-Class Mail, [335.4.0](#)
 Library Mail, [385.4.0](#)
 Media Mail, [375.4.0](#)
 Standard Mail, [345.4.0](#)
 commercial letters
 First-Class Mail, [235.4.0](#)
 Standard Mail, [245.4.0](#)
 commercial parcels
 Bound Printed Matter, [465.4.0](#)
 Express Mail, [415.2.0](#)
 First-Class Mail, [435.3.0](#)
 Library Mail, [485.4.0](#)
 Media Mail, [475.4.0](#)
 Parcel Select, [455.3.0](#)
 Standard Mail, [445.4.0](#)
 Periodicals, [707.21.0](#)

letters

automation, See *automation letters, general*
nonmachinable criteria
 commercial mail, [201.2.1](#)
 retail mail, [101.1.2](#)
size and weight
 commercial mail, [201.1.0](#)
 retail mail, [101.1.0](#)

letter tray

First-Class Mail, [235.3.0](#)
Standard Mail, [245.3.0](#), [345.3.5](#)
Periodicals, [707.20.2](#)

liability, [609](#)

Library Mail, commercial flats

annual mailing fee, [383.1.5](#)
attachments, [383.2.6](#)
bundles, [385.2.0](#)
 sacks, [385.3.0](#)
 sack labels, [385.4.0](#)
combining with other classes of mail, [703.9.0](#)

combining with other Package Services, [705.7.0](#)
computing postage, [383.1.1](#), [383.1.6](#)
content standards, [383.2.0](#)
deposit and verification, [386](#)
documentation, [384.2.0](#)
eligibility, [383](#)
enclosures, [383.2.6](#)
mail preparation
 general, [385](#)
 flats on pallets, [705.8.10.3](#)
markings required on each mailpiece, [302.2.2](#)
postage payment options, [384.1.0](#)
price eligibility, [383.3.0](#)
prices and fees, [383.1.0](#)
size, [301.2.5](#)
undeliverable mail, [507.1.5.4](#)
weight standards, [383.3.1](#)
what may be mailed, [383.2.0](#)
written additions, [383.2.7](#)

Library Mail, commercial parcels

annual mailing fee, [483.1.4](#)
attachments, [483.2.6](#)
computing postage, [483.1.0](#)
combined machinable parcels, [705.6.0](#)
combining with other classes of mail, [703.9.0](#)
combining with other Package Services, [705.7.0](#)
content standards, [483.2.0](#)
deposit and verification, [486](#)
commercial for barcoded machinable parcels, [485.5.4](#)
documentation, [484.2.0](#)
eligibility, [483](#)
enclosures, [483.2.6](#)
irregular parcels, [485.5.3](#)
irregular parcels on pallets, [705.8.10.4](#)
machinable parcels, [485.5.2](#)
machinable parcels on pallets, [705.8.17](#)
mail preparation, [485](#)
 bundles, [485.2.0](#)
 irregular parcels, [485.5.3](#)
 for combined machinable parcels, [705.6.0](#)
 sacks, [485.3.0](#)
 sack labels, [485.4.0](#)
markings required on each mailpiece, [402.2.2](#)
nonmachinable parcels, [401.1.6](#), [401.1.7](#)
postage payment options, [484.1.0](#)
price eligibility, [483.3.0](#)
prices and fees, [483.1.0](#)
size, [401.1.0](#)
undeliverable mail, [507.1.5.4](#)
weight limits, [483.3.1](#)
what may be mailed, [483.2.0](#)
written additions, [483.2.7](#)

Library Mail, retail

attachments, [183.4.0](#)
computing postage, [183.1.1](#), [183.1.3](#), [183.1.6](#),
[183.1.7](#)
content standards, [183.3.0](#)
deposit of, [186.1.0](#)

eligibility, 183
 enclosures, 183.4.0
 mail preparation, 185
 markings required on each mailpiece, 102.3.3, 185.1.2
 postage payment methods, 184
 price eligibility, 183.2.0
 prices, 183.1.0
 service objectives, 183.2.1
 size, 101.9.0
 flats, 101.2.0
 parcels, 101.3.0
 undeliverable mail, 507.1.5.4
 weight limits, 101.9.1
 what may be mailed, 183.2.0 – 183.4.0
 written additions, 183.4.3

line-of-travel (LOT)

optional endorsement line information for LOT, 708.7.1.7
 sequencing requirements
 Standard Mail, 245.6.8.6, 345.6.9.6, 445.7.6.6
 Periodicals, 707.23.8.6
 submitting cards for sequencing, 507.8.3

lists

availability of USPS Lists, 508.9.4
 definitions, 708.3.4
 mailing list services, 507.7.0
 occupant lists, 507.7.5
 sortation of lists, 507.7.6

literature for the blind, 703.5.0

liquids, nonhazardous, 601.11.9

liquor, 601.11.7

Lithium batteries, 601.10.20

primary (non-rechargeable) cells, 601.10.20.5
 secondary (chargeable) cells, 601.10.20.6

locksmithing devices, 601.11.10

LOT, See *line-of-travel (LOT)*

low-cost items, 703.1.6.11

lottery materials, 601.12.3

M

machinable letters

commercial mail, 201.1.0
 retail mail, 101.1.0

machinable parcels

commercial mail, 401.1.0
 retail mail, 101.3.0

magazine, 301.3.4.2, 301.3.6.3

magnetic tapes

packaging, 601.7.5

magnetized materials, 601.10.21

mailability, 601

mail preparation

commercial flats
 Bound Printed Matter, 365
 First-Class Mail, 335
 Library Mail, 385
 Media Mail, 375
 Standard Mail, 345
 commercial letters
 First-Class Mail, 235
 Standard Mail, 245
 commercial parcels
 Bound Printed Matter, 465
 Express Mail, 415
 First-Class Mail, 435
 Library Mail, 485
 Media Mail, 475
 Parcel Select, 455
 Priority Mail, 425
 Standard Mail, 445
 Periodicals, 707.18.0 – 707.25.0
 retail mail
 Express Mail, 115
 First-Class Mail, 135
 Library Mail, 185
 Media Mail, 175
 Parcel Post, 155
 Priority Mail, 125

mail receptacles, 508.3.0

apartments, 508.2.1.7
 custom-built mail receptacles, 508.3.2.2
 door slots, 508.2.1.6
 location, 508.3.2.5
 maintenance of, 508.2.1.3
 newspaper receptacles, 508.3.2.11
 manufacturer specifications, 508.3.2.1

mail security

Department of State mail, 703.3.3
 general, 608.6.2

mailboxes, See *mail receptacles* or *collection box*

mailer services, 507

mailing fees

commercial flats

Bound Printed Matter, 363.1.2.6, 366.3.4

First-Class Mail, 333.1.4, 333.3.4

Library Mail, 383.1.5

Media Mail, 373.1.5

Standard Mail, 343.1.5.1, 343.3.4

commercial letters

First-Class Mail, 233.1.5, 233.3.4

Standard Mail, 243.1.7.1, 243.3.4

commercial parcels

Bound Printed Matter, 463.1.2.5, 466.3.4

First-Class Mail, 433.1.6

Library Mail, 483.1.4

Media Mail, 473.1.4

Parcel Select, 453.1.6

Standard Mail, 443.1.6.1, 443.3.4

mailing list services, 507.7.0

basic information, 507.7.2

election boards and voter commissions, 507.7.3.4, 507.7.7

fees, 507.7.1, 507.7.3

list correction, 507.7.4

occupant lists, 507.7.5

sortation of lists on cards by 5-digit ZIP Code, 507.7.6

mailing permits, See *mailing fees*

mailing systems

alternate mailing systems, 705.4.0

eVS, 705.2.9

manifest mailing systems, 705.2.0

optional procedure mailing systems, 705.3.0

plant-verified drop shipment, 705.15.0

mailpiece design, 101, 201, 301, 401, 601

manifest mailing systems, 705.2.0

applying for authorization, 705.2.4

Express Mail agreements, 705.2.6

marking, 705.2.2.6

postage statement, 705.2.2.7

service agreement, 705.2.2.1

marking, on mailpieces, 102, 202, 302, 402

See also individual classes of mail

imitation markings, 604.1.5

injurious or harmful items, 601.8.7

master keys for motor vehicles, 601.11.10

matches, 601.10.14.3

measuring

advertising, 707.17.4.5, 707.17.5.2

Media Mail, commercial flats

annual mailing fee, 373.1.5

attachments, 373.2.4

combining with other classes of mail, 703.9.0

combining with other Package Services, 705.7.0

computing postage, 373.1.1, 373.1.6

content standards, 373.2.0

deposit and verification, 376

documentation, 374.2.0

eligibility, 373

enclosures, 373.2.4

mail preparation, 375

bundles, 375.2.0

flats on pallets, 705.8.10.3

sacks, 375.3.0

sack labels, 375.4.0

markings required on each mailpiece, 302.2.2

postage payment options, 374.1.0

price eligibility, 373.3.0

prices and fees, 373.1.0

size, 301.2.4

undeliverable mail, 507.1.5.4

what may be mailed, 373.2.0

weight limits, 373.3.1

written additions, 373.2.5

Media Mail, commercial parcels

annual mailing fee, 473.1.4

attachments, 473.2.4

combining with other classes of mail, 703.9.0

combining with other Package Services, 705.7.0

computing postage, 473.1.1, 473.1.5

content standards, 473.2.0

deposit and verification, 476

commercial for barcoded machinable parcels,

473.3.4, 475.5.2.3

documentation, 474.2.0

eligibility, 473

enclosures, 473.2.4

mail preparation, 475

bundles, 475.2.0

combined machinable parcels, 705.2.0

combining parcels, 705.7.0

irregular parcels, 475.5.3

irregular parcels on pallets, 705.8.10.4

machinable parcels, 475.5.2

machinable parcels on pallets, 705.8.17

sacks, 475.3.0

sack labels, 475.4.0

markings required on each mailpiece, 402.2.2

nonmachinable parcels, 401.1.6, 401.1.7

postage payment options, 474.1.0

price eligibility, 473.3.0

prices and fees, [473.1.0](#)
 size, [401.1.0](#)
 undeliverable mail, [507.1.5.4](#)
 what may be mailed, [473.2.0](#)
 weight limits, [473.3.1](#)
 written additions, [473.2.5](#)

Media Mail, retail

attachments, [173.4.0](#)
 computing postage, [173.1.1](#), [173.1.3](#), [173.1.6](#),
[173.1.7](#)
 content standards, [173.3.0](#)
 deposit of, [176.1.0](#)
 eligibility, [173](#)
 enclosures, [173.4.0](#)
 mail preparation, [175](#)
 markings required on each mailpiece, [102.3.3](#),
[175.1.3](#)
 postage payment methods, [174](#)
 price eligibility, [173.2.0](#)
 prices, [173.1.0](#)
 service objectives, [173.2.1](#)
 size, [101.8.0](#)
 flats, [101.2.0](#)
 parcels, [101.3.0](#)
 undeliverable mail, [507.1.5.4](#)
 weight limits, [101.8.1](#)
 what may be mailed, [173.3.0](#), [173.4.0](#)
 written additions, [173.4.3](#)

merchandise return service, 507.11.0

adding extra services (by the mailer), [507.11.5](#)
 adding extra services (by the permit holder), [507.11.5](#)
 annual accounting fee, [507.11.4.3](#)
 annual permit fee, [507.11.4.2](#)
 applying for a permit, [507.11.2.6](#)
 examples of merchandise return service labels,
[507.11.6](#)
 fees, [507.11.1](#)
 format for label, [507.11.6](#)
 general information, [507.11.2](#)
 official U.S. government mail, [703.7.12](#)
 postage and fees, [507.11.1](#)

merged containerization, 705.10.0

merged bundles of flats, See *mail preparation under Periodicals and Standard Mail*

meter, See *metered mail and postage meters*

metered mail

drop shipment of, [705.18.0](#)
 postage refunds, [604.9.3](#)
 where to mail, [604.4.5.3](#)

metered reply mail, 604.4.4.2

methods of payment, See *postage payment*

methods of mailing

commercial mailing services, [201-486](#)
 retail mailing services, [101-186](#)

military mail, 703.2.0, 703.4.0

free mail for U.S. armed forces, [703.4.2](#)
 military address, [703.4.2.4](#)
 military ordinary mail (MOM), [703.2.4](#)
 retirees, [703.2.3.4](#)

mixed classes, 703.9.0

combined Media Mail and Bound Printed Matter,
[703.9.6](#)
 enclosures
 Bound Printed Matter, [703.9.4](#)
 First-Class Mail, [703.9.5](#)
 Library Mail, [703.9.4](#)
 Media Mail, [703.9.4](#)
 Parcel Post, [703.9.4](#)
 Periodicals, [703.9.3](#)
 Standard Mail, [703.9.4](#)
 Express Mail and Priority Mail drop shipments,
[705.16.0](#)
 price qualification, [703.9.2.2](#)

money orders, 503.14.0

fees, [503.14.1](#)
 how to cash, [503.14.3](#)
 payable to another party, [503.14.3.6](#)
 where to purchase, [503.14.2.1](#)

Move Update standard

commercial flats, [333.3.5](#)
 commercial letters, [233.3.5](#)
 commercial parcels, [433.3.5](#)

N

National Change of Address Linkage System (NCOA^{LINK})

Coding Accuracy Support Systems, [708.3.0](#)
 election boards and voter registration, [507.7.7](#)
 general
 flats, [333.3.5.2](#)
 letters, [233.3.5.2](#)
 parcels, [433.3.5.2](#)

National Customer Support Center (NCSC), 608.8.1

negotiated service agreements, 709.1.0

news agent, 707.5.1.6, 707.6.6

newspaper

mailing issues, 707.4.9.4, 707.4.9.5
penalty, 703.7.13.3
service objectives, 707.28.1

newspaper receptacles, 508.3.2.11

next-day delivery, See *Express Mail*

nonautomation flats, 301.2.0

nonmachinable

letters, 101.1.2, 201.2.0
Parcel Post, 101.7.2
Parcel Select, 401.2.3.2

non-machinable surcharge

commercial letters, 201.2.1
First-Class Mail parcels, 401.2.1.2
retail letters and parcels, fees 133.1.9
Standard Mail parcels, 401.2.2.3
Standard Mail NFM, 401.2.2

nonmailable matter

animals and plants, 601.8.7
due to noxious odors, 601.11.8
due to packaging, 601.8.3, 601.12.12
general, 601.8.0, 601.11.0
mailer's responsibility, 601.1.7
written, printed, and graphic materials, 601.12.0

nonpostal services, 509.2.0

nonprofit

Periodicals
eligibility for nonprofit Periodicals prices, 707.4.0
how to apply for nonprofit Periodicals
authorization, 707.10.5
types of organizations, 707.10.2
Standard Mail, 703.1.0
applying for authorization, 703.1.7 – 703.1.9
discounts, 703.1.1.3
eligibility for Standard Mail prices, 703.1.0
matter, 703.1.6
organizations, 703.1.2
identification of authorized organization on
Standard Mail, 703.1.5
low-cost items, 703.1.6.11
marking, on Standard Mail, 202.1.2, 302.1.2,
402.1.2
political mailings, 703.1.6.10
revenue deficiencies for nonprofit Standard Mail,
604.10.2
types of organizations, 703.1.2
what may be mailed, 703.1.6

nonstandard surcharge, See *nonmachinable surcharge*

Not Flat-Machinable (NFM) pieces, 401.2.2.2

See also *Standard Mail, parcels*

O

obscene material, 601.12.5.4

occupant lists, 507.7.5

OCR (Optical Character Reader) read area

discount, 202.2.1
retail, 102.2.1

official mail

members of Congress (franked) 703.6.0
addressing, 703.6.2
eligibility, 703.6.1
U.S. Government (penalty) 703.7.0
authorized users, 703.7.4
business reply mail, 703.7.11
contractors, use of, 703.7.15
eligibility, 703.7.3
Express Mail, 703.7.14
insurance, 703.7.12.8, 703.7.12.9
merchandise return service, 703.7.12
Periodicals, 703.7.13
postage and fees, 703.7.2
postage payment
indicia, 703.7.6
permit imprint, 703.7.8
postage meters, 703.7.7
stamps and stationery, 703.7.9
preparation, 703.7.5
prices, 703.7.5
Registered Mail, 703.7.12.10
reply mail, 703.7.10

OneCode ACS, 507.4.2

optional endorsement lines (OELs), 708.7.0

optional procedure mailing systems, 705.3.0

applying for authorization, 705.3.2
description, 705.3.1.1
postage statements, 705.3.3.1
record keeping, 705.3.3

overnight delivery, See *Express Mail*

Overseas Military Mail, 703.2.0

Express Mail Military Service, 703.2.6
First-Class Mail, 703.2.1.1
parcels, 703.2.1.3
Parcel Airlift, 703.2.5
Periodicals, 703.2.1.4
Preparation standards, 703.2.1.5
Restrictions, 703.2.3

oversized price

Parcel Select, 453.3.1
Parcel Post, 153.1.1

P**Package Services, See Bound Printed Matter, Library Mail, Media Mail, or Parcel Post****packages, See bundles or parcels****packaging, for mailing, 601.2.0 – 601.4.0**

acceptable containers, 601.3.0
 animals, 601.9.3.10
 closure and sealing, 601.4.0
 cushioning, 601.4.0
 high-density items, 601.7.1
 liquids, 601.2.4
 magnetic tapes, 601.7.5
 nonmailable matter, 601.1.7, 601.8.3, 601.12.12
 soft goods, 601.7.3
 sound recordings, 601.7.4
 special envelopes, 601.6.0
 stationery, 601.2.2
 USPS-provided, 115.1.1, 125.1.1

pallet box, See pallets**pallets**

bundles on pallets, 705.8.9
 flats on pallets, 705.8.7
 general standards, 705.8.0
 labels, 705.8.6
 labeling pallets, 705.8.10
 minimum and maximum loads, 705.8.5
 pallet boxes, 705.8.4
 Periodicals on pallets 705.8.10.1
 physical characteristics, 705.8.1
 preparation of pallets 705.8.0
 securing bundles for pallets, 705.8.5.11
 stacking pallets, 705.8.3
 Standard Mail on pallets 705.8.10.2
 top caps, 705.8.2
 types of mail that can be put on pallets, 705.8.8

pandering advertisements, 508.8.0**parcel airlift service (PAL), 703.2.5**

fees, 703.2.5.3
 other extra services that can be added, 703.2.5.5
 required marking on each piece, 703.2.5.6
 what may be mailed, 703.2.5.2

Parcel Select

attachments, 453.2.5
 Balloon Price, 453.3.5
 computing postage, 453.1.1, 453.1.7
 combined with other Package Services, 705.7.0
 combining with other classes of mail, 703.9.0
 cotraining and cosacking bundles of flats, 705.9.0
 deposit of, 456.2.0
 destination entry mailing fee, 453.1.6

documentation, 454.1.4
 eligibility, 453
 enclosures, 453.2.5
 Growth rebates, 453.3.7
 Loyalty rebates, 453.3.6
 Hold For Pickup service, 455.4.1.4, 508.1.3
 mail preparation
 BMC Presort prices on pallets, 705.8.18
 combined machinable parcels, 705.6.0
 combining parcels for destination entry, 705.7.0
 general, 455
 irregular parcels on pallets, 705.8.10.4
 machinable parcels in sacks, 455.2.0
 machinable parcels on pallets, 705.8.0
 nonmachinable parcels on pallets, 705.8.18.2,
 705.8.19.2
 OBMC Presort prices, 705.8.19, 443.3.2.2
 Parcel Select DDU prices, 705.8.22, 453.3.1.4
 Parcel Select DSCF prices, 705.8.20, 705.8.21,
 453.3.1.4
 markings required on each mailpiece, 402.2.2,
 455.1.8
 nonmachinable parcels, 401.2.3.2
 Parcel Return Service, 507.13.0
 postage payment options, 454.1.0
 price eligibility, 453.3.0
 BMC presort prices, 453.3.2.1
 Barcoded Inter-BMC prices, 453.3.3.1
 Barcoded Intra-BMC prices, 453.3.3.1
 OBMC Presort prices, 453.3.2.2
 oversized prices, 453.3.4
 destination entry prices, 453.3.0
 DDU prices, 453.3.1.4
 DSCF prices, 453.3.1.4
 prices, 453.1.0
 size, 401.2.3
 undeliverable mail, 507.1.5.4
 weight limits, 401.2.3
 written additions, 453.2.6

Parcel Post

attachments, 153.4.0
 computing postage, 153.1.3 – 153.1.5
 deposit, 156.1.0
 eligibility, 153
 enclosures, 153.4.0
 mail preparation, 155
 Pickup on Demand fee, 156.1.5
 markings required on each mailpiece, 102.4.2,
 155.1.3
 nonmachinable parcels, 101.7.2
 postage payment methods, 154
 price eligibility, 153.2.0
 prices, 153.1.0
 service objectives, 153.2.1
 size, 101.7.0
 undeliverable mail, 507.1.5.4
 weight limits, 101.7.1

written additions, [153.4.2](#)

Parcel Return Service (PRS), [507.13.0](#)

annual accounting fee, [507.13.2.3](#)
 annual permit fee, [507.13.2.2](#)
 application for a permit, [507.13.1.5](#)
 general information, [507.13.1](#)
 label examples, [507.13.4.5](#)
 label formats, [507.13.4](#)
 postage and fees, [507.13.2](#)

parcels

nonmachinable criteria
 commercial mail, [401.1.6](#), [401.1.7](#)
 retail mail, [101.3.5](#), [101.3.6](#)
 size and weight
 commercial mail, [401.1.0](#)
 retail mail, [101.3.0](#)

PAVE, [708.2.0](#)

definition, [708.2.1.1](#)
 request for participation, [708.2.1.3](#)

Penalty Mail, See [official mail](#)

Periodicals

address correction, [507.4.2.7](#)
 addressing, [707.3.2](#)
 advertising
 calculating percentage, [707.2.1.5](#)
 copies, [707.7.3](#)
 definition of, [707.4.13](#)
 nonprofit and classroom publications, [707.2.1.5](#)
 marked copies, [707.16.2](#)
 public service announcement, [707.4.13.2](#)
 applications, [707.5.0](#)
 additional entry, [707.30.2](#)
 appealing denied application, [707.5.3.7](#)
 nonprofit prices, [707.10.5](#)
 re-entry, [707.9.0](#)
 mailing while application is pending, [707.5.2](#)
 attachments, [707.3.3.8](#)
 back orders and reprints, [707.4.11](#)
 bundle prices, [707.1.0](#), [707.2.1.8](#)
 computing postage, [707.2.2](#),
 carrier route sequencing requirements, [707.23.8](#),
[707.23.9](#)
 categories of Periodicals authorization
 foreign, [707.6.5](#)
 general, [707.6.1](#)
 institutions and societies, [707.6.2](#)
 news agent, [707.6.6](#)
 requester, [707.6.4](#)
 state departments of agriculture, [707.6.3](#)
 combining with other classes of mail, [703.9.0](#)
 complimentary copies, [707.7.7](#)
 container prices, [707.1.0](#), [707.2.1.9](#)

definition and characteristics, [707.4.0](#)
 multiple issues, [707.4.9.4](#), [707.4.9.5](#)
 edition, [707.4.10](#)
 issue, [707.4.9](#)
 deposit of, [707.28.0](#)
 documentation, [707.17.0](#)
 standardized, [708.1.0](#)
 exceptional dispatch, [707.28.3](#)
 exchange copies, [707.7.5](#)
 expired subscription copies, [707.7.6](#)
 fees, [707.1.4](#)
 firm bundles, [707.22.3](#)
 frequency of publication, [707.4.7](#)
 general standards, [707.4.0](#)
 gift subscriptions, [707.7.4](#)
 identification statement, [707.4.12.5](#)
 known office of publication, [707.4.6](#)
 label carrier, [707.3.3.10](#)
 loose enclosures, [707.3.3.4](#)
 barcoded price flats, [707.25.0](#)
 barcoded price letters, [707.24.0](#)
 bundles on pallets, [705.8.10.1](#), [705.8.11](#)
 bundling, [707.19.0](#)
 bundling for carrier route prices, [707.23.2](#)
 bundling for nonbarcoded prices, [707.22.2](#)
 carrier route flats in sacks, [707.23.4](#)
 carrier route irregular parcels in sacks, [707.23.4](#)
 carrier route letters in trays, [707.23.3](#)
 cobundling flats, [707.25.1.9](#), [705.11.2](#)
 combined barcoded and nonbarcoded flats,
 [705.9.2](#), [705.11.2](#)
 combined flats on pallets, [705.8.16.2](#)
 containerization of bundles, [707.25.1.10](#)
 irregular parcels in sacks, [707.22.6](#)
 merged flats in sacks, [705.10.1.4](#)
 merged flats on pallets
 using 5% Threshold, [705.12.1.5](#)
 using City State Product, [705.10.1.5](#),
 using City State Product and 5% Threshold,
 [705.13.1.5](#)
 nonbarcoded flats in sacks, [707.22.6](#)
 nonbarcoded letters in trays, [707.22.5](#)
 sacks on pallets, [705.8.10.1](#)
 trays on pallets, [705.8.10.1](#)
 markings for enclosures on mixed mailings, [703.9.7](#)
 nonsubscriber/nonrequester copies, [707.7.9](#)
 physical characteristics
 components of, [707.3.5](#)
 covers, [707.3.3.6](#)
 flats dimensions, [301.1.0](#), [707.26.2](#)
 letter dimensions, [201.1.0](#)
 mailpiece construction, [707.3.5](#)
 printed features, [707.3.6](#)
 printed sheets, [707.4.5](#)
 size and weight, [707.3.5.2](#)
 wrappers, [707.3.3.7](#)
 postage payment methods, [707.16.0](#)

prohibited matter, [707.3.4.2](#)
 proof copies, for advertisers, [707.7.8](#)
 price eligibility
 barcoded (automation) prices, [707.14.1](#),
 [707.14.2](#)
 carrier route prices, [707.13.0](#)
 copies mailed by the public, [707.11.5](#)
 destination entry prices, [707.29.0](#)
 In-County prices, [707.11.3](#)
 nonbarcoded (presorted) prices, [707.12.0](#)
 Nonprofit prices, [707.10.0](#)
 Outside-County Classroom prices, [707.11.1.3](#)
 Outside-County Nonprofit prices, [707.11.1.3](#)
 Outside-County Science-of-Agriculture prices,
 [707.11.2](#)
 prices and fees, [707.1.0](#)
 In-County, [707.1.2](#)
 Outside-County, [707.1.1](#)
 Ride-Along piece, [707.1.3](#)
 records maintained by the publisher, [707.8.0](#)
 return address, [707.3.2.4](#)
 Ride-Along piece, [707.15.0](#)
 sample copies, [707.7.0](#)
 service objectives, [707.28.1](#)
 standardized documentation, [708.1.0](#)
 statement of ownership, [707.8.3](#)
 supplements, [707.3.3.5](#)
 undeliverable mail, [507.1.5.2](#)

perishables, [601.9.0](#)

permit imprint, [604.5.0](#)
 application fee, [604.5.1.5](#)
 content of the permit imprint indicia, [604.5.3.6](#) –
[604.5.3.9](#)
 format of the permit imprint indicia, [604.5.3.10](#),
[604.5.3.11](#)
 general information, [604.5.1](#)
 minimum quantity for a mailing, [604.5.1.2](#)
 placement on a mailpiece, [604.5.3.4](#)
 samples of permit imprint indicia, [604.5.3.10](#)
 standards for mailing, [604.5.1](#)

Permit Reply Mail, [507.10.0](#)

pesticides, [601.11.14](#)

philatelic services, [608.4.0](#)

physical standards

commercial flats, [301](#)
 commercial letters, [201](#)
 commercial parcels, [401](#)
 retail mail, [101](#)

Pickup on Demand service, [507.6.0](#)

Express Mail fees, [507.6.1](#)
 Parcel Post fees, [507.6.1](#)
 Priority Mail fees, [507.6.1](#)

pistols, [601.11.1](#)

plant load operations, [705.14.0](#)

applying, [705.14.2](#)
 Bound Printed Matter, [705.14.7.4](#)
 expedited shipments, [705.14.4](#)
 Library Mail, [705.14.7.4](#)
 mail preparation, [705.14.5](#) – [705.14.7](#)
 Media Mail, [705.14.7.4](#)
 Parcel Select, [705.14.7.4](#)
 Periodicals, [705.14.7.3](#)
 postage payment requirements, [705.14.5.3](#)
 Standard Mail, [705.14.7.4](#)
 Volume requirements, [705.14.7.6](#), [705.14.7.7](#)

plant-verified drop shipment (PVDS), [705.15.0](#)

Bound Printed Matter, [705.15.5](#)
 Library Mail, [705.15.5](#)
 Media Mail, [705.15.5](#)
 Parcel Select, [705.15.5](#)
 participation requirements, [705.15.2](#)
 Periodicals, [705.15.2.4](#)
 postage statement,
 Bound Printed Matter, [705.15.2.8](#)
 consolidated, [705.15.5.5](#)
 Library Mail, [705.15.2.8](#)
 Media Mail, [705.15.2.8](#)
 Parcel Post, [705.15.2.8](#)
 Periodicals, [705.15.2.6](#)
 Standard Mail, [705.15.2.7](#)
 purpose, [705.15.1.1](#)
 Standard Mail, [705.15.4](#)

plants

general mailability, [601.9.6](#)
 nonmailable plants, [601.9.7](#)

poisons, [601.8.5](#), [601.8.6](#), [601.10.16](#)

polywrap

automation flats, [301.3.3](#)
 certification process, [301.3.3.5](#)

Post Office box service, [508.4.0](#)

appeals, [508.4.9.3](#)
 applying for service, [508.4.3.1](#)
 fees, [508.4.1](#), [508.4.5](#)
 keys, [508.4.8](#)
 locks, [508.4.8](#)
 refunds, [508.4.7](#)

Post Offices, [608.3.1](#), [608.3.2](#)

postage

See also *prices* in individual classes of mail
 computing postage, [604.7.0](#)
 payment for mailings of mixed classes, [703.9.8](#) –
[703.9.12](#)
 postage due, [604.6.0](#)
 refunds, [604.9.0](#)
 revenue deficiencies, [604.10.0](#)
 stamps, [604.1.0](#)

unpaid mail, [604.6.0](#), [604.8.0](#)

postage meters, [604.4.0](#)

approved providers, [604.4.1.3](#), [604.4.1.4](#)

date corrections, [604.4.4.1](#)

postage corrections, [604.4.4.1](#)

types of postage devices, [604.4.1.2](#)

postage payment

commercial flats

Bound Printed Matter, [364](#)

First-Class Mail, [334](#)

Library Mail, [384](#)

Media Mail, [374](#)

Standard Mail, [344](#)

commercial letters

First-Class Mail, [234](#)

Standard Mail, [244](#)

commercial parcels

Bound Printed Matter, [464](#)

Express Mail, [414](#)

First-Class Mail, [434](#)

Library Mail, [484](#)

Media Mail, [474](#)

Parcel Select, [454](#)

Priority Mail, [424](#)

Standard Mail, [444](#)

nonpresorted Bound Printed Matter, [364.1.1](#), [464.1.1](#)

Periodicals, [707.16.0](#)

retail mail

Express Mail, [114](#)

First-Class Mail, [134](#)

Library Mail, [184](#)

Media Mail, [174](#)

Parcel Post, [154](#)

Priority Mail, [124](#)

postage stamps, [604.1.0](#), [604.3.0](#)

applying for a permit to use precanceled stamps, [604.3.2](#)

Breast Cancer Research semipostal stamp, [604.1.11](#)

forever stamp, [604.1.10](#)

imitation stamps, [604.1.4](#), [604.1.5](#)

precanceled stamps, [604.3.0](#)

validity of stamps, [604.1.2](#), [604.1.3](#)

postage statement

commercial flats

Bound Printed Matter, [364.2.0](#)

First-Class Mail, [334.4.0](#)

Library Mail, [384.2.0](#)

Media Mail, [374.2.0](#)

Standard Mail, [344.4.0](#)

commercial letters

First-Class Mail, [234.4.0](#)

Standard Mail, [244.4.0](#)

commercial parcels

Bound Printed Matter, [464.2.0](#)

First-Class Mail, [434.3.0](#)

Library Mail, [484.2.0](#)

Media Mail, [474.2.0](#)

Parcel Select, [454.1.3](#)

Priority Mail, [424.2.3](#)

Standard Mail, [444.3.0](#)

Periodicals, [707.17.0](#)

postal inspection

commercial flats

Bound Printed Matter, [363.2.2](#)

First-Class Mail, [333.2.0](#)

Library Mail, [383.2.5](#)

Media Mail, [373.2.3](#)

Standard Mail, [343.2.0](#)

commercial letters

First-Class Mail, [233.2.0](#)

Standard Mail, [243.2.0](#)

commercial parcels

Bound Printed Matter, [463.2.2](#)

First-Class Mail, [433.2.0](#)

Library Mail, [483.2.5](#)

Media Mail, [473.2.3](#)

Parcel Select, [453.2.4](#)

Standard Mail, [443.2.0](#)

Periodicals, [707.3.5.8](#)

retail mail

Express Mail, [113.2.2](#)

First-Class Mail, [133.2.0](#)

Library Mail, [183.2.2](#)

Media Mail, [173.2.2](#)

Parcel Post, [153.2.3](#)

Priority Mail, [123.2.3](#)

postcard, See [cards](#)

POSTNET barcode, [708.4.2](#)

poultry

adult fowl and chickens, [601.9.3.4](#)

day-old poultry, [601.9.3.2](#)

powders, [601.11.9](#)

precanceled stamps, See [postage stamps](#)

Premium Forwarding Service, [507.3.0](#)

prepayment of postage

Official Mail, [703.7.2.2](#)

Reply Mail, [114.1.3](#), [703.7.10.2](#)

prescription drugs, [601.11.11](#)

presort, See [commercial mail](#)

Presort Accuracy Validation and Evaluation program, (PAVE), [708.2.0](#)

presort mailing fee, See [mailing fees](#)

presort verification

commercial flats

- Bound Printed Matter, [366.2.1](#), [366.3.8](#)
- First-Class Mail, [336.2.0](#)
- Library Mail, [386.1.0](#)
- Media Mail, [376.1.0](#)
- Standard Mail, [346.2.5](#)

commercial letters

- First-Class Mail, [236.2.0](#)
- Standard Mail, [246.2.5](#)

commercial parcels

- Bound Printed Matter, [466.2.1](#), [466.3.8](#)
- First-Class Mail, [436.2.0](#)
- Library Mail, [486.1.0](#)
- Media Mail, [476.1.0](#)
- Parcel Select, [456.1.0](#)
- Standard Mail, [446.2.5](#)

presorting, See [mail preparation under individual classes of mail](#)

prices and fees

commercial flats

- Bound Printed Matter, [363.1.0](#)
- First-Class Mail, [333.1.0](#)
- Library Mail, [383.1.0](#)
- Media Mail, [373.1.0](#)
- Standard Mail, [343.1.0](#)

commercial letters

- First-Class Mail, [233.1.0](#)
- Standard Mail, [243.1.0](#)

commercial parcels

- Bound Printed Matter, [463.1.0](#)
- Express Mail, [413.1](#)
- First-Class Mail, [433.1.0](#)
- Library Mail, [483.1.0](#)
- Media Mail, [473.1.0](#)
- Parcel Select, [453.1.0](#)
- Priority Mail, [423.1](#)
- Standard Mail, [443.1.0](#)

Periodicals, [707.1.0](#)

retail mail

- Express Mail, [113.1.0](#)
- First-Class Mail, [133.1.0](#)
- Library Mail, [183.1.0](#)
- Media Mail, [173.1.0](#)
- Parcel Post, [153.1.0](#)
- Priority Mail, [123.1.0](#)

pricing, See [prices and fees](#)

Pricing and Classification Service Center (PCSC)

address and phone number, [608.8.4](#)

print reflectance

- barcoded letters and flats, [708.4.4.2](#)
- barcoded parcels, [708.5.8](#)
- business reply mail, [507.9.8.2](#)

Priority Mail

computing postage, [123.1.1](#), [123.1.9](#), [423.1.1](#), [423.1.7](#)

combining with other classes of mail, [703.9.0](#)

drop shipment, [705.16.0](#)

eligibility for prices, [123.2.0](#), [423.2.0](#)

flat-rate boxes, [123.1.4.2](#), [423.1.4.2](#)

flat-rate envelope, [123.1.4.1](#), [423.1.4.1](#)

keys and identification devices, [123.1.6](#)

mail preparation

- drop shipment, [705.16.5](#), [705.16.5.13](#)
- single-piece price, [125](#), [425](#)

marking required on each mailpiece, [102.3.1](#), [102.4.2](#), [125.2.1](#)

Pickup on Demand service, [507.6.0](#)

prices, [123.1.2](#), [423.1.1](#)

reship service, [507.11.7](#)

undeliverable mail, [507.1.5.1](#)

weight, minimum and maximum, [101.5.1](#)

Priority Mail drop shipment, [705.16.0](#)

Private Express Statutes, [608.5.1](#)

prohibited items, See [nonmailable matter](#)

publications, See [Periodicals](#)

Puerto Rico, [608.2.1](#)

Q

qualified business reply mail (QBRM)

See also *business reply mail (BRM)*

authorization to participate, [507.9.3.2](#)

eligibility for prices, [507.9.3.3](#) – [507.9.3.5](#)

fees, [507.9.2](#), [507.9.3.5](#)

quarantines, delivery of mail during, [508.2.2.4](#)

R

radioactive material, [601.10.18](#)

Rates and Classification Service Center (RCSC),
see [Pricing and Classification Service Center \(PCSC\)](#)

recall of mail, [507.5.0](#)

how to recall mail, [507.5.2](#)

who may recall, [507.5.1](#)

receptacles

customer, [508.3.0](#)

mailbox, [508.3.2](#)

recipient options, [508.1.0](#)

recipient services, [508](#)

record-keeping for Periodicals mailers, [707.8.0](#)

redirection, See [forwarding mail](#)

reflectance

barcodes, [708.4.4](#), [708.5.8](#)

refunds, [604.9.0](#)

applying for a postage refund, [604.9.2.7](#), [604.9.4.16](#),
[604.9.5.4](#)

Express Mail, [604.9.5](#)

metered mail, [604.9.3](#)

postage and fees, [604.9.2](#)

stamps affixed to business reply mail, [604.9.2.10](#)

stamps, [604.9.1](#)

value-added, [604.9.4](#)

refused mail, [604.8.1.2](#), [507.1.8.2](#)

registered mail, [503.2.0](#)

delivery, [503.2.5](#)

fees, [503.2.1](#)

fees assessment, [503.2.5](#)

filing a claim, [609](#), [503.2.5](#)

other extra services that can be added, [503.2.2.5](#)

refunds, [503.2.3.4](#)

required label, [503.2.4.4](#)

sealing, [503.2.4.6](#)

what may be mailed, [503.2.2.2](#)

regular mailpieces, See [machinable letters, flats, or machinable parcels](#)

reinforcement for mailpieces, [601.4.0](#)

religious organization, See [nonprofit](#)

reply mail

See also [business reply mail \(BRM\)](#)

bulk parcel return service, [507.12.0](#)

courtesy reply mail, [201.3.15.2](#)

merchandise return service, [507.11.0](#)

metered reply mail, [604.4.4.2](#)

Permit Reply Mail, [507.10.0](#)

Repositionable Notes (RPNs), [705.21.0](#)

reship service

See also [Premium Forwarding Service](#)

Express Mail, [507.6.6.1](#)

Priority Mail, [507.11.7](#)

residential delivery

city routes, [508.2.1](#)

restricted delivery, [503.7.0](#)

after time of mailing, [503.7.3.2](#)

at time of mailing, [503.7.3.1](#)

delivery of items, [503.7.4](#)

fees, [503.7.1.1](#)

other extra services that can be added, [503.7.2.5](#)

refunds, [503.7.1.3](#)

what may be mailed, [503.7.2.2](#)

restricted matter

controlled substances, [601.11.11](#)

drug paraphernalia, [601.11.12](#)

drugs, [601.11.11](#)

noxious odors, [601.11.8](#)

return address

general, [602.1.0](#)

Periodicals, [707.3.2.4](#)

when required, [602.1.5.3](#)

with ancillary services, [602.1.9](#)

return receipt, [503.6.0](#)

after time of mailing, [503.6.3.2](#)

delivery, [503.6.4](#)

fees, [503.6.1.1](#)

filing a request for delivery information, [503.6.5](#)

other extra services that can be added, [503.6.2.3](#)

refunds, [503.6.1.3](#)

required label, [503.6.2.5](#)

what may be mailed, [503.6.2.2](#)

return receipt for merchandise, [503.8.0](#)

delivery, [503.8.4](#)

fees, [503.8.1.1](#)

how to mail, [503.8.3.2](#)
 other extra services that can be added, [503.8.2.3](#)
 required label, [503.8.3.4](#)
 what may be mailed, [503.8.2.2](#)

returned mail, [507.1.8](#)

reusable mailpieces, [601.6.4](#), [601.6.5](#)

revenue deficiency

general, [604.10.1](#)
 nonprofit Standard Mail, [604.10.2](#)

Ride-Along piece for Periodicals, [707.15.0](#)

rural routes, [508.2.2](#)

S

sacks

barcoded labels, [708.6.0](#)
 Bound Printed Matter, [365.3.0](#), [465.3.0](#)
 First-Class Mail, [435.2.0](#)
 Library Mail, [385.3.0](#), [485.3.0](#)
 Media Mail, [375.3.0](#), [475.3.0](#)
 Parcel Select, [455.2.0](#)
 Periodicals, [707.20.1](#), [707.20.3](#)
 Standard Mail, [345.3.0](#), [445.3.0](#)

saturation carrier route sequencing requirements

commercial flats, [345.6.9](#), [345.6.10](#)
 commercial letters, [245.6.8](#), [245.6.9](#)
 commercial parcels, [445.7.6](#), [445.7.7](#)
 Periodicals, [707.23.8](#), [707.23.9](#)

Saturday delivery, [608.3.0](#)

scheduling

Deposit
 Bound Printed Matter, [366.3.9.4](#), [466.3.9.4](#)
 Parcel Select, [456.2.9](#)
 Standard Mail, [246.2.6.4](#), [346.2.6.4](#), [446.2.6.4](#)
 Pickup on Demand, [507.6.5](#)

scheme sort, See *mail preparation* under individual classes of mail

scorpions, [601.9.3.9](#)

sealing, [601.4.0](#)

Second-Class Mail, See *Periodicals*

self-mailer, [201.3.14](#)

Sectional Center Facility (SCF), [246.4.0](#), [346.4.0](#), [366.5.0](#), [446.4.0](#), [466.5.0](#)

sexually-oriented advertisements, [508.9.0](#)

sharps, [601.10.17.4](#)

shipper paid forwarding

annual accounting fee, [507.4.2.9](#)
 fee, [507.4.2.10](#)
 how it works, [507.2.3.5](#)
 how to sign up, [507.4.2.9](#)

shipping, See *Parcel Post*

shipping papers for hazardous materials, [601.10.9](#)

shortpaid mail, [604.6.0](#), [604.8.1](#)

Signature Confirmation, [503.10.0](#)

barcodes on privately printed labels, [503.10.4](#)
 electronic file transmission for electronic option, [503.10.5](#)
 electronic option, [503.10.2.4](#)
 fees, [503.10.1.1](#)
 other extra services that can be added, [503.10.2.6](#)
 required labels, [503.10.3](#)
 retail option, [503.10.2.4](#)
 what may be mailed, [503.10.2.2](#)
 where to mail, [503.10.6](#)

simplified address, [602.3.2](#)

single-piece price

Express Mail, [113](#)
 First-Class Mail, [133](#)
 Library Mail, [183](#)
 Media Mail, [173](#)
 Parcel Post, [153](#)
 Priority Mail, [123](#)

size

automation cards and letters, [201.3.0](#)
 automation flats, [301.3.0](#)
 barcoded parcels, [402.4.0](#)
 Express Mail, [101.4.1](#), [101.5.2](#)
 First-Class Mail, [101.6.3](#), [201.1.2](#), [202.1.2](#)
 flats, [101.2.1](#), [301.1.2](#)
 general, maximum and minimum, [601.1.2](#) – [601.1.3](#)
 letters, [101.1.2](#), [201.1.0](#), [201.2.1](#)
 machinable parcels, [101.3.0](#), [401.1.3](#)
 nonmachinable letters, [101.1.0](#), [201.2.0](#)
 nonmachinable parcels, [101.3.6](#),
 nonmailable, [101.3.0](#), [401.1.3](#)
 Package Services, [101.7.0](#) – [101.9.0](#), [301.2.3](#) – [301.2.5](#)
 Periodicals, [707.3.5.2](#)
 Standard Mail, [301.2.2.1](#), [401.2.2.1](#)

skill contests, 601.12.7**sleeves, for letter trays**

flats, 345.3.5
letters, 235.3.4, 245.3.4
Periodicals, 707.20.1.3

software specifications, 708.3.2**sorting mail, See mail preparation under individual classes of mail****sound recordings**

packaging, 601.7.4

space available mail (SAM), 703.2.1.3**special handling, 503.12.0**

fees, 503.12.1.1
marking, 503.12.2.5
other extra services that can be added, 503.12.2.3
what may be mailed, 503.12.2.2

special mailing containers, 601.6.0**Special Standard Mail, See Media Mail, general****specimens, 601.10.17.3e.****stamp collecting, See philatelic services****stamped stationery, 604.2.1****stamps, See postage stamps****Standard Mail, flats**

alternate payment methods, 705.5.0
annual mailing fee, 343.3.4
attachments, 343.2.5
automation mailings, 343.7.0
 cobundling, 705.9.3.3
 enclosures, 343.7.4
 weight, 301.3.2.2
barcodes, 343.7.3
bundling, 345.2.0
computing postage, 343.1.6,
carrier route sequencing requirements, 345.6.9,
345.6.10
circulars, 343.2.0
combining with other classes of mail, 343.2.5,
703.9.0
content standards, 343.2.0
cotraying and cosacking bundles, 705.9.0
deposit, 346.1.0, 346.2.6
 scheduling appointments for, 346.2.6.3
 vehicle unloading, 346.2.6.9

destination entry, 346.2.0

 DBMC entry, 346.3.0

 DDU entry, 346.5.0

 DSCF entry, 346.4.0

 discount, 346.2.0 – 346.5.0

dimensions, 301.2.2

documentation, 344.4.0

 automation, 344.4.3

 basic, 344.4.2

 facsimile postage statements, 344.4.9

 multiple mailings, 344.4.8

 standard format, 344.4.4, 344.4.6, 708.1.0

eligibility 343

 automation flats, 343.7.0

 basic, 343.4.0

 enhanced carrier route flats, 343.6.0

 machinable/nonmachinable flats, 343.5.0

enclosures, 343.2.5

envelopes, enclosed, 343.7.4

fees, 343.1.5

general standards for any Standard Mail mailing,
343.3.3

mail preparation, 345

 automation flats, 345.7.0

 bundles, 345.2.0

 bundling for enhanced carrier route prices,
345.6.3 – 345.6.4

 bundling for presorted flats, 345.5.0

 bundles on pallets, 705.8.9, 705.8.10.2

 carrier route information line, 345.2.12

 combined automation and presorted flats,
705.9.3, 705.11.3

 combined flats on pallets, 705.8.16.3

 containerization of bundles, 705.10.2

 Customized MarketMail, 705.1.4

 enhanced carrier route flats, 345.6.0

 general information, 345.1.0

 machinable mail, 345.7.0

 merged flats in sacks, 705.10.2.4

 merged flats on pallets, 705.10.2.5, 705.12.2.4,
705.13.2.4

 optional endorsement line, 345.2.0

 presorted flats, 345.5.0

 sack labels, 345.6.0

 sacks, 345.5.0

 sacks on pallets, 705.8.10.2

 tray labels, 345.6.0

 trays, 345.5.0

 trays on pallets, 705.8.10.2

markings, 302.2.0

 enhanced carrier route prices, 345.6.1

 mixed mail, 703.2.7

 presorted prices, 345.5.1

merged pallets of bundles

 using 5% Threshold, 705.12.2

 using 5% Threshold and City State Product,
705.13.2

- nonprofit
 - applications for nonprofit prices
 - applying for authorization, [703.1.7](#)
 - applying for authorization at additional offices, [703.1.8](#)
 - mailing while application is pending, [703.1.9](#)
 - what may be mailed, [703.1.6](#)
 - who will qualify, [703.1.2](#), [703.1.3](#)
 - prices
 - flats, [343.1.4](#), [343.1.5](#)
 - letters, [243.1.5](#) – [243.1.7](#)
 - parcels, [443.1.3](#), [443.1.6](#)
 - physical standards, [301](#)
 - postage payment methods, [344.2.0](#), [344.3.0](#)
 - postage statements, *See documentation*
 - price eligibility
 - automation prices, [343.7.0](#)
 - destination entry discounts, [346.2.0](#) – [346.5.0](#)
 - enhanced carrier route prices, [343.6.0](#)
 - presorted prices, [343.5.0](#)
 - prices and fees, [343.1.0](#)
 - reply card, enclosed, size, [301.2.2.1](#)
 - undeliverable mail, [507.1.5.3](#)
 - weight, [301.2.2.1](#), [343.2.1](#)
 - written additions, [343.2.6](#)
 - ZIP Code accuracy, [343.3.8](#)
- Standard Mail, letters**
- alternate payment methods, [705.5.0](#)
 - annual mailing fee, [243.1.7.1](#), [243.3.4](#)
 - attachments, [243.2.5](#)
 - automation mailings
 - enclosures, [243.7.5](#)
 - physical standards, [201.3.0](#)
 - barcodes, [243.7.4](#)
 - bundling, [245.2.0](#)
 - computing postage, [243.1.8](#),
 - carrier route sequencing requirements, [245.6.8](#), [245.6.9](#)
 - circulars, [243.2.0](#)
 - combining with other classes of mail, [243.2.5](#), [703.9.0](#)
 - content standards, [243.2.0](#)
 - deposit of, [246.1.0](#)
 - scheduling appointments for, [246.2.6](#)
 - vehicle unloading, [246.2.6.9](#)
 - destination entry, [246.2.0](#)
 - DBMC entry, [246.3.0](#)
 - DDU entry, [246.5.0](#)
 - DSCF entry, [246.4.0](#)
 - discount for destination entry, [246.2.0](#) – [246.5.0](#)
 - documentation, [244.4.0](#)
 - automation, [244.4.3](#)
 - basic, [244.4.2](#)
 - facsimile postage statements, [244.4.9](#)
 - multiple mailings, [244.4.8](#)
 - standard format, [244.4.4](#), [244.4.6](#), [708.1.0](#)
 - eligibility [243](#)
 - automation, [243.7.0](#)
 - basic, [243.4.0](#)
 - ECR flats, [243.6.0](#)
 - machinable/nonmachinable, [243.5.0](#)
 - envelopes, enclosed, [243.7.5](#)
 - enclosures, [243.2.5](#)
 - fees, [243.1.7](#)
 - general standards for any Standard Mail mailing, [243.3.3](#)
 - mail preparation, [245](#)
 - automation letters, [245.7.0](#)
 - bundles, [245.2.0](#)
 - bundling for enhanced carrier route prices, [245.6.4](#) – [245.6.4](#)
 - bundles on pallets, [705.8.9](#), [705.8.10.2](#)
 - carrier route information line, [245.2.9](#)
 - containerization of bundles, [705.10.2](#)
 - Customized MarketMail, [705.1.4](#)
 - enhanced carrier route letters and cards mailings, [245.6.0](#)
 - enhanced carrier route letters and cards, [245.6.4](#), [245.6.6](#)
 - general information, [245.1.0](#)
 - presorted machinable letters and cards, [245.5.3](#)
 - presorted nonmachinable letters and cards, [245.5.4](#)
 - tray labels, [245.4.0](#)
 - trays, [245.3.0](#)
 - trays on pallets, [705.8.10.2](#)
 - markings required on each mailpiece, [202.2.0](#)
 - enhanced carrier route prices, [245.6.1](#)
 - mixed mail, [703.2.7](#)
 - presorted prices, [245.5.1](#)
 - nonprofit
 - applications for nonprofit prices
 - applying for authorization, [703.1.7](#)
 - applying for authorization at additional offices, [703.1.8](#)
 - mailing while application is pending, [703.1.9](#)
 - what may be mailed, [703.1.6](#)
 - who will qualify, [703.1.2](#), [703.1.3](#)
 - prices
 - flats, [343.1.4](#), [343.1.5](#)
 - letters, [243.1.5](#) – [243.1.7](#)
 - parcels, [443.1.3](#), [443.1.6](#)
 - physical standards, [201](#)
 - postage payment methods, [244](#)
 - automation, [244.3.0](#)
 - enhanced carrier route, [244.2.0](#)
 - presorted, [244.2.0](#)
 - postage statements, *See documentation*
 - price eligibility
 - automation prices, [201.3.5](#), [243.4.0](#) – [243.7.0](#)
 - destination entry discounts, [246.2.0](#) – [246.5.0](#)
 - enhanced carrier route prices, [243.6.0](#)
 - prices and fees, [243.1.0](#)

- reply card, enclosed, [243.7.5](#)
 - size, [201](#)
 - undeliverable mail, [507.1.5.3](#)
 - weight, [243.2.1](#)
 - written additions, [243.2.6](#)
 - ZIP Code accuracy, [243.3.8](#)
- Standard Mail, parcels**
- alternate payment methods, [705.5.0](#)
 - annual mailing fee, [443.1.6.1](#), [443.3.4](#)
 - attachments, [443.2.5](#)
 - bundling, [445.2.5](#)
 - computing postage, [443.1.1](#), [443.1.7](#)
 - carrier route sequencing requirements, [445.7.5](#), [445.7.6](#)
 - circulars, [443.2.0](#)
 - combined mailings with Package Services parcels, [705.6.1](#)
 - documentation, [705.6.1.3](#)
 - postage payment, [705.6.1.2](#)
 - preparation, [705.6.2.3](#)
 - qualification, [705.6.1.1](#)
 - combined parcels mailings, [705.6.3](#)
 - postage payment, [705.6.1.2](#)
 - qualification, [705.6.3.1](#)
 - combining with other classes of mail, [443.2.5](#), [703.9.0](#)
 - content standards, [443.2.0](#)
 - deposit, [446](#)
 - scheduling appointments for, [446.2.6.3](#)
 - vehicle unloading, [346.2.6.9](#)
 - destination entry, [446.2.0](#)
 - DBMC entry, [446.3.0](#)
 - DDU entry, [446.5.0](#)
 - DSCF entry, [446.4.0](#)
 - discounts
 - for destination entry, [446.2.0](#) – [446.5.0](#)
 - documentation, [444.3.0](#)
 - basic, [444.3.2](#)
 - facsimile postage statements, [444.3.8](#)
 - multiple mailings, [444.3.7](#)
 - standard format, [444.3.3](#), [444.3.5](#), [708.1.0](#)
 - eligibility [443](#)
 - basic, [443.3.0](#), [443.4.0](#)
 - enhanced carrier route, [443.6.0](#)
 - presorted parcels, [443.5.0](#)
 - enclosures, [443.2.5](#)
 - extra services that can be added, [443.4.5](#)
 - fees, [443.1.6](#)
 - general standards for any Standard Mail mailing, [443.3.3](#)
 - mail preparation, [445](#)
 - bundles, [445.2.0](#)
 - bundling for enhanced carrier route prices, [445.7.4](#)
 - bundling for irregular parcels, [445.5.4](#), [445.7.5](#)
 - bundles on pallets, [705.8.9](#), [705.8.10.2](#)
 - carrier route information line, [445.2.10](#)
 - combined machinable parcels, [705.6.0](#)
 - containerization of bundles, [705.10.2](#)
 - enhanced carrier route parcels, [445.7.0](#)
 - machinable parcels on pallets, [705.8.17](#)
 - Not Flat-Machinable (NFM) pieces, [445.6.0](#)
 - presorted irregular parcels, [445.5.4](#)
 - presorted machinable parcels, [445.5.3](#)
 - sack labels, [445.4.0](#)
 - sacks, [445.3.0](#)
 - sacks on pallets, [705.8.10.2](#)
 - markings required on each mailpiece, [402.1.2](#)
 - enhanced carrier route prices, [445.7.1](#)
 - mixed mail, [703.2.7](#)
 - presorted prices, [445.5.1](#)
 - nonprofit
 - applications for nonprofit prices
 - applying for authorization, [703.1.7](#)
 - applying for authorization at additional offices, [703.1.8](#)
 - mailing while application is pending, [703.1.9](#)
 - what may be mailed, [703.1.6](#)
 - who will qualify, [703.1.2](#), [703.1.3](#)
 - prices
 - flats, [343.1.4](#), [343.1.5](#)
 - letters, [243.1.5](#) – [243.1.7](#)
 - parcels, [443.1.3](#), [443.1.6](#)
 - Not Flat-Machinable (NFM) pieces, [401.2.2.2](#)
 - physical standards, [401](#)
 - postage payment methods, [444](#)
 - enhanced carrier route parcels, [444.2.0](#)
 - presorted parcels, [444.2.0](#)
 - postage statements, *See documentation*
 - price eligibility
 - destination entry discounts, [446.2.0](#) – [446.5.0](#)
 - enhanced carrier route prices, [443.6.0](#)
 - prices and fees, [443.1.0](#)
 - shipper paid forwarding, [507.4.2.9](#)
 - size, [401.2.2.1](#)
 - undeliverable mail, [507.1.5.3](#)
 - weight, [401.2.2.1](#), [443.2.1](#)
 - written additions, [443.2.6](#)
 - ZIP Code accuracy, [443.3.8](#)

Standard Mail (A), See Standard Mail

Standard Mail (B), See Bound Printed Matter, Library Mail, Media Mail, or Parcel Post

standardized documentation, 708.1.0

staples, 201.3.9, 301.3.4.2, 601.4.8

statement of ownership, management, and circulation for Periodicals, 707.8.3

statements of account

Express Mail, 113.3.0

Priority Mail, 123.3.0

First-Class Mail

commercial flats, 333.2.2

commercial letters, 233.2.2

commercial parcels, 433.2.2

retail mail, 133.3.2

solicitations in guise of, 601.12.1

stationery, 604.2.0

personalized stamped envelopes sold by USPS, 604.2.2

plain stamped envelopes sold by USPS, 604.2.1

prices and fees, 604.2.1.1, 604.2.2.1, 604.2.3.2

stamped cards, 604.2.3.1

stickers, 201.3.13, 301.3.7

sweepstakes, 601.12.6

T

tabbing, 201.3.11, 301.3.5

tape

sealing mailpieces, 601.4.3 – 601.4.5

territories and possessions of the U.S., 608.2.0

Third-Class Mail, See Standard Mail

tobacco, 601.11.12

toxic substances, 601.10.16

tracking, 503.13.2

trademarks of the USPS, 608.7.1

trays

flat tray

First-Class Mail, 335.3.0

letter tray

First-Class Mail, 235.3.0

Periodicals, 707.20.1, 707.20.2

Standard Mail, 245.3.0, 345.3.0

barcoded labels, 708.6.0

treatment of mail, 507.1.0

tubs, See trays

U

undeliverable mail

endorsements used by USPS, 507.1.4.1

First-Class Mail, 507.1.5.1

Package Services, 507.1.5.4

Periodicals, 507.1.5.2

Priority Mail, 507.1.5.1

Standard Mail, 507.1.5.3

with extra services, 507.1.4.5

unaddressed mail, See dead mail

unpaid mail, 508.2.2.5, 508.2.3.3

U.S. Armed Forces Mail, 703.2.0, 703.4.0

eligibility, 703.4.1.1, 703.4.2.2

matter sent free, 703.4.2

postage, 703.4.1.2

U.S. Department of Transportation

regulation of hazardous materials, 601.10.2

U.S. government mail

Department of State mail, 703.3.0

free mail for U.S. armed forces, 703.4.2

military address, 703.4.2.4

military mail, 703.2.0, 703.4.0

official mail for Members of Congress, 703.6.1.1

official mail for U.S. government, 703.6.0, 703.7.0

prepared by contractors, 703.7.15

voting materials, 703.8.0

U.S. Postal Service (USPS)

address for USPS functional areas, 608.8.1 – 608.8.3

appealing decision made about mailing standards, 607.2.0

business mail entry offices, addresses and phone numbers, 608.8.4

copyrights of the USPS, 608.7.2

complaints, 608.6.1

Domestic Mail Manual, general information, 608.1.0

holidays recognized by USPS, 608.3.2

philatelic services offered by USPS, 608.4.0

postal publications, 608.7.2

Post Offices, general information, 608.3.1, 608.3.2

postal inspection of mail, See *inspection by USPS*

Pricing and Classification Service Center (PCSC), 608.8.4

Private Express Statutes, 608.5.1

reporting crimes, 608.6.2

requesting exceptions to mailing standards, 607.2.0

service to territories and possessions of the United States, [608.2.0](#)
trademarks of the USPS, [608.7.1](#)

V

valuable items, [609.3.2](#), [503.2.3.1](#)

volume requirements

commercial flats

Bound Printed Matter, [363.4.0](#)
First-Class Mail, [333.3.3](#)
Library Mail, [383.3.2](#)
Media Mail, [373.3.2](#)
Standard Mail, [343.3.3](#)

commercial letters

First-Class Mail, [233.3.3](#)
Standard Mail, [243.3.3](#)

commercial parcels

Bound Printed Matter, [463.4.0](#)
First-Class Mail, [433.3.3](#)
Library Mail, [483.3.2](#)
Media Mail, [473.3.2](#)
Parcel Select, [453.3.1](#)
Priority Mail, [424.2.2](#)
Standard Mail, [443.3.3](#)

retail mailings paid with permit imprint

First-Class Mail, [134.2.2](#)
Library Mail, [184.2.2](#)
Media Mail, [174.2.2](#)
Parcel Post, [154.2.2](#)
Priority Mail, [124.2.2](#)

voting

absentee balloting materials, [703.8.0](#)
voter registration commissions
mailing list services, [507.7.3.4](#), [507.7.7](#)

W

walk sequence carrier route sequencing requirements

commercial letters, [245.6.8](#), [245.6.9](#)
commercial flats, [345.6.9](#), [345.6.10](#)
commercial parcels, [445.7.6](#), [445.7.7](#)
Periodicals, [707.23.8](#), [707.23.9](#)

window envelopes and inserts, [202.5.0](#), [601.6.3](#)

wine, [601.11.7](#)

written matter, See *handwriting*

Z

Z4CHANGE

list matching, [708.3.3.2](#)

ZIP Code, [602.1.8](#)

sorting cards by 5-digit ZIP Code, [507.7.6](#)

ZIP Code Accuracy

commercial flats

Bound Printed Matter, [363.4.3](#)
First-Class Mail, [333.3.6](#)
Standard Mail, [343.3.8](#)

commercial letters

First-Class Mail, [233.3.6](#)
Standard Mail, [243.3.8](#)

commercial parcels

Bound Printed Matter, [463.4.3](#)
First-Class Mail, [433.3.6](#)
Standard Mail, [443.3.8](#)

ZIP+4 code, [602.1.8.2](#)

zone charts, [708.10.3](#)

zones, for computing postage, [708.1.6](#)

Labeling Lists

Labeling lists change frequently and are published and updated in the online DMM. Mailers may also subscribe to labeling list products and updates using Form 8184 (click on “Postage Statements” on Postal Explorer). For more information contact the National Customer Support Center at 800-238-3150.

L000 General Use

[L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels](#)

[L002 3-Digit ZIP Code Prefix Matrix](#)

[L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation](#)

[L004 3-Digit ZIP Code Prefix Groups—ADC Sortation](#)

[L005 3-Digit ZIP Code Prefix Groups—SCF Sortation](#)

[L006 5-Digit Metro Scheme](#)

[L007 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles](#)

[L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles](#)

[L009 Mixed ADCs—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels](#)

[L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels](#)

[L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters](#)

L200 Periodicals and First-Class Mail

[L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC](#)

L600 Standard Mail and Package Services

[L601 BMCs](#)

[L602 ASFs](#)

[L603 ADCs—Irregular Standard Mail Parcels](#)

[L604 Originating ADCs—Standard Mail Irregular Parcels](#)

[L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort](#)

[L606 5-Digit Scheme—Standard Mail, First-Class Mail, and Package Services Parcels](#)

[L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers](#)

L800 Automation Rate Mailings

[L801 AADCs—Letter-Size Mailings](#)

L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

[8-14-08] L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, Standard Mail, and Package Services flats and irregular parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit. When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

- a. Bundles on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
- b. Bundles on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria for automation flats (301.3.0), including automation-compatible flats copalletized with other flats.
- c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
00901, 00902	SAN JUAN PR 00901	02471, 02472, 02477	WATERTOWN MA 02472
00907, 00908	SAN JUAN PR 00907	02540, 02541	FALMOUTH MA 02540
00909, 00910	SAN JUAN PR 00909	02721, 02722	FALL RIVER MA 02721
00911-00914	SAN JUAN PR 00911	02725, 02726	SOMERSET MA 02726
00915, 00916	SAN JUAN PR 00915	02741, 02742	NEW BEDFORD MA 02741
00917-00919	SAN JUAN PR 00917	02860, 02862	PAWTUCKET RI 02860
00920-00922, 00968	SAN JUAN PR 00920	02879, 02880, 02883	WAKEFIELD RI 02880
00923, 00924, 00929	SAN JUAN PR 00923	03045, 03046	GOFFSTOWN NH 03045
00925, 00927, 00928	SAN JUAN PR 00925	03051, 03052	HUDSON NH 03051
00956-00958	BAYAMON PR 00957	03061, 03064	NASHUA NH 03061
00959-00961	BAYAMON PR 00961	03062, 03063	NASHUA NH 03062
00962, 00963, 00965	CATANO PR 00962	03108, 03111	MANCHESTER NH 03108
00966, 00969, 00970	GUAYNABO PR 00970	03234, 03258	EPSOM NH 03234
00979, 00982, 00983, 00985, 00987	CAROLINA PR 00982	03301, 03304, 03305, 03307	CONCORD NH 03301
00984, 00986, 00988	CAROLINA PR 00984	03431, 03435	KEENE NH 03431
01013, 01014, 01020-01022	CHICOPEE MA 01013	03820, 03822	DOVER NH 03820
01701, 01702	FRAMINGHAM MA 01701	03842, 03843	HAMPTON NH 03842
01840-01843	LAWRENCE MA 01840	03866-03868	ROCHESTER NH 03867
01850, 01854	LOWELL MA 01850	05301, 05302	BRATTLEBORO VT 05301
02109-02111	BOSTON MA 02110	05402, 05405	BURLINGTON VT 05402
02143, 02145	SOMERVILLE MA 02143	05601-05604, 05609, 05620, 05633	MONTPELIER VT 05601
02420, 02421	LEXINGTON MA 02420	06050-06053	NEW BRITAIN CT 06050
02445, 02446	BROOKLINE MA 02446	06701, 06702, 06720-06726, 06749	WATERBURY CT 06701
02451-02453	WALTHAM MA 02451	06703, 06716	WATERBURY CT 06703

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
06708, 06710	WATERBURY CT 06708	10007, 10008, 10080, 10203, 10242, 10249, 10256-10261, 10277-10279, 10281, 10282, 10285, 10286	NEW YORK NY 10007
06810, 06811, 06816, 06817	DANBURY CT 06810	10010, 10159, 10160	NEW YORK NY 10010
06851, 06852	NORWALK CT 06851	10011, 10113, 10114	NEW YORK NY 10011
06854-06860	NORWALK CT 06854	10016, 10158	NEW YORK NY 10016
07004, 07006, 07007	CALDWELL NJ 07006	10017, 10044, 10163-10178	GRAND CENTRAL NY 10017
07011-07014	CLIFTON NJ 07011	10018, 10138	NEW YORK NY 10018
07017-07019	EAST ORANGE NJ 07019	10019, 10101-10107	NEW YORK NY 10019
07031, 07032	KEARNY NJ 07032	10021, 10131, 10162	NEW YORK NY 10021
07042-07044	MONTCLAIR NJ 07042	10022, 10055, 10126, 10150-10155	FDR NY 10022
07050-07052	ORANGE NJ 07050	10023, 10069, 10082, 10133	NEW YORK NY 10023
07060, 07061, 07069	PLAINFIELD NJ 07061	10024, 10132	NEW YORK NY 10024
07065-07067	RAHWAY NJ 07065	10027, 10115	NEW YORK NY 10027
07070-07075	RUTHERFORD NJ 07070	10028, 10128, 10130	NEW YORK NY 10028
07090, 07091	WESTFIELD NJ 07091	10036, 10108-10112, 10124, 10129, 10185	NEW YORK NY 10036
07094, 07096	SECAUCUS NJ 07094	10038, 10272, 10273	PECK SLIP NY 10038
07450, 07451	RIDGEWOOD NJ 07450	10520, 10521	CROTON ON HUDSON NY 10520
07470, 07474, 07477	WAYNE NJ 07470	10550-10553, 10557, 10558	MOUNT VERNON NY 10550
07601-07604, 07606, 07608	HACKENSACK NJ 07606	10570-10572	PLEASANTVILLE NY 10570
07631, 07632	ENGLEWOOD NJ 07631	10940, 10941, 10943	MIDDLETOWN NY 10940
07701, 07702, 07704	REDBANK NJ 07701	10996, 10997	WEST POINT NY 10996
07801-07803, 07806, 07869	DOVER NJ 07801	11001, 11002, 11004, 11005	FLORAL PARK NY 11001
07901, 07902	SUMMIT NJ 07901	11020-11027	GREAT NECK NY 11022
07960-07963	MORRISTOWN NJ 07960	11040-11044	NEW HYDE PARK NY 11040
08002, 08003, 08034	CHERRY HILL NJ 08034	11050-11055	PORT WASHINGTON NY 11050
08540-08544	PRINCETON NJ 08540	11352, 11355	FLUSHING NY 11355
08723, 08724	BRICK NJ 08723	11359-11361	BAYSIDE NY 11360
08753-08757	TOMS RIVER NJ 08753	11362, 11363	LITTLE NECK NY 11362
08817, 08818, 08820, 08837	EDISON NJ 08817	11365, 11366	FRESH MEADOWS NY 11365
08854, 08855	PISCATAWAY NJ 08854	11369-11371	EAST ELMHURST NY 11369
08861-08863	PERTH AMBOY NJ 08861	11373, 11380	ELMHURST NY 11373
08871, 08872	SAYREVILLE NJ 08872	11385, 11386	RIDGEWOOD NY 11385
08873, 08875	SOMERSET NJ 08873	11427-11429	QUEENS VILLAGE NY 11427
10001, 10043, 10060, 10072, 10079, 10081, 10087, 10090, 10095, 10098, 10116-10123	NEW YORK NY 10001	11431-11433	JAMAICA NY 11431
10003, 10211, 10276	NEW YORK NY 10003	11553, 11555, 11556	UNIONDALE NY 11553
10004, 10006, 10041, 10212, 10274, 10275, 10280, 10292	NEW YORK NY 10004	11568, 11590	WESTBURY NY 11590
10005, 10045, 10265, 10268-10271	NEW YORK NY 10005	11580-11582	VALLEY STREAM NY 11580
		11702, 11703, 11707	BABYLON NY 11702

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
11776, 11777	PORT JEFFERSON NY 11776	19082, 19083	UPPER DARBY PA 19082
12550-12552	NEWBURGH NY 12550	19301, 19312, 19333	PAOLI PA 19301
12601, 12602	POUGHKEEPSIE NY 12601	19380-19383	WEST CHESTER PA 19380
12603, 12604	ARLINGTON NY 12603	19401, 19404	NORRISTOWN PA 19401
12801, 12803, 12804	GLENS FALLS NY 12801	19403, 19407-19409	EAGLEVILLE PA 19403
13021, 13022	AUBURN NY 13021	19405, 19406	KING OF PRUSSIA PA 19406
13089, 13090	LIVERPOOL NY 13090	19464, 19465	POTTSTOWN PA 19464
13440, 13441	ROME NY 13440	19711-19718, 19725, 19726	NEWARK DE 19711
14020, 14021	BATAVIA NY 14020	20108-20110	MANASSAS VA 20110
14094, 14095	LOCKPORT NY 14094	20111-20113	MANASSAS VA 20111
14150, 14151	TONAWANDA NY 14150	20121, 20122	CENTREVILLE VA 20121
14201, 14202	BUFFALO NY 14202	20186, 20187	WARRENTON VA 20186
14203, 14205	BUFFALO NY 14203	22401, 22404, 22407, 22408	FREDERICKSBURG VA 22401
14852, 14853	ITHACA NY 14852	22403, 22405, 22406, 22412	FREDERICKSBURG VA 22403
15205, 15275-15277	PITTSBURGH PA 15205	22554, 22555	STAFFORD VA 22554
15220, 15242	PITTSBURGH PA 15220	22801, 22807	HARRISONBURG VA 22801
15250-15255, 15257, 15258, 15262-15265, 15267, 15268, 15270, 15272, 15274, 15278, 15279, 15281, 15282, 15285, 15286, 15290, 15295	PITTSBURGH PA 15290	22901-22911	CHARLOTTESVILLE VA 22901
17001, 17011	CAMP HILL PA 17011	23058-23060	GLEN ALLEN VA 23060
17042, 17046	LEBANON PA 17042	23185-23187	WILLIAMSBURG VA 23185
17701, 17702	WILLIAMSPORT PA 17701	23229, 23255, 23294	RICHMOND VA 23229
18015, 18016, 18018	BETHLEHEM PA 18015	23233, 23238, 23242	RICHMOND VA 23233
18017, 18020	BETHLEHEM PA 18017	23234, 23237	RICHMOND VA 23234
18040, 18042-18045	EASTON PA 18042	23430, 23431	SMITHFIELD VA 23430
18501, 18503	SCRANTON PA 18503	23432, 23433, 23435-23437, 23439	SUFFOLK VA 23432
18505, 18508-18510, 18519	SCRANTON PA 18505	23690-23693	GRAFTON VA 23692
18507, 18517, 18518	SCRANTON PA 18517	23801, 23803-23806	PETERSBURG VA 23801
18640-18644	PITTSTON PA 18640	23832, 23838	CHESTERFIELD VA 23832
18701, 18702	WILKES BARRE PA 18701	23901, 23909, 23943	FARMVILLE VA 23901
18704, 18708, 18709	WILKES BARRE PA 18704	24001-24010	ROANOKE VA 24001
18705-18707	WILKES BARRE PA 18705	24011, 24013, 24016	ROANOKE VA 24011
18954, 18966	SOUTHAMPTON PA 18966	24022-24038, 24040, 24042-24045, 24048	ROANOKE VA 24022
19013-19016, 19022	CHESTER PA 19013	24060-24062	BLACKSBURG VA 24060
19020, 19021	BENSALEM PA 19020	24068, 24073	CHRISTIANSBURG VA 24068
19025, 19034	FORT WASHINGTON PA 19025	24112, 24115	MARTINSVILLE VA 24112
19037, 19063, 19065	MEDIA PA 19063	24141-24143	RADFORD VA 24141
19043, 19098	HOLMES PA 19043	24401, 24402	STAUNTON VA 24401
19047-19049, 19053	LANGHORNE PA 19047	24540, 24541, 24543	DANVILLE VA 24541
19054-19058	LEVITTOWN PA 19054	25301, 25311	CHARLESTON WV 25301
19064, 19086	SPRINGFIELD PA 19064	25302, 25312	CHARLESTON WV 25302
19080, 19087-19089	WAYNE PA 19080	25303, 25309	CHARLESTON WV 25303
		25304, 25315	CHARLESTON WV 25304

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
25701, 25703-25705, 25771-25779	HUNTINGTON WV 25701	28054-28056	GASTONIA NC 28054
25706-25729	HUNTINGTON WV 25706	28070, 28078	HUNTERSVILLE NC 28078
26101, 26104	PARKERSBURG WV 26101	28081-28083	KANNAPOLIS NC 28081
26501, 26502, 26505-26508	MORGANTOWN WV 26505	28092, 28093	LINCOLNTON NC 28092
26554, 26555	FAIRMONT WV 26554	28104-28106	MATTHEWS NC 28105
27101, 27115	WINSTON SALEM NC 27101	28110-28112	MONROE NC 28110
27103, 27104, 27114	WINSTON SALEM NC 27103	28144-28147	SALISBURY NC 28144
27105, 27106, 27116	WINSTON SALEM NC 27106	28150-28152	SHELBY NC 28150
27107, 27117, 27127	WINSTON SALEM NC 27107	28328, 28329	CLINTON NC 28328
27203-27205	ASHEBORO NC 27203	28334, 28335	DUNN NC 28334
27215-27217, 27220	BURLINGTON NC 27215	28352, 28353	LAURINBURG NC 28352
27260-27265	HIGH POINT NC 27260	28358-28360	LUMBERTON NC 28358
27284, 27285	KERNERSVILLE NC 27284	28370, 28374	PINEHURST NC 28374
27288, 27289	EDEN NC 27288	28379, 28380	ROCKINGHAM NC 28379
27292-27295	LEXINGTON NC 27292	28387, 28388	SOUTHERN PINES NC 28387
27320-27323	REIDSVILLE NC 27320	28461, 28465	SOUTHPORT NC 28461
27330-27332	SANFORD NC 27330	28467-28470	S BRUNSWICK NC 28470
27360, 27361	THOMASVILLE NC 27360	28501-28504	KINSTON NC 28501
27401-27403, 27411, 27420, 27435, 27455	GREENSBORO NC 27401	28540, 28545	JACKSONVILLE NC 28540
27405, 27415	GREENSBORO NC 27405	28543, 28544, 28546	JACKSONVILLE NC 28546
27406, 27416	GREENSBORO NC 27406	28560-28564	NEW BERN NC 28560
27407, 27409	GREENSBORO NC 27407	28601-28603	HICKORY NC 28601
27408, 27410	GREENSBORO NC 27408	28607, 28608	BOONE NC 28607
27511-27513, 27519	CARY NC 27511	28625, 28677, 28687	STATESVILLE NC 28677
27514, 27515, 27599	CHAPEL HILL NC 27514	28633, 28645	LENOIR NC 28645
27530-27534	GOLDSBORO NC 27530	28655, 28680	MORGANTON NC 28655
27587, 27588	WAKE FOREST NC 27587	28734, 28744	FRANKLIN NC 28734
27603, 27606	RALEIGH NC 27606	28738, 28785, 28786	WAYNESVILLE NC 28786
27604, 27616	RALEIGH NC 27604	28739, 28791-28793	HENDERSONVILLE NC 28739
27608, 27609, 27614	RALEIGH NC 27609	28801, 28806, 28816	ASHEVILLE NC 28806
27612, 27613	RALEIGH NC 27612	28804, 28814	ASHEVILLE NC 28804
27701, 27703	DURHAM NC 27701	29072, 29073	LEXINGTON SC 29072
27705, 27715	DURHAM NC 27705	29115-29118	ORANGETOWN SC 29115
27707, 27717	DURHAM NC 27707	29150, 29151, 29153, 29154	SUMTER SC 29150
27709, 27711, 27713	DURHAM NC 27709	29169-29172	WEST COLUMBIA SC 29169
27712, 27722	DURHAM NC 27712	29302, 29303, 29306, 29307	SPARTANBURG SC 29306
27801-27804	ROCKY MOUNT NC 27801	29304, 29318, 29319	SPARTANBURG SC 29304
27833-27836, 27858	GREENVILLE NC 27833	29340-29342	GAFFNEY SC 29341
27893-27896	WILSON NC 27893	29401, 29403, 29413	CHARLESTON SC 29401
27906, 27909	ELIZABETH CITY NC 27909	29405, 29415	CHARLESTON SC 29405
28001, 28002	ALBEMARLE NC 28001	29406, 29419	CHARLESTON SC 29406
28025, 28026	CONCORD NC 28025	29407, 29417	CHARLESTON SC 29407
28052, 28053	GASTONIA NC 28052	29412, 29422	CHARLESTON SC 29412

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
29414, 29416	CHARLESTON SC 29414	30047, 30048	LILBURN GA 30047
29418, 29420, 29423	CHARLESTON SC 29418	30075, 30077	ROSWELL GA 30075
29455, 29457	JOHNS ISLAND SC 29455	30080-30082	SMYRNA GA 30080
29456, 29485	SUMMERVILLE SC 29485	30083, 30086, 30088	STONE MOUNTAIN GA 30083
29464-29466	MOUNT PLEASANT SC 29464	30084, 30085	TUCKER GA 30084
29483, 29484	SUMMERVILLE SC 29483	30095, 30096, 30098, 30099	DULUTH GA 30096
29526-29528	CONWAY SC 29526	30101, 30102	ACWORTH GA 30101
29532, 29540	DARLINGTON SC 29532	30120, 30121	CARTERSVILLE GA 30120
29550, 29551	HARTSVILLE SC 29550	30133, 30134	DOUGLASVILLE GA 30134
29575, 29587	MYRTLE BEACH SC 29575	30135, 30154	DOUGLASVILLE GA 30135
29577, 29578	MYRTLE BEACH SC 29577	30223, 30224	GRIFFIN GA 30223
29582, 29597, 29598	N MYRTLE BEACH SC 29582	30240, 30241, 30261	LAGRANGE GA 30241
29601, 29605, 29609	GREENVILLE SC 29601	30252, 30253	MCDONOUGH GA 30252
29602, 29613, 29614	GREENVILLE SC 29602	30655, 30656	MONROE GA 30655
29603, 29604, 29608, 29612	GREENVILLE SC 29603	30701, 30703	CALHOUN GA 30701
29606, 29607	GREENVILLE SC 29606	30719-30722	DALTON GA 30720
29610, 29611, 29617	GREENVILLE SC 29610	31201, 31211, 31217	MACON GA 31201
29615, 29616	GREENVILLE SC 29615	31206, 31216	MACON GA 31206
29621-29626	ANDERSON SC 29621	31210, 31220	MACON GA 31210
29631-29634	CLEMSON SC 29631	31310, 31313-31315	HINESVILLE GA 31310
29640-29642	EASLEY SC 29640	31401, 31415	SAVANNAH GA 31401
29646-29649	GREENWOOD SC 29646	31403, 31405	SAVANNAH GA 31403
29650-29652	GREER SC 29650	31404, 31414	SAVANNAH GA 31404
29672, 29678, 29679	SENECA SC 29678	31406, 31411, 31416	SAVANNAH GA 31406
29680, 29681	SIMPSONVILLE SC 29681	31407, 31408, 31418	SAVANNAH GA 31407
29708, 29715, 29716	FORT MILL SC 29715	31419, 31420	SAVANNAH GA 31419
29720-29722	LANCASTER SC 29720	31701, 31705, 31707	ALBANY GA 31701
29730, 29731, 29733, 29734	ROCK HILL SC 29730	31702, 31703, 31706, 31708	ALBANY GA 31702
29901, 29902	BEAUFORT SC 29902	31709, 31719	AMERICUS GA 31709
29903-29906	BEAUFORT SC 29906	31757, 31792	THOMASVILLE GA 31757
30003, 30071, 30091, 30093	NORCROSS GA 30071	31768, 31788	MOULTRIE GA 31768
30004, 30009	ALPHARETTA GA 30004	31793, 31794	TIFTON GA 31794
30005, 30022	ALPHARETTA GA 30005	31901, 31902	COLUMBUS GA 31901
30008, 30060	MARIETTA GA 30060	31903, 31905	COLUMBUS GA 31903
30010, 30092	NORCROSS GA 30092	32003, 32065	ORANGE PARK FL 32065
30013, 30094	CONYERS GA 30013	32024, 32025, 32055, 32056	LAKE CITY FL 32055
30028, 30040	CUMMING GA 30040	32034, 32035	FERNANDINA BEACH FL 32034
30030, 30031, 30033	DECATUR GA 30030	32041, 32097	YULEE FL 32097
30034-30037	DECATUR GA 30034	32050, 32068	MIDDLEBURG FL 32068
30038, 30058	LITHONIA GA 30038	32060, 32064	LIVE OAK FL 32060
30042, 30044	LAWRENCEVILLE GA 30044	32067, 32073	ORANGE PARK FL 32073
30043, 30049	LAWRENCEVILLE GA 30043	32080, 32086	SAINT AUGUSTINE FL 32080
30045, 30046	LAWRENCEVILLE GA 30045		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084	32720, 32722, 32724	DELAND FL 32720
32205, 32220, 32221, 32236, 32254	JACKSONVILLE FL 32205	32725, 32728	DELTONA FL 32725
32207, 32247	JACKSONVILLE FL 32207	32726, 32727, 32736	EUSTIS FL 32726
32208, 32219	JACKSONVILLE FL 32208	32738, 32739	DELTONA FL 32738
32210, 32238	JACKSONVILLE FL 32210	32746, 32795	LAKE MARY FL 32746
32211, 32239, 32277	JACKSONVILLE FL 32211	32750, 32752	LONGWOOD FL 32750
32216, 32245, 32246	JACKSONVILLE FL 32216	32751, 32794	MAITLAND FL 32751
32217, 32223, 32237, 32241, 32257	JACKSONVILLE FL 32217	32756, 32757	MT DORA FL 32757
32218, 32226	JACKSONVILLE FL 32218	32762, 32765, 32766	OVIEDO FL 32765
32225, 32235	JACKSONVILLE FL 32225	32763, 32774	ORANGE CITY FL 32763
32227, 32233, 32266	ATLANTIC BEACH FL 32233	32771, 32773	SANFORD FL 32773
32240, 32250	JACKSONVILLE FL 32250	32779, 32791	LONGWOOD FL 32779
32256, 32258, 32259	JACKSONVILLE FL 32256	32780, 32796	TITUSVILLE FL 32780
32301, 32311	TALLAHASSEE FL 32301	32789, 32790	WINTER PARK FL 32789
32303, 32315	TALLAHASSEE FL 32303	32801, 32805	ORLANDO FL 32805
32304, 32310, 32316	TALLAHASSEE FL 32304	32804, 32854	ORLANDO FL 32804
32308, 32317	TALLAHASSEE FL 32308	32806, 32856	ORLANDO FL 32806
32401, 32402	PANAMA CITY FL 32401	32807, 32857	ORLANDO FL 32807
32403, 32404	PANAMA CITY FL 32404	32809, 32839, 32859	ORLANDO FL 32809
32405, 32406, 32409	PANAMA CITY FL 32405	32810, 32860	ORLANDO FL 32810
32407, 32408, 32413, 32417	PANAMA CITY FL 32407	32811, 32835, 32861	ORLANDO FL 32811
32501, 32503, 32513	PENSACOLA FL 32503	32812, 32827	ORLANDO FL 32812
32504, 32524	PENSACOLA FL 32504	32817, 32867	ORLANDO FL 32817
32505, 32507, 32508	PENSACOLA FL 32507	32818, 32868	ORLANDO FL 32818
32506, 32516, 32526	PENSACOLA FL 32506	32819, 32821, 32836, 32869	ORLANDO FL 32819
32514, 32534	PENSACOLA FL 32514	32820, 32825, 32833, 32834	ORLANDO FL 32820
32522, 32523	PENSACOLA FL 32522	32824, 32837, 32877	ORLANDO FL 32824
32536, 32539	CRESTVIEW FL 32536	32826, 32828, 32831, 32878	ORLANDO FL 32826
32540, 32541	DESTIN FL 32540	32829, 32832, 32872	ORLANDO FL 32829
32544, 32569	MARY ESTHER FL 32569	32901, 32902, 32919	MELBOURNE FL 32901
32547-32549	FT WALTON BEACH FL 32547	32904, 32912	WEST MELBOURNE FL 32904
32561-32563	GULF BREEZE FL 32561	32905, 32906	PALM BAY FL 32905
32570, 32572, 32583	MILTON FL 32570	32907-32909, 32911	PALM BAY FL 32907
32578, 32588	NICEVILLE FL 32578	32922, 32923, 32926, 32927	COCOA FL 32922
32615, 32616	ALACHUA FL 32615	32934, 32936	EAU GALLIE FL 32934
32626, 32644	CHIEFLAND FL 32626	32940, 32941	MELBOURNE FL 32940
32643, 32655	HIGH SPRINGS FL 32643	32952-32954	MERRITT ISLAND FL 32952
32701, 32715	ALTAMONTE SPRINGS FL 32701	32955, 32956	ROCKLEDGE FL 32955
32703, 32704, 32712	APOPKA FL 32712	32958, 32976, 32978	SEBASTIAN FL 32958
32707, 32718, 32730	CASSELBERRY FL 32707	32960, 32963, 32968	VERO BEACH FL 32960
32708, 32719	WINTER SPRINGS FL 32708	32961, 32967	VERO BEACH FL 32961
32714, 32716	ALTAMONTE SPRINGS FL 32714	32962, 32965	VERO BEACH FL 32962

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
32966, 32969	VERO BEACH FL 32966	33444, 33483	DELRAY BEACH FL 33444
33002, 33018	HIALEAH FL 33018	33445, 33482	DELRAY BEACH FL 33445
33008, 33009	HALLANDALE FL 33009	33446, 33448, 33484	DELRAY BEACH FL 33446
33010, 33011	HIALEAH FL 33010	33454, 33463	LAKE WORTH FL 33463
33015, 33017	HIALEAH FL 33015	33455, 33475	HOBE SOUND FL 33455
33019, 33020, 33022	HOLLYWOOD FL 33020	33461, 33466	LAKE WORTH FL 33461
33021, 33081	HOLLYWOOD FL 33021	33468, 33477, 33478	JUPITER FL 33468
33023, 33083	HOLLYWOOD FL 33023	33509, 33511	BRANDON FL 33511
33024, 33084	HOLLYWOOD FL 33024	33523, 33525, 33526	DADE CITY FL 33525
33030, 33033, 33090	HOMESTEAD FL 33030	33539-33541, 33543, 33544	ZEPHYRHILLS FL 33540
33031, 33032, 33039, 33092	HOMESTEAD FL 33032	33548, 33549	LUTZ FL 33549
33034, 33035	HOMESTEAD FL 33034	33564-33567	PLANT CITY FL 33566
33040, 33041, 33045	KEY WEST FL 33040	33568, 33569	RIVERVIEW FL 33569
33055, 33056	OPA LOCKA FL 33055	33570, 33572, 33573	RUSKIN FL 33570
33060-33062, 33072	POMPANO BEACH FL 33060	33583, 33584	SEFFNER FL 33584
33063, 33093	POMPANO BEACH FL 33063	33594, 33595	VALRICO FL 33594
33065, 33075	POMPANO BEACH FL 33065	33602, 33672	TAMPA FL 33602
33066, 33069	POMPANO BEACH FL 33066	33603, 33673	TAMPA FL 33603
33067, 33073, 33097	POMPANO BEACH FL 33067	33604, 33674	TAMPA FL 33604
33071, 33077	POMPANO BEACH FL 33071	33610, 33680	TAMPA FL 33610
33109, 33139	MIAMI FL 33139	33611, 33616, 33681	TAMPA FL 33611
33127, 33137	MIAMI FL 33137	33612, 33682	TAMPA FL 33612
33128, 33132, 33136	MIAMI FL 33128	33614, 33684	TAMPA FL 33614
33129, 33130	MIAMI FL 33129	33615, 33685	TAMPA FL 33615
33167, 33168	MIAMI FL 33167	33618, 33688	TAMPA FL 33618
33174, 33184	MIAMI FL 33174	33624, 33626	TAMPA FL 33624
33175, 33185	MIAMI FL 33175	33625, 33694	TAMPA FL 33625
33186, 33196	MIAMI FL 33186	33637, 33687	TAMPA FL 33637
33301, 33394	FT LAUDERDALE FL 33301	33702, 33716	ST PETERSBURG FL 33702
33324, 33388	FT LAUDERDALE FL 33324	33705, 33715	ST PETERSBURG FL 33705
33404, 33419	WEST PALM BEACH FL 33404	33707, 33711	ST PETERSBURG FL 33707
33407, 33412	WEST PALM BEACH FL 33407	33709, 33710	ST PETERSBURG FL 33709
33411, 33421	WEST PALM BEACH FL 33411	33713, 33714	ST PETERSBURG FL 33713
33413, 33415	WEST PALM BEACH FL 33413	33755, 33757	CLEARWATER FL 33755
33417, 33422	WEST PALM BEACH FL 33417	33758, 33759	CLEARWATER FL 33758
33424, 33436	BOYNTON BEACH FL 33436	33760, 33762	CLEARWATER FL 33760
33425, 33435	BOYNTON BEACH FL 33435	33770, 33771, 33773, 33778, 33779	LARGO FL 33770
33429, 33432	BOCA RATON FL 33432	33772, 33774-33777	SEMINOLE FL 33772
33431, 33487	BOCA RATON FL 33431	33780-33782	PINELLAS PARK FL 33781
33433, 33488	BOCA RATON FL 33433	33785, 33786	INDIAN ROCKS BEACH FL 33785
33434, 33496, 33498	BOCA RATON FL 33498	33801-33803, 33815	LAKELAND FL 33801
33437, 33474	BOYNTON BEACH FL 33437	33805, 33809, 33810	LAKELAND FL 33805
33438, 33439	CANAL POINT FL 33438	33807, 33811, 33813	LAKELAND FL 33813
33441, 33443	DEERFIELD BEACH FL 33441		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
33825, 33826	AVON PARK FL 33825	34450-34453	INVERNESS FL 34450
33830, 33831	BARTOW FL 33830	34460, 34461	LECANTO FL 34460
33844, 33845	HAINES CITY FL 33844	34464, 34465	BEVERLY HILLS FL 34464
33852, 33862	LAKE PLACID FL 33852	34470, 34471, 34475, 34478, 34479	OCALA FL 34470
33853-33856, 33859, 33867	LAKE WALES FL 33853	34472, 34480, 34483	OCALA FL 34472
33870, 33871, 33876	SEBRING FL 33870	34473, 34474, 34476, 34477, 34481, 34482	OCALA FL 34473
33872, 33875	SEBRING FL 33872	34488, 34489	SILVER SPRINGS FL 34488
33880, 33882, 33883, 33888	WINTER HAVEN FL 33880	34491, 34492	SUMMERFIELD FL 34491
33881, 33884, 33885	LAKELAND FL 33881	34601, 34602, 34605	BROOKSVILLE FL 34601
33903, 33917	NORTH FT MYERS FL 33903	34603, 34613, 34614	BROOKSVILLE FL 34613
33905, 33994	FT MYERS FL 33905	34604, 34609, 34610	BROOKSVILLE FL 34604
33909, 33993	CAPE CORAL FL 33909	34606-34608, 34611	SPRING HILL FL 34606
33914, 33991	CAPE CORAL FL 33914	34652-34656	NEW PORT RICHEY FL 34652
33931, 33932	FT MYERS BEACH FL 33931	34667, 34669, 34674	HUDSON FL 34667
33935, 33975	LABELLE FL 33935	34668, 34673	PORT RICHEY FL 34668
33936, 33971, 33972	LEHIGH ACRES FL 33936	34682-34685	PALM HARBOR FL 34683
33948, 33953, 33981	PT CHARLOTTE FL 33948	34688, 34689	TARPON SPRINGS FL 34689
33955, 33982	PUNTA GORDA FL 33955	34697, 34698	DUNEDIN FL 34698
33980, 33983	PUNTA GORDA FL 33980	34711, 34714, 34715	CLERMONT FL 34711
34116, 34119	NAPLES FL 34116	34741, 34742	KISSIMMEE FL 34741
34117, 34120	NAPLES FL 34117	34743-34745	KISSIMMEE FL 34743
34142, 34143	IMMOKALEE FL 34142	34746, 34747	KISSIMMEE FL 34746
34201, 34202, 34211	BRADENTON FL 34201	34748, 34749	LEESBURG FL 34748
34205, 34206, 34208	BRADENTON FL 34206	34758, 34759	KISSIMMEE FL 34758
34207, 34210, 34281, 34282	BRADENTON FL 34207	34769-34773	ST CLOUD FL 34769
34209, 34280	BRADENTON FL 34209	34778, 34787	WINTER GARDEN FL 34787
34217, 34218	BRADENTON BEACH FL 34217	34788, 34789	LEESBURG FL 34788
34220, 34221	PALMETTO FL 34220	34945, 34979, 34981, 34982	FORT PIERCE FL 34981
34223, 34224, 34295	ENGLEWOOD FL 34223	34946, 34947, 34949-34951, 34954	FORT PIERCE FL 34950
34230, 34234, 34236, 34237, 34243	SARASOTA FL 34230	34952, 34984, 34985	FORT PIERCE FL 34952
34231, 34242, 34276	SARASOTA FL 34231	34953, 34983, 34986-34988	FORT PIERCE FL 34986
34232, 34233, 34235, 34240	SARASOTA FL 34232	34957, 34958	JENSEN BEACH FL 34957
34238, 34241	SARASOTA FL 34238	34972-34974	OKEECHOBEE FL 34972
34239, 34277	SARASOTA FL 34239	34994-34996	STUART FL 34994
34265, 34266, 34269	ARCADIA FL 34265	35010, 35011	ALEXANDER CITY AL 35010
34274, 34275	NOKOMIS FL 34274	35045, 35046	CLANTON AL 35045
34284, 34285, 34292	VENICE FL 34285	35150, 35151	SYLACAUGA AL 35150
34420, 34421	BELLVIEW FL 34420	35160, 35161	TALLADEGA AL 35160
34423, 34428, 34429	CRYSTAL RIVER FL 34428	35475, 35476	NORTHPORT AL 35476
34430-34434	DUNNELLON FL 34430	35501-35504	JASPER AL 35501
34446-34448	HOMOSASSA SPRINGS FL 34446	35956, 35957	BOAZ AL 35957

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
36027, 36072	EUFAULA AL 36027	37602, 37604	JOHNSON CITY TN 37604
36066-36068	PRATTVILLE AL 36067	37616, 37641	CHUCKEY TN 37641
36079, 36081, 36082	TROY AL 36081	37642, 37645	CHURCH HILL TN 37642
36092, 36093	WETUMPKA AL 36092	37643, 37644	ELIZABETHTON TN 37643
36330, 36331	ENTERPRISE AL 36330	37660, 37662, 37665	KINGSPORT TN 37660
36360, 36361	OZARK AL 36360	37716, 37717	CLINTON TN 37716
36426, 36427	BREWTON AL 36426	37743-37745	GREENEVILLE TN 37743
36460, 36461	MONROEVILLE AL 36460	37771, 37772	LENOIR CITY TN 37771
36701-36703	SELMA AL 36701	37801-37804	MARYVILLE TN 37801
36801-36804	OPELIKA AL 36801	37813-37816	MORRISTOWN TN 37814
36830-36832, 36849	AUBURN AL 36830	37821, 37822	NEWPORT TN 37821
36867-36870	PHENIX CITY AL 36867	37824, 37825, 37879	NEW TAZEWELL TN 37825
37011, 37013	ANTIOCH TN 37011	37830, 37831	OAK RIDGE TN 37830
37024, 37027	BRENTWOOD TN 37024	37862, 37864, 37876	SEVIERVILLE TN 37862
37040, 37041	CLARKSVILLE TN 37040	37863, 37868	PIGEON FORGE TN 37863
37055, 37056	DICKSON TN 37055	37902, 37915, 37916, 37929	KNOXVILLE TN 37902
37064, 37065, 37067-37069	FRANKLIN TN 37064	37909, 37912	KNOXVILLE TN 37909
37070, 37072	GOODLETTSVILLE TN 37070	37914, 37924	KNOXVILLE TN 37914
37075, 37077	HENDERSONVILLE TN 37075	37917, 37927	KNOXVILLE TN 37917
37087, 37088, 37090	LEBANON TN 37087	37918, 37928	KNOXVILLE TN 37918
37110, 37111	MC MINNVILLE TN 37110	37919, 37939	KNOXVILLE TN 37919
37115, 37116	MADISON TN 37115	37920, 37940, 37998	KNOXVILLE TN 37920
37121, 37122	MT JULIET TN 37121	37922, 37934	KNOXVILLE TN 37922
37127, 37130, 37133	MURFREESBORO TN 37127	37923, 37930	KNOXVILLE TN 37923
37128, 37129	MURFREESBORO TN 37128	37931, 37932	KNOXVILLE TN 37931
37160-37162	SHELBYVILLE TN 37160	37950, 37990, 37995, 37997	KNOXVILLE TN 37950
37201, 37219	NASHVILLE TN 37201	38016, 38018, 38088	CORDOVA TN 38018
37204, 37220	NASHVILLE TN 37204	38017, 38027	COLLIERVILLE TN 38017
37206, 37213	NASHVILLE TN 37206	38024, 38025	DYERSBURG TN 38024
37208, 37218, 37228	NASHVILLE TN 37208	38053-38055	MILLINGTON TN 38053
37210, 37224	NASHVILLE TN 37210	38101, 38142, 38145, 38147, 38148, 38150, 38151, 38159, 38161, 38166, 38194, 38197	MEMPHIS TN 38101
37211, 37222	NASHVILLE TN 37211	38103, 38163, 38165, 38173	MEMPHIS TN 38103
37229, 37230	NASHVILLE TN 37229	38104, 38105	MEMPHIS TN 38104
37303, 37371	ATHENS TN 37303	38106, 38126, 38136	MEMPHIS TN 38106
37304, 37373	SALE CREEK TN 37373	38108, 38112	MEMPHIS TN 38108
37311, 37312, 37320, 37364	CLEVELAND TN 37311	38109, 38190	MEMPHIS TN 38109
37337, 37381	SPRING CITY TN 37381	38111, 38152	MEMPHIS TN 38111
37349, 37355	MANCHESTER TN 37355	38115, 38181, 38193	MEMPHIS TN 38115
37379, 37384	SODDY DAISY TN 37379	38116, 38131, 38132, 38186	MEMPHIS TN 38116
37402, 37403, 37408, 37450	CHATTANOOGA TN 37402		
37409, 37410, 37419	CHATTANOOGA TN 37409		
37411, 37414	CHATTANOOGA TN 37411		
37601, 37605	JOHNSON CITY TN 37601		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
38117, 38137, 38157, 38177	MEMPHIS TN 38117	40201-40204, 40208, 40210, 40270	LOUISVILLE KY 40202
38118, 38130	MEMPHIS TN 38118	40205, 40213, 40218	LOUISVILLE KY 40213
38119, 38120, 38187	MEMPHIS TN 38119	40206, 40207, 40257, 40280	LOUISVILLE KY 40207
38125, 38141, 38175, 38188	MEMPHIS TN 38125	40209, 40214	LOUISVILLE KY 40214
38127, 38167	MEMPHIS TN 38127	40211, 40212, 40251	LOUISVILLE KY 40211
38128, 38168	MEMPHIS TN 38128	40216, 40256	LOUISVILLE KY 40216
38133, 38135	MEMPHIS TN 38133	40219, 40229, 40259	LOUISVILLE KY 40219
38134, 38184	MEMPHIS TN 38134	40220, 40250	LOUISVILLE KY 40220
38138, 38139, 38183	MEMPHIS TN 38138	40222, 40241, 40242, 40252	LOUISVILLE KY 40222
38301, 38302, 38308	JACKSON TN 38301	40223, 40243, 40253	LOUISVILLE KY 40243
38303, 38305, 38314	JACKSON TN 38305	40231-40233, 40290, 40292, 40294, 40296-40298	LOUISVILLE KY 40232
38501-38503, 38505, 38506	COOKEVILLE TN 38501	40258, 40266, 40268, 40281, 40283	LOUISVILLE KY 40258
38555, 38557, 38558	CROSSVILLE TN 38555	40269, 40299	LOUISVILLE KY 40299
38634, 38635	HOLLY SPRINGS MS 38634	40502, 40517	LEXINGTON KY 40502
38701-38704	GREENVILLE MS 38701	40503, 40513, 40514	LEXINGTON KY 40503
38801-38803	TUPELO MS 38801	40504, 40510	LEXINGTON KY 40504
38901, 38902	GRENADA MS 38901	40505, 40516	LEXINGTON KY 40505
38930, 38935	GREENWOOD MS 38930	40506, 40526, 40536, 40546	LEXINGTON KY 40506
39042, 39043	BRANDON MS 39042	40601-40604	FRANKFORT KY 40601
39056, 39058, 39060	CLINTON MS 39056	40701, 40702	CORBIN KY 40701
39110, 39130	MADISON MS 39110	40741-40745	LONDON KY 40741
39120-39122	NATCHEZ MS 39120	41011, 41012, 41014, 41016, 41019	COVINGTON KY 41011
39157, 39158	RIDGELAND MS 39157	41015, 41018	ERLANGER KY 41018
39180-39183	VICKSBURG MS 39180	41071-41074, 41076	NEWPORT KY 41071
39201, 39202	JACKSON MS 39201	41101, 41102, 41105, 41114	ASHLAND KY 41101
39204, 39284	JACKSON MS 39204	41501, 41502	PIKEVILLE KY 41501
39206, 39286	JACKSON MS 39206	41701, 41702	HAZARD KY 41701
39208, 39288	JACKSON MS 39208	42001, 42003	PADUCAH KY 42001
39209, 39289	JACKSON MS 39209	42101, 42104, 42122	BOWLING GREEN KY 42101
39212, 39282	JACKSON MS 39212	42134, 42135	FRANKLIN KY 42134
39213, 39283	JACKSON MS 39213	42141, 42142	GLASGOW KY 42141
39401-39404, 39406, 39407	HATTIESBURG MS 39401	42153, 42164	SCOTTSVILLE KY 42164
39440-39443	LAUREL MS 39440	42240, 42241	HOPKINSVILLE KY 42240
39520-39522, 39529	BAY ST LOUIS MS 39520	42419, 42420	HENDERSON KY 42420
39564-39566	OCEAN SPRINGS MS 39564	42431, 42436	MADISONVILLE KY 42431
39601-39603	BROOKHAVEN MS 39601	42501-42503	SOMERSET KY 42501
39648, 39649	MCCOMB MS 39648	42701, 42702	ELIZABETHTOWN KY 42701
39701-39705, 39710	COLUMBUS MS 39701	43007, 43067	RAYMOND OH 43067
39759, 39760	STARKVILLE MS 39759	43016, 43017	DUBLIN OH 43016
39817, 39819	BAINBRIDGE GA 39817		
39827, 39828	CAIRO GA 39827		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
43040, 43041	MARYSVILLE OH 43040	44901-44903, 44905-44907	MANSFIELD OH 44901
43055, 43056, 43058, 43093	NEWARK OH 43055	45011, 45012, 45025, 45026	HAMILTON OH 45011
43081, 43082, 43086	WESTERVILLE OH 43081	45014, 45018	FAIRFIELD OH 45014
43135, 43152, 43156	LAURELVILLE OH 43135	45042-45044	MIDDLETOWN OH 45042
43150, 43163	RUSHVILLE OH 43150	45203, 45204, 45214	CINCINNATI OH 45203
43206, 43217	COLUMBUS OH 43206	45206, 45226	CINCINNATI OH 45206
43222, 43223	COLUMBUS OH 43222	45207, 45212	CINCINNATI OH 45212
43234, 43235	COLUMBUS OH 43234	45209, 45227	CINCINNATI OH 45227
43301, 43302	MARION OH 43301	45213, 45236	CINCINNATI OH 45236
43314, 43335	CALEDONIA OH 43314	45216, 45217, 45232	CINCINNATI OH 45217
43330, 43359	WHARTON OH 43359	45218, 45240, 45246	CINCINNATI OH 45240
43701, 43702, 43721	ZANESVILLE OH 43702	45219, 45220	CINCINNATI OH 45219
43725, 43750	CAMBRIDGE OH 43725	45223, 45225	CINCINNATI OH 45223
43736, 43773	QUAKER CITY OH 43773	45228, 45230	CINCINNATI OH 45230
43754, 43786	LEWISVILLE OH 43754	45233, 45238	CINCINNATI OH 45238
43803, 43840	STONE CREEK OH 43840	45239, 45247, 45251-45253	CINCINNATI OH 45251
44004, 44005	ASHTABULA OH 44004	45244, 45245	CINCINNATI OH 45245
44035, 44036	ELYRIA OH 44035	45502-45504	SPRINGFIELD OH 45502
44052, 44053	LORAIN OH 44052	45505, 45506	SPRINGFIELD OH 45505
44054, 44055	LORAIN OH 44054	45613, 45683	BEAVER OH 45613
44056, 44067	NORTHFIELD OH 44067	45622, 45654	NEW PLYMOUTH OH 45654
44095, 44097	WILLOWICK OH 44095	45662, 45663	PORTSMOUTH OH 45662
44105, 44127	CLEVELAND OH 44105	45710, 45776	ALBANY OH 45710
44136, 44149	STRONGSVILLE OH 44136	45711, 45777	AMESVILLE OH 45711
44141, 44147	BROADVIEW HEIGHTS OH 44147	45712, 45729	BARLOW OH 45712
44211, 44240, 44242, 44243	KENT OH 44240	45715, 45721	BEVERLY OH 45715
44221, 44222	CUYAHOGA FALLS OH 44221	45717, 45764	NELSONVILLE OH 45764
44256, 44258	MEDINA OH 44256	45734, 45767, 45789	NEW MATAMORAS OH 45767
44281, 44282	WADSWORTH OH 44281	45786, 45787	WATERFORD OH 45786
44320, 44322	AKRON OH 44320	46011, 46014-46016, 46018	ANDERSON IN 46011
44481-44483	WARREN OH 44481	46012, 46013, 46017	ANDERSON IN 46012
44504, 44506, 44510	YOUNGSTOWN OH 44504	46032, 46033, 46082	CARMEL IN 46032
44507, 44511	YOUNGSTOWN OH 44511	46060-46062	NOBLESVILLE IN 46060
44512, 44513	YOUNGSTOWN OH 44512	46131, 46162	FRANKLIN IN 46131
44621, 44683	UHRICHSVILLE OH 44683	46142, 46143	GREENWOOD IN 46142
44646-44648	MASSILLON OH 44646	46202, 46225	INDIANAPOLIS IN 46202
44701, 44704, 44709	CANTON OH 44701	46204, 46244, 46282	INDIANAPOLIS IN 46204
44702, 44703, 44707	CANTON OH 44702	46205, 46220, 46230	INDIANAPOLIS IN 46205
44705, 44714, 44721	CANTON OH 44705	46206, 46207, 46283, 46285, 46298	INDIANAPOLIS IN 46206
44706, 44710	CANTON OH 44706	46214, 46253, 46254	INDIANAPOLIS IN 46214
44718, 44735	CANTON OH 44718	46217, 46227, 46247	INDIANAPOLIS IN 46217
44845, 44883	TIFFIN OH 44883		
44870, 44871	SANDUSKY OH 44870		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
46221, 46231	INDIANAPOLIS IN 46221	48025, 48033, 48034, 48037, 48075, 48076, 48086	SOUTHFIELD MI 48025
46235, 46236	INDIANAPOLIS IN 46236	48026, 48066	FRASER MI 48026
46237, 46239, 46259	INDIANAPOLIS IN 46239	48035, 48036, 48043, 48045, 48046	CLINTON TOWNSHIP MI 48035
46240, 46260, 46280, 46290	INDIANAPOLIS IN 46240	48038, 48042, 48044	CLINTON TOWNSHIP MI 48038
46241, 46242, 46251	INDIANAPOLIS IN 46241	48040, 48049, 48059-48061, 48074	MARYSVILLE MI 48040
46250, 46256	INDIANAPOLIS IN 46250	48048, 48050	NEW HAVEN MI 48048
46268, 46278	INDIANAPOLIS IN 46268	48062-48064	RICHMOND MI 48062
46307, 46308	CROWN POINT IN 46307	48065, 48096	ROMEO MI 48065
46320, 46325, 46327	HAMMOND IN 46320	48067-48070, 48072, 48073	ROYAL OAK MI 48067
46350, 46352	LA PORTE IN 46350	48080-48082	SAINT CLAIR SHORES MI 48080
46360, 46361	MICHIGAN CITY IN 46360	48094, 48095	WASHINGTON MI 48094
46408, 46409	GARY IN 46408	48103, 48104, 48106, 48109	ANN ARBOR MI 48103
46410, 46411	MERRILLVILLE IN 46410	48105, 48113	GREEN ROAD STATION MI 48105
46516, 46517	ELKHART IN 46516	48107, 48108	LIBERTY STATION MI 48107
46526-46528	GOSHEN IN 46526	48111, 48112	BELLEVILLE MI 48111
46544-46546	MISHAWAKA IN 46544	48114, 48116	BRIGHTON MI 48116
46580, 46581	WARSAW IN 46580	48120-48122, 48126	DEARBORN MI 48120
46601, 46617	SOUTH BEND IN 46601	48123-48125	DEARBORN ANNEX MI 48124
46613, 46614, 46680	SOUTH BEND IN 46613	48135, 48136	GARDEN CITY MI 48135
46616, 46619	SOUTH BEND IN 46616	48150, 48151, 48154	LIVONIA MI 48150
46635, 46637, 46660	SOUTH BEND IN 46635	48152, 48153	GREENMEAD STA MI 48152
46901-46904	KOKOMO IN 46901	48161, 48162	MONROE MI 48161
46952, 46953	MARION IN 46952	48167, 48168, 48175	NORTHVILLE MI 48167
47129-47132	JEFFERSONVILLE IN 47130	48174, 48180	TAYLOR MI 48180
47150, 47151	NEW ALBANY IN 47150	48185, 48186	WESTLAND MI 48185
47629, 47630	NEWBURGH IN 47630	48187, 48188	CANTON MI 48188
47701-47706, 47721, 47722, 47727, 47730-47737, 47739-47741, 47744, 47747, 47750	EVANSVILLE IN 47701	48197, 48198	YPSILANTI MI 48197
47708, 47713	EVANSVILLE IN 47708	48201, 48202, 48206, 48211	DETROIT MI 48202
47711, 47724	EVANSVILLE IN 47711	48208, 48216, 48226, 48243	GRAND SHELBY STA MI 48216
47712, 47719, 47720	EVANSVILLE IN 47712	48214, 48215	JEFFERSON STATION MI 48214
47714, 47728	EVANSVILLE IN 47714	48217, 48218, 48229	RIVER ROUGE MI 48218
47715, 47716	EVANSVILLE IN 47715	48220, 48221	COLLEGE PARK STA MI 48221
47801, 47802, 47807	TERRE HAUTE IN 47801	48225, 48230	FOX CREEK STATION MI 48225
47803, 47804	TERRE HAUTE IN 47803	48239, 48240	REDFORD MI 48239
47901-47905, 47909	LAFAYETTE IN 47901	48301-48304	BLOOMFIELD HILLS MI 48302
47906, 47996	WEST LAFAYETTE IN 47906	48306, 48308	ROCHESTER MI 48306
48001, 48028	ALGONAC MI 48001	48309, 48363	ROCHESTER MI 48309
48007, 48084, 48085, 48098, 48099	TROY MI 48099	48310-48314	STERLING HTS MI 48310
48009, 48012	BIRMINGHAM MI 48009	48315-48318	SHELBY TWP MI 48315
48015, 48088-48093	WARREN MI 48089		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
48320, 48340-48343	PONTIAC MI 48343	50320, 50321	DES MOINES IA 50320
48322-48325	WEST BLOOMFIELD MI 48322	50701-50704, 50706, 50707	WATERLOO IA 50701
48327-48330	WATERFORD MI 48327	51101, 51102, 51105, 51111	SIoux CITY IA 51101
48331, 48333, 48334	FARMINGTON HILLS MI 48331	51103, 51109	SIoux CITY IA 51103
48332, 48335, 48336	FARMINGTON MI 48332	51104, 51108	SIoux CITY IA 51104
48346-48348	CLARKSTON MI 48346	51501-51503	COUNCIL BLUFFS IA 51501
48356, 48357	HIGHLAND MI 48356	52401, 52403	CEDAR RAPIDS IA 52401
48359-48362	LAKE ORION MI 48359	52402, 52410, 52411	CEDAR RAPIDS IA 52402
48370, 48371	OXFORD MI 48370	52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52408
48374, 48377	NOVI CR ANNEX MI 48374	52801-52805, 52808	DAVENPORT IA 52801
48375, 48376	NOVI MI 48375	52806, 52807, 52809	DAVENPORT IA 52806
48380, 48381	MILFORD MI 48380	53005, 53008, 53045	BROOKFIELD WI 53005
48382, 48390, 48391	WALLED LAKE MI 48390	53051, 53052	MENOMONEE FALLS WI 53051
48383, 48386	WHITE LAKE MI 48383	53081-53083	SHEBOYGAN WI 53081
48504, 48531	NORTHWEST ANNEX MI 48504	53090, 53095	WEST BEND WI 53090
48506, 48509	NORTHEAST ANNEX MI 48509	53092, 53097	MEQUON WI 53092
48519, 48529	BURTON MI 48519	53094, 53098	WATERTOWN WI 53094
48801, 48802	ALMA MI 48801	53140-53144, 53158	KENOSHA WI 53140
48804, 48858, 48859	MOUNT PLEASANT MI 48804	53146, 53151	NEW BERLIN WI 53146
48805, 48864	OKEMOS MI 48805	53186-53189	WAUKESHA WI 53186
48809, 48887	BELDING MI 48809	53202, 53203	MILWAUKEE WI 53202
48823-48826	EAST LANSING MI 48823	53205, 53233	MILWAUKEE WI 53205
48843, 48844, 48855, 48863	HOWELL MI 48843	53207, 53235	MILWAUKEE WI 53207
48910-48912	SOUTHWEST ANNEX MI 48910	53213, 53226	MILWAUKEE WI 53213
49002, 49024	PORTAGE MI 49002	53215, 53219, 53234	MILWAUKEE WI 53215
49006, 49007, 49009, 49019	KALAMAZOO MI 49006	53220, 53228	MILWAUKEE WI 53220
49014-49018	BATTLE CREEK MI 49014	53222, 53225	MILWAUKEE WI 53222
49022, 49023	BENTON HARBOR MI 49022	53223, 53224	MILWAUKEE WI 53223
49038, 49039	COLOMA MI 49038	53401, 53403, 53407	RACINE WI 53401
49068, 49069	MARSHALL MI 49068	53402, 53404	RACINE WI 53404
49103, 49104	BERRIEN SPRINGS MI 49103	53405, 53406, 53408	RACINE WI 53406
49112, 49130	EDWARDSBURG MI 49112	53545-53547	JANESVILLE WI 53545
49120, 49121	NILES MI 49120	53704, 53714, 53716	MADISON WI 53704
49504, 49514, 49534, 49544	GRAND RAPIDS MI 49504	53711, 53717, 53719, 53744	MADISON WI 53711
49505, 49515, 49525	GRAND RAPIDS MI 49505	53713, 53715	MADISON WI 53713
49506, 49516	GRAND RAPIDS MI 49506	54220, 54221	MANITOWOC WI 54220
49507, 49510	GRAND RAPIDS MI 49507	54301, 54302, 54311	GREEN BAY WI 54301
49508, 49512	GRAND RAPIDS MI 49508	54303, 54304, 54313	GREEN BAY WI 54303
49518, 49548	GRAND RAPIDS MI 49518	54401-54403	WAUSAU WI 54401
49686, 49696	TRAVERSE CITY MI 49686	54494, 54495	WISCONSIN RAPIDS WI 54494
49728, 49790	ECKERMAN MI 49728	54601-54603	LA CROSSE WI 54601
49801, 49802	IRON MOUNTAIN MI 49801	54901, 54902, 54904	OSHKOSH WI 54901
50310, 50394	DES MOINES IA 50310		

Column A Destination ZIP Codes	Column B Label Container To
54911-54915	APPLETON WI 54911
54935-54937	FOND DU LAC WI 54935
54956, 54957	NEENAH WI 54956
55103, 55117	ST PAUL MN 55117
55104, 55114	ST PAUL MN 55104
55110, 55115	ST PAUL MN 55110
55120, 55121	ST PAUL MN 55120
55305, 55345, 55391	MINNETONKA MN 55305
55306, 55337	BURNSVILLE MN 55337
55311, 55369	MAPLE GROVE MN 55311
55317, 55318, 55331, 55386	CHANHASSEN MN 55317
55344, 55346, 55347	EDEN PRAIRIE MN 55344
55403, 55405	MINNEAPOLIS MN 55403
55404, 55454	MINNEAPOLIS MN 55404
55411, 55412	MINNEAPOLIS MN 55411
55413, 55418	MINNEAPOLIS MN 55413
55414, 55455	MINNEAPOLIS MN 55414
55417, 55450	MINNEAPOLIS MN 55417
55420, 55425	MINNEAPOLIS MN 55420
55424, 55436, 55439	MINNEAPOLIS MN 55424
55428-55430	MINNEAPOLIS MN 55428
55433, 55448	MINNEAPOLIS MN 55433
55434, 55449	MINNEAPOLIS MN 55434
55437, 55438	MINNEAPOLIS MN 55437
55441, 55442, 55446	MINNEAPOLIS MN 55441
55443-55445	MINNEAPOLIS MN 55443
55803, 55804	DULUTH MN 55803
55901-55903, 55905	ROCHESTER MN 55901
55904, 55906	ROCHESTER MN 55904
56001-56003	MANKATO MN 56001
56301-56304	ST CLOUD MN 56301
56501, 56502	DETROIT LAKES MN 56501
56537, 56538	FERGUS FALLS MN 56537
56560-56563	MOORHEAD MN 56560
57103, 57104, 57110	SIOUX FALLS SD 57103
57105-57109	SIOUX FALLS SD 57105
57401, 57402	ABERDEEN SD 57401
57701, 57702, 57709	RAPID CITY SD 57701
58105, 58107-58109	FARGO ND 58107
58201-58208	GRAND FORKS ND 58201
58401, 58402, 58405	JAMESTOWN ND 58401
58501, 58503-58505	BISMARCK ND 58501
58502, 58506, 58507	BISMARCK ND 58502
58601, 58602	DICKINSON ND 58601

Column A Destination ZIP Codes	Column B Label Container To
58701-58705, 58707	MINOT ND 58701
58801, 58802	WILLISTON ND 58801
59101, 59105	BILLINGS MT 59101
59102, 59106	BILLINGS MT 59102
59103, 59104, 59107, 59108	BILLINGS MT 59103
59401, 59402, 59405	GREAT FALLS MT 59401
59403, 59404, 59406, 59414	GREAT FALLS MT 59404
59701-59703, 59750	BUTTE MT 59701
59801, 59803	MISSOULA MT 59801
59802, 59804, 59808	MISSOULA MT 59802
60403, 60404, 60431, 60435	JOLIET IL 60431
60411, 60412	CHICAGO HEIGHTS IL 60411
60426, 60428	HARVEY IL 60426
60432, 60433, 60436	JOLIET IL 60432
60440, 60490	BOLINGBROOK IL 60440
60453, 60459	OAK LAWN IL 60453
60455-60458	OAK LAWN IL 60455
60462, 60467	ORLAND PARK IL 60462
60465, 60482	PALOS HILLS IL 60465
60477, 60487	TINLEY PARK IL 60477
60502-60505	AURORA IL 60504
60506, 60507	AURORA IL 60506
60515, 60516	DOWNERS GROVE IL 60515
60521-60523	HINSDALE IL 60521
60540, 60563, 60565	NAPERVILLE IL 60540
60544, 60586	PLAINFIELD IL 60544
60566, 60567	NAPERVILLE IL 60566
61311, 61364	STREATOR IL 61364
61401, 61402	GALESBURG IL 61401
61435, 61462	GERLAW IL 61435
61554, 61555	PEKIN IL 61554
61602, 61603, 61605	PEORIA IL 61603
61604, 61606	WEST PEORIA IL 61604
61610, 61611	PEORIA IL 61610
61614-61616	PEORIA IL 61614
61701, 61704	BLOOMINGTON IL 61701
61727, 61750	CLINTON IL 61727
61801, 61802	CHAMPAIGN IL 61801
61820, 61822, 61824	CHAMPAIGN IL 61820
61821, 61826	CHAMPAIGN IL 61821
61832-61834	CHAMPAIGN IL 61832
61928, 61957	GAYS IL 61928
62025, 62026	EDWARDSVILLE IL 62025

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
62201, 62202, 62205	EAST ST LOUIS IL 62201	64050, 64051, 64056, 64058	INDEPENDENCE MO 64050
62203, 62206	EAST ST LOUIS IL 62203	64053, 64054	INDEPENDENCE MO 64053
62204, 62207	EAST ST LOUIS IL 62204	64055, 64057	INDEPENDENCE MO 64055
62220-62222, 62225	BELLEVILLE IL 62220	64064, 64086	LEES SUMMIT MO 64064
62223, 62226	DUTCH HOLLOW STA IL 62223	64068, 64069	LIBERTY MO 64068
62224, 62258	MASCOUTAH IL 62258	64081, 64082	LEES SUMMIT MO 64081
62301, 62305, 62306	QUINCY IL 62301	64101, 64102, 64105, 64196	KANSAS CITY MO 64105
62311, 62344	AUGUSTA IL 62311	64109, 64128	KANSAS CITY MO 64109
62414, 62444	BEECHER CITY IL 62414	64111, 64171	KANSAS CITY MO 64111
62517, 62540	KINCAID IL 62540	64114, 64145-64149	KANSAS CITY MO 64145
62522, 62523, 62525	DECATUR IL 62522	64116, 64117, 64161	KANSAS CITY MO 64116
62524, 62526	DECATUR IL 62524	64118, 64188	KANSAS CITY MO 64118
62650, 62651	JACKSONVILLE IL 62650	64119, 64157, 64158, 64167	KANSAS CITY MO 64119
62659, 62675	PETERSBURG IL 62675	64120, 64125, 64126	KANSAS CITY MO 64120
62662, 62692	WAVERLY IL 62692	64123, 64124	KANSAS CITY MO 64123
62701, 62705	SPRINGFIELD IL 62701	64129, 64130	KANSAS CITY MO 64130
62702, 62703	SPRINGFIELD IL 62702	64133, 64136	KANSAS CITY MO 64133
62704, 62707, 62711, 62712	SPRINGFIELD IL 62704	64134, 64137, 64192	KANSAS CITY MO 64134
62708, 62794	SPRINGFIELD IL 62708	64138, 64139	KANSAS CITY MO 64138
62901-62903	CARBONDALE IL 62901	64151, 64153, 64154, 64163, 64164, 64190	KANSAS CITY MO 64153
63005, 63006	CHESTERFIELD MO 63005	64155, 64156, 64165, 64166	KANSAS CITY MO 64155
63011, 63022	BALLWIN MO 63011	64501, 64505	ST JOSEPH MO 64501
63021, 63024	BALLWIN MO 63021	64801, 64802	JOPLIN MO 64801
63032-63034	FLORISSANT MO 63032	64803, 64804	JOPLIN MO 64803
63044, 63045	BRIDGETON MO 63044	65101, 65109, 65110	JEFFERSON CITY MO 65101
63101, 63102, 63169, 63188	ST LOUIS MO 63101	65102-65108	JEFFERSON CITY MO 65102
63104, 63158	ST LOUIS MO 63104	65201, 65202, 65211, 65212, 65215, 65216	COLUMBIA MO 65201
63108, 63156	ST LOUIS MO 63108	65203, 65217, 65218	COLUMBIA MAIN MO 65203
63109, 63139	ST LOUIS MO 63109	65401, 65402, 65409	ROLLA MO 65401
63113, 63120	ST LOUIS MO 63113	65616, 65672	BRANSON MO 65616
63126-63128	ST LOUIS MO 63126	65804, 65808, 65809	SPRINGFIELD MO 65804
63129, 63151	ST LOUIS MO 63129	65807, 65810	SPRINGFIELD MO 65807
63134, 63140	ST LOUIS MO 63134	66027, 66043, 66048	FT LEAVENWORTH KS 66027
63137, 63138	ST LOUIS MO 63137	66044, 66049	LAWRENCE KS 66044
63155, 63180, 63182	ST LOUIS MO 63155	66046, 66047	LAWRENCE KS 66046
63301, 63302	ST CHARLES MO 63301	66051, 66061	OLATHE KS 66061
63303, 63304	ST CHARLES MO 63303	66062, 66063	OLATHE KS 66062
63366, 63367	O'FALLON MO 63366	66101, 66115, 66117, 66118	KANSAS CITY KS 66101
63431, 63437	CLARENCE MO 63437	66102, 66110	KANSAS CITY KS 66102
63601, 63653	PARK HILLS MO 63601	66103, 66105	KANSAS CITY KS 66103
63701-63703	CAPE GIRARDEAU MO 63701		
63901, 63902	POPLAR BLUFF MO 63901		
64013, 64015	BLUE SPRINGS MO 64015		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
66109, 66111-66113	KANSAS CITY KS 66112	68502, 68542	LINCOLN NE 68502
66202, 66205, 66222	SHAWNEE MISSION KS 66202	68504, 68507, 68514, 68517, 68527	LINCOLN NE 68504
66203, 66216	SHAWNEE MISSION KS 66203	68506, 68520	LINCOLN NE 68506
66209, 66213	SHAWNEE MISSION KS 66213	68512, 68522, 68523, 68532	LINCOLN NE 68512
66210, 66225	SHAWNEE MISSION KS 66210	68516, 68526	LINCOLN NE 68516
66212, 66282	SHAWNEE MISSION KS 66212	68521, 68524, 68528, 68531	LINCOLN NE 68521
66214, 66215, 66285	SHAWNEE MISSION KS 66215	68601, 68602	COLUMBUS NE 68601
66217-66220, 66226, 66227, 66286	SHAWNEE MISSION KS 66226	68701, 68702	NORFOLK NE 68701
66221, 66223, 66224	SHAWNEE MISSION KS 66223	68801-68803	GRAND ISLAND NE 68801
66502, 66503, 66505, 66506	MANHATTAN KS 66502	68847-68849	KEARNEY NE 68847
66603, 66606, 66607, 66612, 66616, 66683	TOPEKA KS 66603	68901, 68902	HASTINGS NE 68901
66604, 66647, 66667	TOPEKA KS 66604	70112, 70113, 70130, 70139, 70140, 70145, 70170, 70190	NEW ORLEANS LA 70113
66605, 66609, 66611	TOPEKA KS 66605	70352, 70356	GIBSON LA 70356
66608, 66617, 66618	TOPEKA KS 66608	70353, 70397	DULAC LA 70353
66610, 66614, 66615	TOPEKA KS 66610	70355, 70375	MATHEWS LA 70375
66762, 66763	PITTSBURG KS 66762	70360, 70361, 70363, 70364	HOUMA LA 70360
67204, 67219	WICHITA KS 67204	70501, 70502, 70507	LAFAYETTE LA 70501
67205, 67212, 67223	WICHITA KS 67205	70503, 70506, 70596	LAFAYETTE LA 70506
67206, 67226, 67228, 67230, 67232	WICHITA KS 67206	70508, 70598	LAFAYETTE LA 70508
67208, 67220	WICHITA KS 67208	70704, 70714	BAKER LA 70704
67209, 67215, 67227, 67235	WICHITA KS 67209	70706, 70726, 70727	DENHAM SPRINGS LA 70706
67210, 67216	WICHITA KS 67210	70707, 70737	GONZALES LA 70707
67401, 67402	SALINA KS 67401	70764, 70765	PLAQUEMINE LA 70764
67501, 67502, 67504, 67505	HUTCHINSON KS 67501	70801, 70802, 70825	BATON ROUGE LA 70801
67901, 67905	LIBERAL KS 67901	70805, 70812, 70892	BATON ROUGE LA 70805
68025, 68026	FREMONT NE 68025	70806, 70896	BATON ROUGE LA 70806
68105, 68106, 68155	OMAHA NE 68105	70807, 70811, 70818, 70874	BATON ROUGE LA 70807
68108, 68109	OMAHA NE 68108	70808, 70820	BATON ROUGE LA 70808
68110, 68111, 68119, 68120	OMAHA NE 68110	70809, 70810, 70836	BATON ROUGE LA 70809
68112, 68152	OMAHA NE 68112	70814, 70895	BATON ROUGE LA 70814
68114, 68124	OMAHA NE 68114	70815, 70819, 70831	BATON ROUGE LA 70815
68116, 68118, 68130, 68154	OMAHA NE 68116	70816, 70817, 70827	BATON ROUGE LA 70816
68117, 68127	OMAHA NE 68117	70821-70823	BATON ROUGE LA 70821
68122, 68134, 68142, 68164	OMAHA NE 68122	70893, 70894	BATON ROUGE LA 70893
68123, 68147	BELLEVUE NE 68123	71101, 71107	SHREVEPORT LA 71101
68128, 68133, 68157	PAPILLION NE 68128	71103, 71104	SHREVEPORT LA 71103
68131, 68132	OMAHA NE 68131	71105, 71115, 71135	SHREVEPORT LA 71105
68135-68139	OMAHA NE 68135	71106, 71136	SHREVEPORT LA 71106
68144, 68145	OMAHA NE 68144	71108, 71118, 71138, 71148	SHREVEPORT LA 71108

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
71109, 71119, 71129, 71149	SHREVEPORT LA 71109	72512, 72536	FRANKLIN AR 72536
71111, 71171, 71172	BOSSIER CITY LA 71111	72515, 72576	SALEM AR 72576
71112, 71113	BOSSIER CITY LA 71112	72522, 72579	SULPHUR ROCK AR 72579
71120, 71161-71166	SHREVEPORT LA 71120	72529, 72542	HARDY AR 72542
71130, 71153	SHREVEPORT LA 71130	72533, 72560	MOUNTAIN VIEW AR 72560
71401, 71465	OLLA LA 71465	72543, 72545	HEBER SPRINGS AR 72543
71409, 71431	BOYCE LA 71409	72601, 72602	HARRISON AR 72601
71443, 71446, 71496	LEESVILLE LA 71446	72617, 72639	HARRIET AR 72639
71601, 71611	PINE BLUFF AR 71601	72630, 72644	LEAD HILL AR 72644
71602, 71612	PINE BLUFF AR 71602	72653, 72654	MOUNTAIN HOME AR 72653
71603, 71613	PINE BLUFF AR 71603	72701, 72702, 72704	FAYETTEVILLE AR 72701
71654, 71666	MC GEHEE AR 71654	72756-72758	ROGERS AR 72756
71655, 71657	MONTICELLO AR 71655	72762, 72764, 72766	SPRINGDALE AR 72764
71730, 71731, 71768	EL DORADO AR 71730	72801, 72811	RUSSELLVILLE AR 72801
71753, 71754	MAGNOLIA AR 71753	72802, 72812	RUSSELLVILLE AR 72802
71801, 71802	HOPE AR 71801	72828, 72860	ROVER AR 72860
71844, 71857	PRESCOTT AR 71857	72901, 72902, 72916	FORT SMITH AR 72901
71901, 71903	HOT SPRINGS NTL PK AR 71901	72903, 72917, 72919	FORT SMITH AR 72903
71913, 71914	HOT SPRINGS AR 71913	72904, 72914	FORT SMITH AR 72904
71920, 71921	AMITY AR 71921	72908, 72918	FORT SMITH AR 72908
72015, 72018, 72019, 72022	BENTON AR 72015	74003-74006	BARTLESVILLE OK 74003
72032, 72033	CONWAY AR 72032	74011-74013	BROKEN ARROW OK 74011
72076, 72078	JACKSONVILLE AR 72076	74017-74019	CLAREMORE OK 74017
72101, 72189	MC CRORY AR 72101	74066, 74067	SAPULPA OK 74066
72104, 72105	MALVERN AR 72104	74074-74078	STILLWATER OK 74074
72114, 72115, 72118	NORTH LITTLE ROCK AR 72114	74354, 74355	MIAMI OK 74354
72116, 72190	NORTH LITTLE ROCK AR 72116	74361, 74362	PRYOR OK 74361
72120, 72124	SHERWOOD AR 72120	74401-74403	MUSKOGEE OK 74401
72201-72203	LITTLE ROCK AR 72201	74464, 74465	TAHLEQUAH OK 74464
72204, 72210, 72214	LITTLE ROCK AR 72204	74467, 74477	WAGONER OK 74467
72206, 72216	LITTLE ROCK AR 72206	74501, 74502	MCALESTER OK 74501
72207, 72217	LITTLE ROCK AR 72207	74601, 74602, 74604	PONCA CITY OK 74601
72209, 72219	LITTLE ROCK AR 72209	74701, 74702	DURANT OK 74701
72211, 72221, 72227	LITTLE ROCK AR 72211	75002, 75013	ALLEN TX 75002
72212, 72222	LITTLE ROCK AR 72212	75007, 75010, 75011	CARROLLTON TX 75007
72301, 72303	WEST MEMPHIS AR 72301	75016, 75038	IRVING TX 75038
72315, 72316, 72319	BLYTHEVILLE AR 72315	75017, 75060	IRVING TX 75060
72335, 72336	FORREST CITY AR 72335	75020, 75021	DENISON TX 75020
72401, 72404	JONESBORO AR 72401	75022, 75027, 75028	FLOWER MOUND TX 75028
72439, 72476	WALNUT RIDGE AR 72476	75024, 75025	PLANO TX 75025
72450, 72451	PARAGOULD AR 72450	75026, 75075, 75093	PLANO TX 75075
72455, 72478	POCAHONTAS AR 72455	75029, 75057, 75067, 75077	LEWISVILLE TX 75067
72501, 72503	BATESVILLE AR 72501	75030, 75088, 75089	ROWLETT TX 75030
		75032, 75087	ROCKWALL TX 75032

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
75034, 75035	FRISCO TX 75034	75401-75403	GREENVILLE TX 75401
75039, 75063	IRVING TX 75039	75428, 75429	COMMERCE TX 75428
75040, 75042, 75046	GARLAND TX 75040	75455, 75456	MOUNT PLEASANT TX 75455
75041, 75047	GARLAND TX 75041	75460-75462	PARIS TX 75460
75043, 75049	GARLAND TX 75043	75482, 75483	SULPHUR SPRINGS TX 75482
75044, 75045, 75048	GARLAND TX 75044	75501, 75503	TEXARKANA TX 75501
75050, 75051, 75053	GRAND PRAIRIE TX 75051	75601-75603, 75607	LONGVIEW TX 75602
75052, 75054	GRAND PRAIRIE TX 75052	75604, 75605, 75608, 75615	LONGVIEW TX 75608
75069-75071	MCKINNEY TX 75070	75644, 75645	GILMER TX 75644
75074, 75086, 75094	PLANO TX 75074	75652-75654	HENDERSON TX 75652
75081, 75082, 75085	RICHARDSON TX 75081	75662, 75663	KILGORE TX 75662
75090-75092	SHERMAN TX 75090	75670-75672	MARSHALL TX 75670
75104, 75106	CEDAR HILL TX 75104	75701, 75707, 75711	TYLER TX 75701
75109, 75110, 75151	CORSICANA TX 75110	75702, 75704-75706, 75708, 75709, 75712	TYLER TX 75702
75115, 75123	DESOTO TX 75115	75751, 75752	ATHENS TX 75751
75116, 75137, 75138	DUNCANVILLE TX 75116	75801-75803	PALESTINE TX 75801
75119, 75120	ENNIS TX 75119	75901-75904, 75915	LUFKIN TX 75904
75134, 75146	LANCASTER TX 75134	75961, 75963-75965	NACOGDOCHES TX 75961
75147, 75156	MABANK TX 75147	76301, 76305, 76306, 76309	WICHITA FALLS TX 76301
75149, 75150, 75181, 75182, 75185	MESQUITE TX 75149	76302, 76308, 76310	WICHITA FALLS TX 76302
75160, 75161	TERRELL TX 75160	76384, 76385	VERNON TX 76384
75165, 75167, 75168	WAXAHACHIE TX 75165	76501-76505, 76508	TEMPLE TX 76501
75201, 75202, 75221, 75250, 75270, 75313	DALLAS TX 75201	76540, 76541, 76543	KILLEEN TX 76540
75203, 75216, 75339	DALLAS TX 75216	76542, 76547	KILLEEN TX 76542
75205, 75206	DALLAS TX 75206	76544-76546	KILLEEN TX 76544
75207, 75212, 75247, 75256	DALLAS TX 75247	76701, 76703, 76706, 76711	WACO TX 76701
75210, 75215, 75223, 75226, 75246, 75315	DALLAS TX 75215	76702, 76712	WACO TX 76712
75211, 75233, 75236, 75249	DALLAS TX 75211	76704, 76705, 76715	WACO TX 76704
75214, 75359	DALLAS TX 75214	76707, 76708	WACO TX 76707
75220, 75354, 75378	DALLAS TX 75220	76710, 76714	WACO TX 76710
75224, 75232, 75237, 75376	DALLAS TX 75224	77301, 77302, 77385	CONROE TX 77301
75228, 75357	DALLAS TX 75228	77303-77306, 77384	CONROE TX 77303
75230, 75251	DALLAS TX 75230	77316, 77356	MONTGOMERY TX 77316
75231, 75382	DALLAS TX 75231	77318, 77378	WILLIS TX 77318
75234, 75244, 75381	DALLAS TX 75234	77325, 77339, 77345	HUMBLE TX 77325
75238, 75355	DALLAS TX 75238	77327, 77328	CLEVELAND TX 77327
75240, 75254, 75380	DALLAS TX 75240	77338, 77346, 77347, 77396	HUMBLE TX 77338
75243, 75374	DALLAS TX 75243	77340-77344, 77348, 77349	HUNTSVILLE TX 77340
75248, 75252, 75379	DALLAS TX 75248	77353-77355	MAGNOLIA TX 77353
75253, 75336	DALLAS TX 75253	77373, 77383, 77388	SPRING TX 77373
75287, 75370	DALLAS TX 75287	77375, 77377	TOMBALL TX 77375

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
77379, 77389, 77391	SPRING TX 77379	78203, 78210	SAN ANTONIO TX 78203
77380, 77386, 77387	SPRING TX 77380	78205, 78206, 78291-78299	SAN ANTONIO TX 78205
77381, 77382, 77393	SPRING TX 77381	78208, 78209	SAN ANTONIO TX 78208
77401, 77402	BELLAIRE TX 77401	78211, 78214, 78221, 78224-78226, 78264	SAN ANTONIO TX 78211
77404, 77414	BAY CITY TX 77404	78212, 78215	SAN ANTONIO TX 78212
77406, 77469	RICHMOND TX 77406	78219, 78220, 78222, 78244, 78262, 78263	SAN ANTONIO TX 78219
77410, 77429, 77433	CYPRESS TX 77410	78227, 78242	SAN ANTONIO TX 78227
77449, 77450, 77491	KATY TX 77449	78230, 78231, 78248, 78278	SAN ANTONIO TX 78230
77477, 77497	STAFFORD TX 77477	78232, 78247, 78270	SAN ANTONIO TX 78232
77478, 77487	SUGAR LAND TX 77478	78233, 78239, 78266	SAN ANTONIO TX 78233
77479, 77496	SUGAR LAND TX 77479	78238, 78254, 78268	SAN ANTONIO TX 78238
77492-77494	KATY TX 77493	78240, 78249, 78255-78257, 78269	SAN ANTONIO TX 78240
77501, 77502, 77506	PASADENA TX 77501	78245, 78250-78253	SAN ANTONIO TX 78245
77503-77505, 77507, 77508	PASADENA TX 77503	78258-78261	SAN ANTONIO TX 78258
77510, 77517	SANTA FE TX 77510	78332, 78333	ALICE TX 78332
77511, 77512	ALVIN TX 77511	78335, 78336	ARANSAS PASS TX 78336
77515, 77516	ANGLETON TX 77515	78363, 78364	KINGSVILLE TX 78363
77520-77522	BAYTOWN TX 77520	78381, 78382	ROCKPORT TX 78382
77541, 77542	FREEPORT TX 77541	78401-78403, 78407, 78408, 78470, 78471, 78473, 78475-78478	CORPUS CHRISTI TX 78401
77546, 77549	FRIENDSWOOD TX 77546	78404, 78463	CORPUS CHRISTI TX 78404
77550, 77553, 77555	GALVESTON TX 77550	78405, 78465	CORPUS CHRISTI TX 78405
77551, 77552, 77554	GALVESTON TX 77551	78406, 78409, 78410, 78426, 78460	CORPUS CHRISTI TX 78406
77571, 77572	LA PORTE TX 77571	78411, 78466	CORPUS CHRISTI TX 78411
77573, 77574	LEAGUE CITY TX 77573	78412, 78414, 78468	CORPUS CHRISTI TX 78412
77590-77592	TEXAS CITY TX 77590	78413, 78427, 78472	CORPUS CHRISTI TX 78413
77630-77632	ORANGE TX 77630	78415-78417, 78467	CORPUS CHRISTI TX 78415
77640-77643	PORT ARTHUR TX 77640	78418, 78419, 78480	CORPUS CHRISTI TX 78418
77662, 77670	VIDOR TX 77662	78503, 78504	MCALLEN TX 78503
77701, 77702, 77705, 77725	BEAUMONT TX 77701	78522, 78523, 78526	BROWNSVILLE TX 78522
77703, 77708, 77713, 77726	BEAUMONT TX 77703	78539, 78540	EDINBURG TX 78539
77801-77803, 77805-77808	BRYAN TX 77801	78550-78553	HARLINGEN TX 78550
77833, 77834	BRENHAM TX 77833	78572, 78573	MISSION TX 78572
77840-77845	COLLEGE STATION TX 77840	78613, 78630	CEDAR PARK TX 78613
77868, 77869	NAVASOTA TX 77868	78626-78628	GEORGETOWN TX 78626
78028, 78029	KERRVILLE TX 78028	78641, 78646	LEANDER TX 78641
78040, 78043, 78044, 78046	LAREDO TX 78040	78664, 78683	ROUND ROCK TX 78664
78102, 78104	BEEVILLE TX 78102	78666, 78667	SAN MARCOS TX 78666
78130-78132	NEW BRAUNFELS TX 78130	78680, 78681	ROUND ROCK TX 78680
78148, 78150	UNIVERSAL CITY TX 78148	78702, 78721, 78722	AUSTIN TX 78702
78155, 78156	SEGUIN TX 78155		
78202, 78204, 78207, 78283	SAN ANTONIO TX 78202		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
78712, 78713	AUSTIN TX 78712	80015, 80016, 80046	AURORA CO 80015
78717, 78726, 78729	AUSTIN TX 78717	80017-80019, 80047	AURORA CO 80017
78719, 78741, 78742, 78744	AUSTIN TX 78719	80020, 80038	BROOMFIELD CO 80020
78723-78725	AUSTIN TX 78723	80030, 80036	WESTMINSTER CO 80030
78728, 78753	AUSTIN TX 78728	80031, 80035	WESTMINSTER CO 80031
78730, 78731	AUSTIN TX 78730	80033, 80034	WHEAT RIDGE CO 80033
78732, 78734, 78738	AUSTIN TX 78732	80104, 80108, 80109	CASTLE ROCK CO 80104
78733, 78746	AUSTIN TX 78733	80110, 80113, 80150, 80151	ENGLEWOOD CO 80110
78735-78737	AUSTIN TX 78735	80111, 80155	ENGLEWOOD CO 80111
78739, 78749	AUSTIN TX 78739	80120, 80160	LITTLETON CO 80120
78747, 78748	AUSTIN TX 78747	80121, 80122, 80161	LITTLETON CO 80121
78752, 78754	AUSTIN TX 78752	80123, 80162	LITTLETON CO 80123
78756, 78757	AUSTIN TX 78756	80124, 80126, 80163	LITTLETON CO 80124
78801, 78802	UVALDE TX 78801	80125, 80127, 80128	LITTLETON CO 80127
78840, 78842, 78843, 78847	DEL RIO TX 78840	80129, 80130	HIGHLANDS RANCH CO 80129
78852, 78853	EAGLE PASS TX 78852	80134, 80138	PARKER CO 80134
79101-79104	AMARILLO TX 79101	80201, 80248	DENVER CO 80201
79106, 79119, 79121, 79124, 79159	AMARILLO TX 79106	80202, 80265, 80290, 80293, 80294, 80299	DENVER CO 80202
79107, 79108, 79111	AMARILLO TX 79107	80203, 80264, 80295	DENVER CO 80203
79110, 79114, 79118	AMARILLO TX 79110	80210, 80250	DENVER CO 80210
79401, 79403, 79405, 79408, 79411, 79415	LUBBOCK TX 79401	80221, 80260	DENVER CO 80221
79404, 79412, 79423, 79452	LUBBOCK TX 79404	80227, 80235, 80236	DENVER CO 80227
79407, 79414	LUBBOCK TX 79407	80231, 80247	DENVER CO 80231
79410, 79413, 79493	LUBBOCK TX 79410	80233, 80241	DENVER CO 80233
79416, 79490	LUBBOCK TX 79416	80238, 80239, 80249	DENVER CO 80239
79424, 79464	LUBBOCK TX 79424	80301, 80308	BOULDER CO 80301
79701, 79702	MIDLAND TX 79701	80302, 80306	BOULDER CO 80302
79703, 79705, 79707	MIDLAND TX 79703	80303, 80307	BOULDER CO 80303
79761, 79763, 79766	ODESSA TX 79761	80437, 80439	EVERGREEN CO 80437
79762, 79764, 79765	ODESSA TX 79762	80477, 80487	STEAMBOAT SPRINGS CO 80477
79906, 79908	EL PASO TX 79906	80521-80523	FT COLLINS CO 80521
79907, 79917	EL PASO TX 79907	80525-80528	FT COLLINS CO 80525
79922, 79932	EL PASO TX 79922	80537, 80539	LOVELAND CO 80537
79924, 79934	EL PASO TX 79924	80601-80603	BRIGHTON CO 80601
79940-79955	EL PASO TX 79940	80631, 80632	GREELEY CO 80631
80001, 80002, 80004	ARVADA CO 80001	80633, 80634	GREELEY CO 80634
80003, 80005-80007	ARVADA CO 80003	80840, 80841	USAF ACADEMY CO 80840
80010, 80040, 80045	AURORA CO 80010	80901, 80903	COLORADO SPGS CO 80901
80011, 80042	AURORA CO 80011	80902, 80913	COLORADO SPGS CO 80913
80012, 80041	AURORA CO 80012	80904, 80934	COLORADO SPGS CO 80904
80014, 80044	AURORA CO 80014	80905, 80906, 80926, 80937, 80960	COLORADO SPGS CO 80906
		80907, 80933	COLORADO SPGS CO 80907

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
80908, 80920, 80921, 80924, 80962	COLORADO SPGS CO 80920	84058, 84097	OREM UT 84058
80909, 80932	COLORADO SPGS CO 80909	84060, 84068, 84098	PARK CITY UT 84060
80910, 80916, 80935	COLORADO SPGS CO 80910	84070, 84091, 84094	SANDY UT 84070
80911, 80925, 80928-80931	COLORADO SPGS CO 80911	84078, 84079	VERNAL UT 84078
80915, 80922, 80923, 80927, 80938, 80939, 80951, 80970	COLORADO SPGS CO 80915	84084, 84088	WEST JORDAN UT 84084
80917, 80918, 80936	COLORADO SPGS CO 80918	84090, 84092, 84093	SANDY UT 84090
80919, 80949	COLORADO SPGS CO 80919	84101, 84144, 84180	SALT LAKE CTY UT 84101
81002, 81007	PUEBLO CO 81002	84106, 84152	SALT LAKE CTY UT 84106
81003, 81008	PUEBLO CO 81003	84107, 84157	SALT LAKE CTY UT 84107
81004-81006	PUEBLO CO 81004	84108, 84158	SALT LAKE CTY UT 84108
81101, 81102	ALAMOSA CO 81101	84110, 84145, 84151	SALT LAKE CTY UT 84110
81147, 81157	PAGOSA SPRINGS CO 81147	84111, 84133, 84138	SALT LAKE CTY UT 84111
81212, 81215	CANON CITY CO 81212	84115, 84165	SALT LAKE CTY UT 84115
81301, 81302	DURANGO CO 81301	84120, 84128, 84170	SALT LAKE CTY UT 84120
82001, 82007, 82009	CHEYENNE WY 82001	84121, 84171	SALT LAKE CTY UT 84121
82051, 82063, 82070-82073	LARAMIE WY 82070	84125-84127	SALT LAKE CTY UT 84125
82601, 82604, 82609	CASPER WY 82609	84302, 84324	BRIGHAM CITY UT 84302
82602, 82605	CASPER WY 82602	84321, 84323	LOGAN UT 84321
82716-82718	GILLETTE WY 82716	84401, 84402, 84405, 84409	OGDEN UT 84401
82901, 82902	ROCK SPRINGS WY 82901	84403, 84415	OGDEN UT 84403
82930, 82931	EVANSTON WY 82930	84404, 84412, 84414	OGDEN UT 84404
83001, 83002	JACKSON WY 83001	84511, 84533	BLANDING UT 84511
83605, 83606	CALDWELL ID 83605	84601, 84603, 84605, 84606	PROVO UT 84601
83642, 83680	MERIDIAN ID 83642	84663, 84664	SPRINGVILLE UT 84663
83647, 83648	MOUNTAIN HOME ID 83647	84701, 84732	RICHFIELD UT 84701
83651-83653, 83686, 83687	NAMPA ID 83651	84720, 84722, 84781	CEDAR CITY UT 84720
83702, 83703, 83706, 83712	BOISE ID 83702	84770, 84771, 84782	ST GEORGE UT 84770
83704, 83711, 83713	BOISE ID 83704	85001, 85002	PHOENIX AZ 85001
83707, 83708	BOISE ID 83707	85003, 85004, 85025, 85030, 85073	PHOENIX AZ 85004
83709, 83719	BOISE ID 83709	85005, 85007, 85009, 85098	PHOENIX AZ 85009
83716, 83717	BOISE ID 83716	85008, 85010	PHOENIX AZ 85008
83814-83816	COEUR D ALENE ID 83814	85011, 85014	PHOENIX AZ 85014
84003, 84004	AMERICAN FORK UT 84003	85013, 85067	PHOENIX AZ 85013
84010, 84011	BOUNTIFUL UT 84010	85016, 85064	PHOENIX AZ 85016
84015, 84089	CLEARFIELD UT 84015	85017, 85061, 85079	PHOENIX AZ 85017
84016, 84075	SYRACUSE UT 84075	85018, 85060	PHOENIX AZ 85018
84036, 84061	KAMAS UT 84036	85019, 85031, 85043, 85063	PHOENIX AZ 85031
84040, 84041	LAYTON UT 84040	85021, 85069	PHOENIX AZ 85021
84042, 84062	PLEASANT GROVE UT 84042	85022, 85068	PHOENIX AZ 85022
84057, 84059	OREM UT 84057	85023, 85080	PHOENIX AZ 85023
		85024, 85050, 85054	PHOENIX AZ 85024

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
85029, 85053, 85071	PHOENIX AZ 85029	85364-85366, 85369	YUMA AZ 85364
85032, 85046, 85078	PHOENIX AZ 85032	85374, 85388	SURPRISE AZ 85374
85034, 85036, 85074	PHOENIX AZ 85034	85375, 85376	SUN CITY WEST AZ 85375
85038, 85062, 85072, 85082, 85099	PHOENIX AZ 85038	85378, 85379, 85387	SURPRISE AZ 85379
85040, 85066	PHOENIX AZ 85040	85381, 85382	PEORIA AZ 85381
85044, 85076	PHOENIX AZ 85044	85501, 85502	GLOBE AZ 85501
85045, 85048, 85070	PHOENIX AZ 85048	85541, 85547	PAYSON AZ 85541
85083, 85085-85087	PHOENIX AZ 85085	85546, 85548	SAFFORD AZ 85546
85201, 85211	MESA AZ 85201	85607, 85608	DOUGLAS AZ 85607
85202, 85274	MESA AZ 85202	85613, 85635, 85636, 85650	SIERRA VISTA AZ 85635
85203, 85213, 85275	MESA AZ 85203	85614, 85622	GREEN VALLEY AZ 85614
85204, 85214	MESA AZ 85204	85621, 85628, 85662	NOGALES AZ 85621
85205, 85215, 85277	MESA AZ 85215	85643, 85644	WILLCOX AZ 85643
85206, 85207	MESA AZ 85206	85701, 85702	TUCSON AZ 85701
85208, 85209, 85212	MESA AZ 85208	85706, 85777	TUCSON AZ 85706
85217, 85219, 85220, 85278	APACHE JUNCTION AZ 85219	85713, 85714	TUCSON AZ 85713
85222, 85230, 85293, 85294	CASA GRANDE AZ 85222	85715, 85750	TUCSON AZ 85715
85224, 85246	CHANDLER AZ 85224	85720, 85721	TUCSON AZ 85720
85225, 85244	CHANDLER AZ 85225	85726, 85744	TUCSON AZ 85726
85232, 85279	FLORENCE AZ 85232	85730, 85747, 85748	TUCSON AZ 85730
85233, 85234	GILBERT AZ 85233	85735, 85736, 85746	TUCSON AZ 85746
85249, 85286	CHANDLER AZ 85249	85737, 85739	TUCSON AZ 85737
85250, 85253	SCOTTSDALE AZ 85250	85741, 85742	TUCSON AZ 85741
85251, 85252	SCOTTSDALE AZ 85251	86001, 86002	FLAGSTAFF AZ 86001
85256, 85257, 85271	SCOTTSDALE AZ 85256	86003, 86004	FLAGSTAFF AZ 86003
85258, 85261	SCOTTSDALE AZ 85258	86301-86305	PRESCOTT AZ 86301
85260, 85267	SCOTTSDALE AZ 85260	86312-86314	PRESCOTT VALLEY AZ 86314
85262, 85263, 85266	SCOTTSDALE AZ 85262	86322, 86324, 86331	CAMP VERDE AZ 86322
85264, 85268, 85269	SCOTTSDALE AZ 85268	86336, 86339-86341, 86351	SEDONA AZ 86336
85283, 85284	TEMPE AZ 85283	86401, 86402, 86413	KINGMAN AZ 86401
85285, 85289	TEMPE AZ 85285	86403-86406	LAKE HAVASU CITY AZ 86403
85295, 85296	GILBERT AZ 85296	86426, 86427, 86429, 86430	FORT MOHAVE AZ 86426
85297, 85298	GILBERT AZ 85297	86439, 86442	BULLHEAD CITY AZ 86442
85301, 85303, 85305, 85307, 85309, 85311	GLENDALE AZ 85301	86440, 86446	MOHAVE VALLEY AZ 86440
85302, 85304, 85306, 85312	GLENDALE AZ 85302	87102, 87104	ALBUQUERQUE NM 87102
85308, 85310, 85318	GLENDALE AZ 85308	87105, 87121, 87195	ALBUQUERQUE NM 87105
85323, 85338	AVONDALE AZ 85323	87108, 87198	ALBUQUERQUE NM 87108
85345, 85380	PEORIA AZ 85345	87109, 87122, 87199	ALBUQUERQUE NM 87109
85351, 85372	SUN CITY AZ 85351	87110, 87176, 87190	ALBUQUERQUE NM 87110
85358, 85390	WICKENBURG AZ 85358	87111, 87154, 87191	ALBUQUERQUE NM 87111
85363, 85373	SUN CITY AZ 85373	87112, 87153, 87192	ALBUQUERQUE NM 87112
		87114, 87120, 87193	ALBUQUERQUE NM 87114
		87123, 87181	ALBUQUERQUE NM 87123

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
87124, 87144, 87174	ALBUQUERQUE NM 87124	89504, 89505	RENO NV 89504
87301, 87305	GALLUP NM 87301	89510, 89515	RENO NV 89510
87401, 87402, 87499	FARMINGTON NM 87401	89523, 89533	RENO NV 89523
87501, 87506	SANTA FE NM 87501	89701-89706, 89721	CARSON CITY NV 89701
87505, 87507, 87508	SANTA FE NM 87505	90201, 90202, 90270	BELL CA 90201
88004, 88006	LAS CRUCES NM 88004	90209-90213	BEVERLY HILLS CA 90210
88005, 88007, 88012	LAS CRUCES NM 88005	90220-90224	COMPTON CA 90220
88030, 88031	DEMING NM 88030	90230-90233	CULVER CITY CA 90230
88061, 88062	SILVER CITY NM 88061	90239-90242	DOWNEY CA 90240
88101, 88102	CLOVIS NM 88101	90245, 90266, 90267	EL SEGUNDO CA 90245
88240-88242	HOBBS NM 88240	90247-90249	GARDENA CA 90247
88310, 88311	ALAMOGORDO NM 88310	90250, 90251	HAWTHORNE CA 90250
89002, 89011, 89015	HENDERSON NV 89015	90254, 90277, 90278	REDONDO BEACH CA 90277
89005, 89006	BOULDER CITY NV 89005	90260, 90261	LAWNDALE CA 90260
89012, 89014, 89074	HENDERSON NV 89012	90263-90265	MALIBU CA 90265
89018, 89070	INDIAN SPRINGS NV 89018	90274, 90275	PALOS VERDES CA 90274
89019, 89026	JEAN NV 89019	90291-90296	VENICE CA 90291
89028, 89029	LAUGHLIN NV 89028	90301, 90303-90308, 90310-90312	INGLEWOOD CA 90301
89031, 89033, 89081, 89086	NORTH LAS VEGAS NV 89031	90302, 90309	INGLEWOOD CA 90302
89032, 89084, 89085, 89087	NORTH LAS VEGAS NV 89032	90401, 90406, 90407	SANTA MONICA CA 90401
89041, 89048, 89060, 89061	PAHRUMP NV 89041	90402, 90408	SANTA MONICA CA 90402
89044, 89052	HENDERSON NV 89044	90403, 90409, 90410	SANTA MONICA CA 90403
89101, 89106	LAS VEGAS NV 89101	90404, 90411	SANTA MONICA CA 90404
89102, 89107	LAS VEGAS NV 89102	90502, 90507-90509	TORRANCE CA 90502
89103, 89118	LAS VEGAS NV 89103	90503, 90510	TORRANCE CA 90503
89110, 89115, 89156	LAS VEGAS NV 89110	90504, 90506	TORRANCE CA 90504
89113, 89148	LAS VEGAS NV 89113	90601, 90608	WHITTIER CA 90601
89117, 89146	LAS VEGAS NV 89117	90602, 90607	WHITTIER CA 90602
89119, 89169	LAS VEGAS NV 89119	90603, 90604, 90609	WHITTIER CA 90603
89120, 89121	LAS VEGAS NV 89120	90605, 90606, 90610	WHITTIER CA 90605
89122, 89142	LAS VEGAS NV 89122	90620-90624	BUENA PARK CA 90620
89123, 89141, 89183	LAS VEGAS NV 89123	90631-90633	LA HABRA CA 90631
89129, 89149	LAS VEGAS NV 89129	90637-90639	LA MIRADA CA 90637
89130, 89131, 89143, 89166	LAS VEGAS NV 89130	90650-90652	NORWALK CA 90650
89134, 89144	LAS VEGAS NV 89134	90660-90662	PICO RIVERA CA 90660
89135, 89138, 89145	LAS VEGAS NV 89135	90701-90703	ARTESIA CA 90701
89147, 89178, 89179	LAS VEGAS NV 89147	90706, 90707	BELLFLOWER CA 90706
89431, 89432	SPARKS NV 89431	90711-90714	LAKEWOOD CA 90712
89434-89436	SPARKS NV 89434	90715, 90716	LAKEWOOD CA 90715
89450-89452	INCLINE VILLAGE NV 89450	90720, 90721	LOS ALAMITOS CA 90720
89501, 89512	RENO NV 89501	90731-90734	SAN PEDRO CA 90731
89503, 89513	RENO NV 89503	90744, 90748	WILMINGTON CA 90744
		90745, 90747, 90749	CARSON CA 90745
		90803, 90853	LONG BEACH CA 90803

Column A Destination ZIP Codes	Column B Label Container To
91301, 91376, 91377	AGOURA HILLS CA 91301
91302, 91364, 91365, 91367, 91371, 91372, 91399	WOODLAND HILLS CA 91364
91303-91305, 91309	CANOGA PARK CA 91304
91306, 91396	WINNETKA CA 91306
91307, 91308	WEST HILLS CA 91307
91310, 91350, 91380, 91384, 91390	SANTA CLARITA CA 91350
91311, 91313	CHATSWORTH CA 91311
91316, 91416, 91426, 91436	ENCINO CA 91316
91319, 91320	NEWBURY PARK CA 91319
91321, 91322, 91381	NEWHALL CA 91321
91324, 91325, 91328-91330	NORTHRIDGE CA 91324
91326, 91327	NORTHRIDGE CA 91326
91331, 91333, 91334	PACOIMA CA 91331
91335, 91337	RESEDA CA 91335
91340, 91342, 91392	SYLMAR CA 91342
91341, 91344-91346, 91394, 91395	MISSION HILLS CA 91345
91343, 91393	NORTH HILLS CA 91343
91351, 91386, 91387	CANYON COUNTRY CA 91351
91352, 91353	SUN VALLEY CA 91352
91354, 91355, 91385	VALENCIA CA 91355
91356, 91357	TARZANA CA 91356
91359, 91360, 91363	THOUSAND OAKS CA 91360
91361, 91362	THOUSAND OAKS CA 91361
91401, 91404, 91407, 91408	VAN NUYS CA 91401
91402, 91412	PANORAMA CITY CA 91402
91403, 91413, 91423	SHERMAN OAKS CA 91403
91409, 91410	VAN NUYS CA 91409
91501-91504, 91507, 91508, 91510	BURBANK CA 91501
91506, 91521-91523	BURBANK CA 91506
91601-91603, 91610	NORTH HOLLYWOOD CA 91601
91604, 91614	STUDIO CITY CA 91604
91605, 91606, 91608, 91609, 91611, 91612, 91615, 91618	NORTH HOLLYWOOD CA 91605
91607, 91616, 91617	VALLEY VILLAGE CA 91607
91701, 91737	ALTA LOMA CA 91701
91722, 91724	COVINA CA 91722
91729, 91730, 91739	RANCHO CUCAMONGA CA 91730
91731, 91732, 91734	EL MONTE CA 91731

Column A Destination ZIP Codes	Column B Label Container To
91740, 91741	GLENDORA CA 91740
91744-91747, 91749	LA PUENTE CA 91744
91754, 91755	MONTEREY PARK CA 91754
91761, 91762, 91764	ONTARIO CA 91761
91766-91769	POMONA CA 91767
91775, 91776, 91778	SAN GABRIEL CA 91775
91784-91786	UPLAND CA 91786
91788, 91789	WALNUT CA 91789
91790-91793	WEST COVINA CA 91790
91801-91803	ALHAMBRA CA 91801
91901, 91903	ALPINE CA 91901
91902, 91908	BONITA CA 91902
91909, 91911	CHULA VISTA CA 91909
91910, 91912	CHULA VISTA CA 91910
91913-91915, 91921	CHULA VISTA CA 91913
91932, 91933	IMPERIAL BEACH CA 91932
91941, 91943, 91944	LA MESA CA 91941
91945, 91946	LEMON GROVE CA 91945
91947, 91950, 91951	NATIONAL CITY CA 91950
91976-91979	SPRING VALLEY CA 91977
92007, 92023, 92024	ENCINITAS CA 92024
92008, 92010, 92018	CARLSBAD CA 92008
92019, 92020, 92022, 92090	EL CAJON CA 92020
92025, 92029	ESCONDIDO CA 92025
92026, 92033, 92046	ESCONDIDO CA 92026
92027, 92030	ESCONDIDO CA 92027
92028, 92088	FALLBROOK CA 92028
92051, 92054, 92058	OCEANSIDE CA 92054
92052, 92056, 92057	OCEANSIDE CA 92056
92064, 92074	POWAY CA 92064
92069, 92078, 92079, 92096	SAN MARCOS CA 92069
92071, 92072	SANTEE CA 92071
92092, 92093	LA JOLLA CA 92093
92201-92203	INDIO CA 92201
92210, 92211, 92255, 92260, 92261	PALM DESERT CA 92260
92225, 92226, 92280	BLYTHE CA 92225
92231, 92232	CALEXICO CA 92231
92234, 92235	CATHEDRAL CITY CA 92234
92243, 92244	EL CENTRO CA 92243
92247, 92248, 92253	LA QUINTA CA 92253
92262-92264	PALM SPRINGS CA 92262
92284-92286	YUCCA VALLEY CA 92284
92307, 92308	APPLE VALLEY CA 92307

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
92310-92312	BARSTOW CA 92311	92653, 92654	LAGUNA HILLS CA 92653
92313, 92324	COLTON CA 92324	92657, 92658, 92660, 92662	NEWPORT BEACH CA 92658
92314, 92386	BIG BEAR CITY CA 92314	92659, 92661, 92663	NEWPORT BEACH CA 92659
92322, 92325	CRESTLINE CA 92325	92672, 92674	SAN CLEMENTE CA 92672
92329, 92371	PHELAN CA 92371	92675, 92690-92693	MISSION VIEJO CA 92690
92331, 92337	FONTANA CA 92331	92683-92685	WESTMINSTER CA 92683
92334-92336	FONTANA CA 92335	92701, 92702	SANTA ANA CA 92701
92340, 92344, 92345	HESPERIA CA 92345	92704, 92707	SANTA ANA CA 92704
92373-92375	REDLANDS CA 92373	92705, 92711	SANTA ANA CA 92705
92376, 92377	RIALTO CA 92376	92708, 92728	FOUNTAIN VALLEY CA 92708
92392-92395	VICTORVILLE CA 92392	92780-92782	TUSTIN CA 92781
92401, 92402, 92408, 92410	SN BERNARDINO CA 92401	92801-92808, 92812, 92814-92817, 92825, 92850, 92899	ANAHEIM CA 92899
92404, 92413	SN BERNARDINO CA 92404	92821-92823	BREA CA 92822
92405, 92406	SN BERNARDINO CA 92405	92831, 92834	FULLERTON CA 92834
92407, 92427	SN BERNARDINO CA 92407	92832, 92836	FULLERTON CA 92836
92501, 92502, 92522	RIVERSIDE CA 92501	92833, 92837	FULLERTON CA 92837
92503, 92513	RIVERSIDE CA 92503	92835, 92838	FULLERTON CA 92838
92504, 92514	RIVERSIDE CA 92504	92840-92844	GARDEN GROVE CA 92842
92505, 92515	RIVERSIDE CA 92505	92845, 92846	GARDEN GROVE CA 92846
92506, 92516	RIVERSIDE CA 92506	92856, 92857, 92859, 92861-92869	ORANGE CA 92863
92507, 92517, 92521	RIVERSIDE CA 92507	92870, 92871	PLACENTIA CA 92871
92508, 92518	RIVERSIDE CA 92508	92878, 92880, 92882	CORONA CA 92878
92509, 92519	RIVERSIDE CA 92509	92879, 92881, 92883	CORONA CA 92879
92530-92532	LAKE ELSINORE CA 92531	92885-92887	YORBA LINDA CA 92885
92543-92546	HEMET CA 92543	93001, 93002, 93005, 93007	VENTURA CA 93001
92551-92555	MORENO VALLEY CA 92553	93003, 93004, 93006, 93009	VENTURA CA 93003
92556, 92557	MORENO VALLEY CA 92557	93010-93012	CAMARILLO CA 93010
92562-92564	MURRIETA CA 92562	93013, 93014	CARPINTERIA CA 93013
92570-92572, 92599	PERRIS CA 92570	93015, 93016	FILLMORE CA 93015
92581-92583	SAN JACINTO CA 92583	93020, 93021	MOORPARK CA 93020
92584-92587	SUN CITY CA 92586	93023, 93024	OJAI CA 93023
92589-92592	TEMECULA CA 92591	93030-93032, 93035, 93036	OXNARD CA 93030
92602, 92620	IRVINE CA 92602	93033, 93034	OXNARD CA 93033
92603, 92612, 92617-92619	IRVINE CA 92619	93041-93044	PORT HUENEME CA 93041
92604, 92606, 92614, 92623	IRVINE CA 92623	93060, 93061	SANTA PAULA CA 93060
92605, 92647, 92649	HUNTINGTON BEACH CA 92647	93062-93064, 93099	SIMI VALLEY CA 93063
92607, 92677	LAGUNA NIGUEL CA 92607	93065, 93093, 93094	SIMI VALLEY CA 93065
92610, 92678, 92679, 92688	RCHO STA MARG CA 92688	93215, 93216	DELANO CA 93215
92615, 92646	HUNTINGTON BEACH CA 92615	93222, 93225	FRAZIER PARK CA 93225
92624, 92629	DANA POINT CA 92629	93230, 93232	HANFORD CA 93230
92626-92628	COSTA MESA CA 92628		
92651, 92652	LAGUNA CA 92651		

Column A Destination ZIP Codes	Column B Label Container To
93245, 93246	LEMOORE CA 93245
93257, 93258	PORTERVILLE CA 93257
93274, 93275	TULARE CA 93274
93277, 93278	VISALIA CA 93277
93279, 93291	VISALIA CA 93279
93401-93403, 93405-93410, 93412	SAN LUIS OBISPO CA 93401
93436-93438	LOMPOC CA 93436
93454-93458	SANTA MARIA CA 93454
93501, 93502	MOJAVE CA 93501
93504, 93505	CALIFORNIA CITY CA 93505
93514, 93515	BISHOP CA 93514
93516, 93596	BORON CA 93516
93523, 93524	EDWARDS CA 93523
93534-93536, 93539, 93584, 93586	LANCASTER CA 93534
93550-93552, 93590, 93591	PALMDALE CA 93550
93555, 93556	RIDGECREST CA 93555
93561, 93562, 93581	TEHACHAPI CA 93561
93611-93613	CLOVIS CA 93612
93637-93639	MADERA CA 93638
93901, 93902, 93905-93908, 93912, 93915, 93962	SALINAS CA 93907
93921-93923	CARMEL CA 93923
93940, 93942-93944	MONTEREY CA 93940
94010, 94011	BURLINGAME CA 94010
94014-94017	DALY CITY CA 94014
94023, 94024	LOS ALTOS CA 94023
94025, 94026, 94028	MENLO PARK CA 94025
94035, 94041-94043	MOUNTAIN VIEW CA 94041
94061-94065	REDWOOD CITY CA 94061
94080, 94083	S SAN FRANCISCO CA 94080
94086-94088	SUNNYVALE CA 94086
94301, 94302, 94306	PALO ALTO CA 94301
94303, 94304	PALO ALTO CA 94303
94305, 94309	STANFORD CA 94305
94401, 94402	SAN MATEO CA 94401
94403, 94404	SAN MATEO CA 94403
94501, 94502	ALAMEDA CA 94501
94506, 94526	DANVILLE CA 94506
94509, 94531	ANTIOCH CA 94509
94518, 94520	CONCORD CA 94520
94519, 94521	CONCORD CA 94519
94533, 94535	FAIRFIELD CA 94533

Column A Destination ZIP Codes	Column B Label Container To
94536, 94555	FREMONT CA 94536
94540, 94545	HAYWARD CA 94545
94541-94543	HAYWARD CA 94541
94546, 94552	CASTRO VALLEY CA 94546
94547, 94572	RODEO CA 94572
94550, 94551	LIVERMORE CA 94550
94556, 94575	MORAGA CA 94556
94558, 94559, 94581	NAPA CA 94558
94590, 94592	VALLEJO CA 94590
94596, 94597	WALNUT CREEK CA 94596
94801, 94802	RICHMOND CA 94801
94925, 94939, 94976, 94977	CORTE MADERA CA 94925
94927, 94928, 94931	ROHNERT PARK CA 94931
94930, 94960, 94978, 94979	SAN ANSELMO CA 94960
94941, 94942	MILL VALLEY CA 94941
94945, 94947-94949	NOVATO CA 94947
94952, 94954	PETALUMA CA 94952
94965, 94966	SAUSALITO CA 94965
95001, 95003	APTOS CA 95003
95020, 95021	GILROY CA 95020
95023, 95024	HOLLISTER CA 95023
95030, 95031	LOS GATOS CA 95030
95037, 95038	MORGAN HILL CA 95037
95050, 95054	SANTA CLARA CA 95050
95051, 95055	SANTA CLARA CA 95051
95060, 95061, 95064	SANTA CRUZ CA 95060
95062, 95063, 95065	SANTA CRUZ CA 95062
95066, 95067	SCOTTS VALLEY CA 95066
95070, 95071	SARATOGA CA 95070
95076, 95077	WATSONVILLE CA 95076
95340, 95341, 95344, 95348	MERCED CA 95340
95380-95382	TURLOCK CA 95380
95472, 95473	SEBASTOPOL CA 95472
95602-95604	AUBURN CA 95603
95605, 95691	WEST SACRAMENTO CA 95691
95608, 95609	CARMICHAEL CA 95608
95610, 95611, 95621	CITRUS HEIGHTS CA 95610
95616-95618	DAVIS CA 95616
95661, 95678	ROSEVILLE CA 95678
95687, 95688, 95696	VACAVILLE CA 95687
95926-95929, 95973, 95976	CHICO CA 95926
95945, 95949	GRASS VALLEY CA 95945

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
95965, 95966	OROVILLE CA 95965	98005, 98015	BELLEVUE WA 98005
95967, 95969	PARADISE CA 95969	98007, 98008	BELLEVUE WA 98007
95991, 95992	YUBA CITY CA 95991	98012, 98021, 98082	BOTHELL WA 98012
96150-96152, 96154-96158	SOUTH LAKE TAHOE CA 96150	98023, 98093	TWIN LAKES WA 98023
96160, 96161	TRUCKEE CA 96160	98027, 98029	ISSAQUAH WA 98027
96701, 96782	PEARL CITY HI 96782	98031, 98064	KENT WA 98031
96707, 96709, 96797	WAIPAHU HI 96797	98032, 98035	KENT WA 98032
96720, 96721	HILO HI 96721	98036, 98037, 98046	LYNNWOOD WA 98036
96732, 96733	KAHULUI HI 96732	98055, 98058	RENTON WA 98055
96738, 96743	KAMUELA HI 96743	98056, 98057	RENTON WA 98056
96739, 96740, 96745	KAILUA KONA HI 96740	98105, 98145	SEATTLE WA 98105
96761, 96767	LAHAINA HI 96761	98106, 98126	SEATTLE WA 98106
97005, 97008	BEAVERTON OR 97005	98114, 98144	SEATTLE WA 98144
97201, 97258	PORTLAND OR 97201	98158, 98188	SEATTLE WA 98188
97203, 97231, 97283	PORTLAND OR 97203	98160, 98177	SEATTLE WA 98177
97204, 97205	PORTLAND OR 97204	98230, 98231	EVERETT WA 98230
97206, 97286	PORTLAND OR 97206	98270, 98271	EVERETT WA 98270
97208, 97228	PORTLAND OR 97208	98273, 98274	EVERETT WA 98273
97209, 97210, 97296	PORTLAND OR 97209	98290, 98291, 98296	EVERETT WA 98290
97212, 97227	PORTLAND OR 97212	98332, 98335	GIG HARBOR WA 98332
97213, 97218	PORTLAND OR 97213	98362, 98363	PORT ANGELES WA 98362
97214, 97232, 97293	PORTLAND OR 97214	98366, 98367	PORT ORCHARD WA 98366
97215, 97216, 97233	PORTLAND OR 97215	98371, 98372	PUYALLUP WA 98371
97219, 97280	PORTLAND OR 97219	98373-98375	PUYALLUP WA 98375
97220, 97230, 97294	PORTLAND OR 97220	98402, 98421	TACOMA WA 98402
97221, 97225, 97298	PORTLAND OR 97221	98403, 98422, 98424	TACOMA WA 98403
97222, 97267, 97268	PORTLAND OR 97222	98404, 98442, 98443	TACOMA WA 98404
97223, 97224, 97281	PORTLAND OR 97223	98405, 98415	TACOMA WA 98405
97229, 97291	PORTLAND OR 97229	98406, 98416	TACOMA WA 98406
97236, 97266	PORTLAND OR 97236	98408, 98412, 98418	TACOMA WA 98408
97301, 97303, 97315, 97317	SALEM OR 97301	98444, 98447	TACOMA WA 98444
97302, 97306	SALEM OR 97302	98445, 98446	TACOMA WA 98445
97330, 97331, 97333, 97339	CORVALLIS OR 97333	98464-98467	TACOMA WA 98465
97403, 97405, 97455	EUGENE OR 97405	98502, 98512	OLYMPIA WA 98502
97404, 97408	EUGENE OR 97404	98503, 98513	OLYMPIA WA 98503
97526, 97527	GRANTS PASS OR 97526	98660, 98663, 98666	VANCOUVER WA 98660
97601-97603	KLAMATH FALLS OR 97601	98661, 98665, 98668, 98685, 98686	VANCOUVER WA 98661
97701, 97702, 97707-97709	BEND OR 97701	98662, 98664, 98682-98684	VANCOUVER WA 98662
98001, 98002, 98047, 98071, 98092	AUBURN WA 98002	99163, 99165	PULLMAN WA 99163
98003, 98063	FEDERAL WAY WA 98003	99202, 99212	SPOKANE WA 99202
98004, 98039	BELLEVUE WA 98004	99205, 99209	SPOKANE WA 99205
		99206, 99214, 99216	SPOKANE WA 99206
		99208, 99218	SPOKANE WA 99208

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

Column A Destination ZIP Codes	Column B Label Container To
99219, 99224	SPOKANE WA 99224
99336-99338	KENNEWICK WA 99336
99501, 99513, 99520	ANCHORAGE AK 99501
99502, 99518, 99522	ANCHORAGE AK 99502
99503, 99524, 99599	ANCHORAGE AK 99503
99504, 99521	ANCHORAGE AK 99504
99507, 99523	ANCHORAGE AK 99507
99508, 99514	ANCHORAGE AK 99508
99509, 99517	ANCHORAGE AK 99517
99511, 99515, 99516, 99540	ANCHORAGE AK 99515
99611, 99635	KENAI AK 99611
99615, 99619, 99697	KODIAK AK 99615
99701, 99708	FAIRBANKS AK 99701
99702, 99705	FAIRBANKS AK 99702
99703, 99706, 99709-99712	FAIRBANKS AK 99706
99731, 99737	DELTA JUNCTION AK 99737

L002 3-Digit ZIP Code Prefix Matrix

[6-5-08] L002 lists every 3-digit Zip Code prefix for mail destined to 3-digit, 3-digit scheme, and sectional center facility (SCF) destinations as follows:

- a. 3-Digit ZIP Code Prefix: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an **X** are unassigned. Those prefixes indicated by an **N** have been designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack is optional, and for which the preparation of the optional 3-digit pallet is prohibited.
- b. Column A, 3-Digit Destinations: Use this information for Line 1 on 3-digit container labels (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a **U**.
- c. Column B, 3-Digit/Scheme Destinations: Use this information for Line 1 on 3-digit or 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels for destinations indicated by an S must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).
- d. Column C, SCF Destinations: Use this information for Line 1 on SCF container labels (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a **D** (3-digit groups are shown by SCF in L005). Destination SCF Standard Mail rates, destination SCF Package Services rates, or destination SCF rates and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
005	MID-ISLAND NY 005	MID-ISLAND NY 005	SCF MID-ISLAND NY 117
006 N	SAN JUAN PR 006	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
007 N	SAN JUAN PR 007	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
008 N	SAN JUAN PR 008	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
009 N	SAN JUAN PR 009 U	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
010 N	SPRINGFIELD MA 010	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
011 N	SPRINGFIELD MA 011 U	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
012	PITTSFIELD MA 012	PITTSFIELD MA 012	SCF SPRINGFIELD MA 010
013 N	SPRINGFIELD MA 013	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
014 N	CENTRAL MA 014	CENTRAL MA 015 S	SCF CENTRAL MA 015
015 N	CENTRAL MA 015	CENTRAL MA 015 S	SCF CENTRAL MA 015
016	WORCESTER MA 016 U	WORCESTER MA 016	SCF CENTRAL MA 015
017	CENTRAL MA 017	CENTRAL MA 015 S	SCF CENTRAL MA 015
018 N	MIDDLESEX-ESX MA 018	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018
019 N	MIDDLESEX-ESX MA 019	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
020 N	BROCKTON MA 020	BROCKTON MA 023 S	SCF BROCKTON MA 023
021 N	BOSTON MA 021 U	BOSTON MA 021 S	SCF BOSTON MA 021
022 N	BOSTON MA 022 U	BOSTON MA 021 S	SCF BOSTON MA 021
023 N	BROCKTON MA 023	BROCKTON MA 023 S	SCF BROCKTON MA 023
024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024 D
025 N	CAPE COD MA 025	CAPE COD MA 025 S	SCF CAPE COD MA 025
026 N	CAPE COD MA 026	CAPE COD MA 025 S	SCF CAPE COD MA 025
027	PROVIDENCE RI 027	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028
028	PROVIDENCE RI 028	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028
029	PROVIDENCE RI 029 U	PROVIDENCE RI 029	SCF PROVIDENCE RI 028
030 N	MANCHESTER NH 030	MANCHESTER NH 030	SCF MANCHESTER NH 030
031	MANCHESTER NH 031 U	MANCHESTER NH 031	SCF MANCHESTER NH 030
032 N	MANCHESTER NH 032	MANCHESTER NH 032	SCF MANCHESTER NH 030
033	CONCORD NH 033 U	CONCORD NH 033	SCF MANCHESTER NH 030
034 N	MANCHESTER NH 034	MANCHESTER NH 034	SCF MANCHESTER NH 030
035	WHITE RIV JCT VT 035	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
036	WHITE RIV JCT VT 036	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
037	WHITE RIV JCT VT 037	WHITE RIV JCT VT 050 SCHEME C S	SCF WHITE RIV JCT VT 050
038 N	PORTSMOUTH NH 038	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038
039 N	PORTSMOUTH NH 039	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038
040	PORTLAND ME 040	PORTLAND ME 040	SCF PORTLAND ME 040
041	PORTLAND ME 041 U	PORTLAND ME 041	SCF PORTLAND ME 040
042	PORTLAND ME 042	PORTLAND ME 042	SCF PORTLAND ME 040
043	PORTLAND ME 043	PORTLAND ME 043	SCF PORTLAND ME 040
044	BANGOR ME 044	BANGOR ME 044	SCF BANGOR ME 044
045	PORTLAND ME 045	PORTLAND ME 045	SCF PORTLAND ME 040
046	BANGOR ME 046	BANGOR ME 046	SCF BANGOR ME 044
047	BANGOR ME 047	BANGOR ME 047	SCF BANGOR ME 044
048	PORTLAND ME 048	PORTLAND ME 048	SCF PORTLAND ME 040
049	BANGOR ME 049	BANGOR ME 049	SCF BANGOR ME 044
050	WHITE RIV JCT VT 050	WHITE RIV JCT VT 050 SCHEME C S	SCF WHITE RIV JCT VT 050
051	WHITE RIV JCT VT 051	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
052	WHITE RIV JCT VT 052	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
053	WHITE RIV JCT VT 053	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
054	BURLINGTON VT 054	BURLINGTON VT 054 S	SCF BURLINGTON VT 054
055	MIDDLESEX-ESX MA 055	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018
056	BURLINGTON VT 056	BURLINGTON VT 054 S	SCF BURLINGTON VT 054
057	WHITE RIV JCT VT 057	WHITE RIV JCT VT 057 SCHEME A S	SCF WHITE RIV JCT VT 050

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
058	WHITE RIV JCT VT 058	WHITE RIV JCT VT 057 SCHEME A S	SCF WHITE RIV JCT VT 050
059	WHITE RIV JCT VT 059	WHITE RIV JCT VT 051 SCHEME B S	SCF WHITE RIV JCT VT 050
060 N	HARTFORD CT 060	HARTFORD CT 060	SCF HARTFORD CT 060
061 N	HARTFORD CT 061 U	HARTFORD CT 061	SCF HARTFORD CT 060
062	HARTFORD CT 062	HARTFORD CT 062	SCF HARTFORD CT 060
063	SOUTHERN CT 063	SOUTHERN CT 063	SCF SOUTHERN CT 064
064	SOUTHERN CT 064	SOUTHERN CT 064	SCF SOUTHERN CT 064
065	NEW HAVEN CT 065 U	NEW HAVEN CT 065	SCF SOUTHERN CT 064
066	BRIDGEPORT CT 066 U	BRIDGEPORT CT 066	SCF SOUTHERN CT 064
067	WATERBURY CT 067	WATERBURY CT 067	WATERBURY CT 067 D
068 N	STAMFORD CT 068	STAMFORD CT 068 S	SCF STAMFORD CT 068
069 N	STAMFORD CT 069 U	STAMFORD CT 068 S	SCF STAMFORD CT 068
070	DV DANIELS NJ 070	DV DANIELS NJ 070	SCF DV DANIELS NJ 070
071	NEWARK NJ 071 U	NEWARK NJ 071	SCF DV DANIELS NJ 070
072	ELIZABETH NJ 072 U	ELIZABETH NJ 072	SCF DV DANIELS NJ 070
073	JERSEY CITY NJ 073 U	JERSEY CITY NJ 073	SCF DV DANIELS NJ 070
074	PATERSON NJ 074	PATERSON NJ 074	SCF NNJ METRO NJ 076
075	PATERSON NJ 075 U	PATERSON NJ 075	SCF NNJ METRO NJ 076
076	HACKENSACK NJ 076	HACKENSACK NJ 076	SCF NNJ METRO NJ 076
077	MONMOUTH NJ 077	MONMOUTH NJ 077	MONMOUTH NJ 077 D
078	WEST JERSEY NJ 078	WEST JERSEY NJ 078 S	SCF WEST JERSEY NJ 079
079	WEST JERSEY NJ 079	WEST JERSEY NJ 078 S	SCF WEST JERSEY NJ 079
080	SOUTH JERSEY NJ 080	SOUTH JERSEY NJ 080 S SCHEME A	SCF SOUTH JERSEY NJ 080
081	CAMDEN NJ 081 U	SOUTH JERSEY NJ 080 S SCHEME A	SCF SOUTH JERSEY NJ 080
082	SOUTH JERSEY NJ 082	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
083	SOUTH JERSEY NJ 083	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
084	ATLANTIC CITY NJ 084 U	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
085	TRENTON NJ 085	TRENTON NJ 085 S	SCF TRENTON NJ 085
086	TRENTON NJ 086 U	TRENTON NJ 085 S	SCF TRENTON NJ 085
087	TRENTON NJ 087	TRENTON NJ 085 S	SCF TRENTON NJ 085
088	KILMER NJ 088	KILMER NJ 088	SCF KILMER NJ 088
089	NEW BRUNSWICK NJ 089 U	NEW BRUNSWICK NJ 089	SCF KILMER NJ 088
090	APO AE 090	APO AE 090	
091	APO AE 091	APO AE 091	
092	APO AE 092	APO AE 092	
093	APO AE 093	APO AE 093	
094	APO/FPO AE 094	APO/FPO AE 094	
095	FPO AE 095	FPO AE 095	
096	APO/FPO AE 096	APO/FPO AE 096	

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
097	APO/FPO AE 097	APO/FPO AE 097	
098	APO/FPO AE 098	APO/FPO AE 098	
099	APO/FPO AE 099	APO/FPO AE 099	
100	NEW YORK NY 100 U	NEW YORK NY 100	SCF NEW YORK NY 100
101	NEW YORK NY 101 U	NEW YORK NY 101	SCF NEW YORK NY 100
102	NEW YORK NY 102 U	NEW YORK NY 102	SCF NEW YORK NY 100
103	STATEN ISLAND NY 103 U	STATEN ISLAND NY 103	STATEN ISLAND NY 103 D
104	BRONX NY 104 U	BRONX NY 104	BRONX NY 104 D
105	WESTCHESTER NY 105	WESTCHESTER NY 105	SCF WESTCHESTER NY 105
106	WHITE PLAINS NY 106 U	WHITE PLAINS NY 106	SCF WESTCHESTER NY 105
107	YONKERS NY 107 U	YONKERS NY 107	SCF WESTCHESTER NY 105
108	NEW ROCHELLE NY 108 U	NEW ROCHELLE NY 108	SCF WESTCHESTER NY 105
109	WESTCHESTER NY 109	WESTCHESTER NY 109	SCF WESTCHESTER NY 105
110	QUEENS NY 110	QUEENS NY 110 S	SCF QUEENS NY 110
111	LONG ISLAND CITY NY 111 U	QUEENS NY 110 S	SCF QUEENS NY 110
112 N	BROOKLYN NY 112 U	BROOKLYN NY 112	SCF BROOKLYN NY 112
113	FLUSHING NY 113 U	QUEENS NY 110 S	SCF QUEENS NY 110
114	JAMAICA NY 114 U	QUEENS NY 110 S	SCF QUEENS NY 110
115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115 D
116 N	FAR ROCKAWAY NY 116 U	FAR ROCKAWAY NY 116	SCF BROOKLYN NY 112
117	MID-ISLAND NY 117	MID-ISLAND NY 117	SCF MID-ISLAND NY 117
118	HICKSVILLE NY 118 U	HICKSVILLE NY 118	SCF MID-ISLAND NY 117
119	MID-ISLAND NY 119	MID-ISLAND NY 119	SCF MID-ISLAND NY 117
120 N	ALBANY NY 120	ALBANY NY 120 S	SCF ALBANY NY 120
121 N	ALBANY NY 121	ALBANY NY 120 S	SCF ALBANY NY 120
122 N	ALBANY NY 122 U	ALBANY NY 120 S	SCF ALBANY NY 120
123 N	SCHENECTADY NY 123 U	ALBANY NY 120 S	SCF ALBANY NY 120
124 N	MID-HUDSON NY 124	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
125 N	MID-HUDSON NY 125	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
126	POUGHKEEPSIE NY 126 U	POUGHKEEPSIE NY 126	SCF MID-HUDSON NY 125
127 N	MID-HUDSON NY 127	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
128	GLENS FALLS NY 128	GLENS FALLS NY 128	GLENS FALLS NY 128 D
129	PLATTSBURGH NY 129	PLATTSBURGH NY 129	PLATTSBURGH NY 129 D
130 N	SYRACUSE NY 130	SYRACUSE NY 130 S	SCF SYRACUSE NY 130
131 N	SYRACUSE NY 131	SYRACUSE NY 130 S	SCF SYRACUSE NY 130
132 N	SYRACUSE NY 132 U	SYRACUSE NY 130 S	SCF SYRACUSE NY 130
133 N	UTICA NY 133	UTICA NY 133 S	SCF UTICA NY 133
134 N	UTICA NY 134	UTICA NY 133 S	SCF UTICA NY 133
135	UTICA NY 135 U	UTICA NY 133 S	SCF UTICA NY 133
136	WATERTOWN NY 136	WATERTOWN NY 136	WATERTOWN NY 136 D
137 N	BINGHAMTON NY 137	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
138 N	BINGHAMTON NY 138	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
139	BINGHAMTON NY 139 U	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
140 N	BUFFALO NY 140	BUFFALO NY 140 S	SCF BUFFALO NY 140

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
141 N	BUFFALO NY 141	BUFFALO NY 140 S	SCF BUFFALO NY 140
142	BUFFALO NY 142 U	BUFFALO NY 140 S	SCF BUFFALO NY 140
143 N	NIAGARA FALLS NY 143 U	BUFFALO NY 140 S	SCF BUFFALO NY 140
144 N	ROCHESTER NY 144	ROCHESTER NY 144	SCF ROCHESTER NY 144
145 N	ROCHESTER NY 145	ROCHESTER NY 145	SCF ROCHESTER NY 144
146	ROCHESTER NY 146 U	ROCHESTER NY 146	SCF ROCHESTER NY 144
147	JAMESTOWN NY 147	JAMESTOWN NY 147	JAMESTOWN NY 147 D
148 N	ELMIRA NY 148	ELMIRA NY 148	SCF ELMIRA NY 148
149 N	ELMIRA NY 149 U	ELMIRA NY 149	SCF ELMIRA NY 148
150	PITTSBURGH PA 150	PITTSBURGH PA 150	SCF PITTSBURGH PA 150
151	PITTSBURGH PA 151	PITTSBURGH PA 151	SCF PITTSBURGH PA 150
152	PITTSBURGH PA 152 U	PITTSBURGH PA 152	SCF PITTSBURGH PA 150
153	PITTSBURGH PA 153	PITTSBURGH PA 153	SCF PITTSBURGH PA 150
154	PITTSBURGH PA 154	PITTSBURGH PA 154	SCF PITTSBURGH PA 150
155	JOHNSTOWN PA 155	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159
156	GREENSBURG PA 156	GREENSBURG PA 156	GREENSBURG PA 156 D
157	JOHNSTOWN PA 157	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159
158	DU BOIS PA 158	DU BOIS PA 158	DU BOIS PA 158 D
159	JOHNSTOWN PA 159	JOHNSTOWN PA 159	SCF JOHNSTOWN PA 159
160	NEW CASTLE PA 160	NEW CASTLE PA 160	SCF NEW CASTLE PA 161
161	NEW CASTLE PA 161	NEW CASTLE PA 161	SCF NEW CASTLE PA 161
162	NEW CASTLE PA 162	NEW CASTLE PA 162	SCF NEW CASTLE PA 161
163	OIL CITY PA 163	OIL CITY PA 163	OIL CITY PA 163 D
164	ERIE PA 164	ERIE PA 164	SCF ERIE PA 164
165	ERIE PA 165 U	ERIE PA 165	SCF ERIE PA 164
166	ALTOONA PA 166	ALTOONA PA 166	SCF ALTOONA PA 166
167	BRADFORD PA 167	BRADFORD PA 167	BRADFORD PA 167 D
168	ALTOONA PA 168	ALTOONA PA 168	SCF ALTOONA PA 166
169	WILLIAMSPORT PA 169	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177
170	HARRISBURG PA 170	HARRISBURG PA 170	SCF HARRISBURG PA 170
171	HARRISBURG PA 171 U	HARRISBURG PA 171	SCF HARRISBURG PA 170
172	HARRISBURG PA 172	HARRISBURG PA 172	SCF HARRISBURG PA 170
173	LANCASTER PA 173	LANCASTER PA 173	SCF LANCASTER PA 173
174	YORK PA 174 U	YORK PA 174	SCF LANCASTER PA 173
175	LANCASTER PA 175	LANCASTER PA 175	SCF LANCASTER PA 173
176	LANCASTER PA 176 U	LANCASTER PA 176	SCF LANCASTER PA 173
177	WILLIAMSPORT PA 177	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177
178	HARRISBURG PA 178	HARRISBURG PA 178	SCF HARRISBURG PA 170
179	READING PA 179	READING PA 179	SCF READING PA 195
180	LEHIGH VALLEY PA 180	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
181	ALLENTOWN PA 181 U	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
182	WILKES BARRE PA 182	WILKES BARRE PA 182	SCF WILKES BARRE PA 186
183	LEHIGH VALLEY PA 183	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
184	SCRANTON PA 184	SCRANTON PA 184	SCF SCRANTON PA 184

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
185	SCRANTON PA 185 U	SCRANTON PA 185	SCF SCRANTON PA 184
186	WILKES BARRE PA 186	WILKES BARRE PA 186	SCF WILKES BARRE PA 186
187	WILKES BARRE PA 187 U	WILKES BARRE PA 187	SCF WILKES BARRE PA 186
188	SCRANTON PA 188	SCRANTON PA 188	SCF SCRANTON PA 184
189	SOUTHEASTERN PA 189	SOUTHEASTERN PA 189	SCF SOUTHEASTERN PA 189
190	PHILADELPHIA PA 190	PHILADELPHIA PA 190	SCF PHILADELPHIA PA 190
191	PHILADELPHIA PA 191 U	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190
192	PHILADELPHIA PA 192	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190
193	SOUTHEASTERN PA 193	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189
194	SOUTHEASTERN PA 194	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189
195	READING PA 195	READING PA 195	SCF READING PA 195
196	READING PA 196 U	READING PA 196	SCF READING PA 195
197	WILMINGTON DE 197	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
198	WILMINGTON DE 198 U	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
199	WILMINGTON DE 199	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
200 N	WASHINGTON DC 200 U	WASHINGTON DC 200	WASHINGTON DC 200 D
201 N	DULLES VA 201	DULLES VA 201	DULLES VA 201 D
202 N	WASHINGTON DC 202	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
203 N	WASHINGTON DC 203	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
204 N	WASHINGTON DC 204	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
205 N	WASHINGTON DC 205	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
206 N	SOUTHERN MD MD 206	SOUTHERN MD MD 206	SCF SOUTHERN MD MD 207
207 N	SOUTHERN MD MD 207	SOUTHERN MD MD 207	SCF SOUTHERN MD MD 207
208 N	SUBURBAN MD MD 208	SUBURBAN MD MD 208 S	SCF SUBURBAN MD MD 208
209 N	SILVER SPRING MD 209 U	SUBURBAN MD MD 208 S	SCF SUBURBAN MD MD 208
210 N	LINTHICUM MD 210	LINTHICUM MD 210 S	SCF LINTHICUM MD 210
211 N	LINTHICUM MD 211	LINTHICUM MD 210 S	SCF LINTHICUM MD 210
212 N	BALTIMORE MD 212 U	BALTIMORE MD 212	SCF BALTIMORE MD 212
214 N	ANNAPOLIS MD 214 U	ANNAPOLIS MD 214	SCF LINTHICUM MD 210
215 N	CUMBERLAND MD 215	CUMBERLAND MD 215 S	SCF CUMBERLAND MD 215
216 N	EASTERN SHORE MD 216	EASTERN SHORE MD 216 S	SCF EASTERN SHORE MD 216
217 N	FREDERICK MD 217	FREDERICK MD 217	FREDERICK MD 217 D
218 N	SALISBURY MD 218	EASTERN SHORE MD 216 S	SCF EASTERN SHORE MD 216
219 N	BALTIMORE MD 219	BALTIMORE MD 219	SCF BALTIMORE MD 212
220 N	NORTHERN VA VA 220	NORTHERN VA VA 220	SCF NORTHERN VA VA 220
221 N	NORTHERN VA VA 221	NORTHERN VA VA 221	SCF NORTHERN VA VA 220
222 N	ARLINGTON VA 222 U	ARLINGTON VA 222	SCF NORTHERN VA VA 220
223 N	ALEXANDRIA VA 223 U	ALEXANDRIA VA 223	SCF NORTHERN VA VA 220
224 N	RICHMOND VA 224	RICHMOND VA 224 SCHEME B S	SCF RICHMOND VA 230
225 N	RICHMOND VA 225	RICHMOND VA 224 SCHEME B S	SCF RICHMOND VA 230
226 N	WINCHESTER VA 226	WINCHESTER VA 226	WINCHESTER VA 226 D
227 N	CULPEPER VA 227	CULPEPER VA 227	CULPEPER VA 227 D
228 N	CHARLOTTESVLE VA 228	CHARLOTTESVLE VA 228	SCF CHARLOTTESVLE VA 229
229 N	CHARLOTTESVLE VA 229	CHARLOTTESVLE VA 229	SCF CHARLOTTESVLE VA 229

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
230 N	RICHMOND VA 230	RICHMOND VA 230 SCHEME A S	SCF RICHMOND VA 230
231 N	RICHMOND VA 231	RICHMOND VA 230 SCHEME A S	SCF RICHMOND VA 230
232 N	RICHMOND VA 232 U	RICHMOND VA 232	SCF RICHMOND VA 230
233 N	NORFOLK VA 233	NORFOLK VA 233 S	SCF NORFOLK VA 233
234 N	NORFOLK VA 234	NORFOLK VA 233 S	SCF NORFOLK VA 233
235 N	NORFOLK VA 235 U	NORFOLK VA 233 S	SCF NORFOLK VA 233
236 N	NORFOLK VA 236	NORFOLK VA 233 S	SCF NORFOLK VA 233
237 N	PORTSMOUTH VA 237 U	NORFOLK VA 233 S	SCF NORFOLK VA 233
238 N	RICHMOND VA 238	RICHMOND VA 224 SCHEME B S	SCF RICHMOND VA 230
239 N	FARMVILLE VA 239	FARMVILLE VA 239	FARMVILLE VA 239 D
240	ROANOKE VA 240	ROANOKE VA 240 S	SCF ROANOKE VA 240
241	ROANOKE VA 241	ROANOKE VA 240 S	SCF ROANOKE VA 240
242	BRISTOL VA 242	BRISTOL VA 242	BRISTOL VA 242 D
243	ROANOKE VA 243	ROANOKE VA 243	SCF ROANOKE VA 240
244 N	CHARLOTTESVLE VA 244	CHARLOTTESVLE VA 244	SCF CHARLOTTESVLE VA 229
245	LYNCHBURG VA 245	LYNCHBURG VA 245	LYNCHBURG VA 245 D
246	BLUEFIELD WV 246	BLUEFIELD WV 246	SCF BLUEFIELD WV 247
247	BLUEFIELD WV 247	BLUEFIELD WV 247	SCF BLUEFIELD WV 247
248	BLUEFIELD WV 248	BLUEFIELD WV 248	SCF BLUEFIELD WV 247
249	LEWISBURG WV 249	LEWISBURG WV 249	LEWISBURG WV 249 D
250	CHARLESTON WV 250	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
251	CHARLESTON WV 251	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
252	CHARLESTON WV 252	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
253	CHARLESTON WV 253 U	CHARLESTON WV 253	SCF CHARLESTON WV 250
254	MARTINSBURG WV 254	MARTINSBURG WV 254	MARTINSBURG WV 254 D
255	HUNTINGTON WV 255	HUNTINGTON WV 255	SCF HUNTINGTON WV 255
256	HUNTINGTON WV 256	HUNTINGTON WV 256	SCF HUNTINGTON WV 255
257	HUNTINGTON WV 257 U	HUNTINGTON WV 257	SCF HUNTINGTON WV 255
258	BECKLEY WV 258	BECKLEY WV 258	SCF BECKLEY WV 258
259	BECKLEY WV 259	BECKLEY WV 259	SCF BECKLEY WV 258
260	WHEELING WV 260	WHEELING WV 260	WHEELING WV 260 D
261	PARKERSBURG WV 261	PARKERSBURG WV 261	PARKERSBURG WV 261 D
262	CLARKSBURG WV 262	CLARKSBURG WV 262	SCF CLARKSBURG WV 263
263	CLARKSBURG WV 263	CLARKSBURG WV 263	SCF CLARKSBURG WV 263
264	CLARKSBURG WV 264	CLARKSBURG WV 264	SCF CLARKSBURG WV 263
265	CLARKSBURG WV 265	CLARKSBURG WV 265	SCF CLARKSBURG WV 263
266	GASSAWAY WV 266	GASSAWAY WV 266	GASSAWAY WV 266 D
267 N	CUMBERLAND MD 267	CUMBERLAND MD 215 S	SCF CUMBERLAND MD 215
268	PETERSBURG WV 268	PETERSBURG WV 268	PETERSBURG WV 268 D
270	GREENSBORO NC 270	GREENSBORO NC 270	SCF GREENSBORO NC 270
271	WINSTON-SALEM NC 271 U	WINSTON-SALEM NC 271	SCF GREENSBORO NC 270
272	GREENSBORO NC 272	GREENSBORO NC 272	SCF GREENSBORO NC 270
273	GREENSBORO NC 273	GREENSBORO NC 273	SCF GREENSBORO NC 270
274	GREENSBORO NC 274 U	GREENSBORO NC 274	SCF GREENSBORO NC 270

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
275	RALEIGH NC 275	RALEIGH NC 275	SCF RALEIGH NC 275
276	RALEIGH NC 276 U	RALEIGH NC 276	SCF RALEIGH NC 275
277	DURHAM NC 277 U	DURHAM NC 277	SCF RALEIGH NC 275
278	ROCKY MOUNT NC 278	ROCKY MOUNT NC 278 S	SCF ROCKY MOUNT NC 278
279	ROCKY MOUNT NC 279	ROCKY MOUNT NC 278 S	SCF ROCKY MOUNT NC 278
280 N	CHARLOTTE NC 280	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
281 N	CHARLOTTE NC 281	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
282	CHARLOTTE NC 282 U	CHARLOTTE NC 282	SCF CHARLOTTE NC 280
283	FAYETTEVILLE NC 283	FAYETTEVILLE NC 283	SCF FAYETTEVILLE NC 283
284	FAYETTEVILLE NC 284	FAYETTEVILLE NC 284	SCF FAYETTEVILLE NC 283
285	KINSTON NC 285	KINSTON NC 285	KINSTON NC 285 D
286	HICKORY NC 286	HICKORY NC 286	HICKORY NC 286 D
287	ASHEVILLE NC 287	ASHEVILLE NC 287	SCF ASHEVILLE NC 287
288	ASHEVILLE NC 288 U	ASHEVILLE NC 288	SCF ASHEVILLE NC 287
289	ASHEVILLE NC 289	ASHEVILLE NC 289	SCF ASHEVILLE NC 287
290	COLUMBIA SC 290	COLUMBIA SC 290 S	SCF COLUMBIA SC 290
291	COLUMBIA SC 291	COLUMBIA SC 290 S	SCF COLUMBIA SC 290
292	COLUMBIA SC 292 U	COLUMBIA SC 292	SCF COLUMBIA SC 290
293 N	GREENVILLE SC 293	GREENVILLE SC 296 S	SCF GREENVILLE SC 296
294	CHARLESTON SC 294	CHARLESTON SC 294	CHARLESTON SC 294 D
295	FLORENCE SC 295	FLORENCE SC 295	FLORENCE SC 295 D
296 N	GREENVILLE SC 296	GREENVILLE SC 296 S	SCF GREENVILLE SC 296
297 N	CHARLOTTE NC 297	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
298	AUGUSTA GA 298	AUGUSTA GA 298	SCF AUGUSTA GA 308
299	SAVANNAH GA 299	SAVANNAH GA 299	SCF SAVANNAH GA 313
300	NORTH METRO GA 300	NORTH METRO GA 300 S	SCF NORTH METRO GA 300
301	NORTH METRO GA 301	NORTH METRO GA 300 S	SCF NORTH METRO GA 300
302	ATLANTA GA 302	ATLANTA GA 302	SCF ATLANTA GA 303
303	ATLANTA GA 303 U	ATLANTA GA 303 S	SCF ATLANTA GA 303
304	SWAINSBORO GA 304	SWAINSBORO GA 304	SWAINSBORO GA 304 D
305	ATHENS GA 305	ATHENS GA 305	SCF ATHENS GA 306
306	ATHENS GA 306	ATHENS GA 306	SCF ATHENS GA 306
307 N	CHATTANOOGA TN 307	CHATTANOOGA TN 307	SCF CHATTANOOGA TN 373
308	AUGUSTA GA 308	AUGUSTA GA 308	SCF AUGUSTA GA 308
309	AUGUSTA GA 309 U	AUGUSTA GA 309	SCF AUGUSTA GA 308
310	MACON GA 310	MACON GA 310	SCF MACON GA 310
311	ATLANTA GA 311 U	ATLANTA GA 303 S	SCF ATLANTA GA 303
312	MACON GA 312 U	MACON GA 312	SCF MACON GA 310
313	SAVANNAH GA 313	SAVANNAH GA 313	SCF SAVANNAH GA 313
314	SAVANNAH GA 314 U	SAVANNAH GA 314	SCF SAVANNAH GA 313
315	WAYCROSS GA 315	WAYCROSS GA 315	WAYCROSS GA 315 D
316	VALDOSTA GA 316	VALDOSTA GA 316	VALDOSTA GA 316 D
317	ALBANY GA 317	ALBANY GA 317 S	SCF ALBANY GA 317
318	COLUMBUS GA 318	COLUMBUS GA 318 S	SCF COLUMBUS GA 318

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
319	COLUMBUS GA 319 U	COLUMBUS GA 318 S	SCF COLUMBUS GA 318
320 N	JACKSONVILLE FL 320	JACKSONVILLE FL 320	SCF JACKSONVILLE FL 320
321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321 D
322 N	JACKSONVILLE FL 322 U	JACKSONVILLE FL 322	SCF JACKSONVILLE FL 320
323	TALLAHASSEE FL 323	TALLAHASSEE FL 323	TALLAHASSEE FL 323 D
324	PANAMA CITY FL 324	PANAMA CITY FL 324	PANAMA CITY FL 324 D
325	PENSACOLA FL 325	PENSACOLA FL 325	PENSACOLA FL 325 D
326 N	GAINESVILLE FL 326	GAINESVILLE FL 326	SCF GAINESVILLE FL 326
327	MID-FLORIDA FL 327	MID-FLORIDA FL 327	MID-FLORIDA FL 327 D
328	ORLANDO FL 328 U	ORLANDO FL 328	SCF ORLANDO FL 328
329	ORLANDO FL 329	ORLANDO FL 329	SCF ORLANDO FL 328
330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330 D
331 N	MIAMI FL 331 U	MIAMI FL 331	SCF MIAMI FL 331
332 N	MIAMI FL 332 U	MIAMI FL 332	SCF MIAMI FL 331
333	FT LAUDERDALE FL 333 U	FT LAUDERDALE FL 333	FT LAUDERDALE FL 333 D
334 N	WEST PALM BCH FL 334	WEST PALM BCH FL 334 S	SCF WEST PALM BCH FL 334
335 N	TAMPA FL 335	TAMPA FL 335 S	SCF TAMPA FL 335
336	TAMPA FL 336 U	TAMPA FL 336	SCF TAMPA FL 335
337	ST PETERSBURG FL 337	ST PETERSBURG FL 337	ST PETERSBURG FL 337 D
338	LAKELAND FL 338	LAKELAND FL 338	LAKELAND FL 338 D
339 N	FT MYERS FL 339	FT MYERS FL 339 S	SCF FT MYERS FL 339
340	APO/FPO AA 340	APO/FPO AA 340	
341 N	FT MYERS FL 341	FT MYERS FL 339 S	SCF FT MYERS FL 339
342	MANASOTA FL 342	MANASOTA FL 342	MANASOTA FL 342 D
344 N	GAINESVILLE FL 344	GAINESVILLE FL 344	SCF GAINESVILLE FL 326
346 N	TAMPA FL 346	TAMPA FL 335 S	SCF TAMPA FL 335
347	ORLANDO FL 347	ORLANDO FL 347	SCF ORLANDO FL 328
349 N	WEST PALM BCH FL 349	WEST PALM BCH FL 334 S	SCF WEST PALM BCH FL 334
350	BIRMINGHAM AL 350	BIRMINGHAM AL 350	SCF BIRMINGHAM AL 350
351	BIRMINGHAM AL 351	BIRMINGHAM AL 351	SCF BIRMINGHAM AL 350
352	BIRMINGHAM AL 352 U	BIRMINGHAM AL 352	SCF BIRMINGHAM AL 350
354	TUSCALOOSA AL 354	TUSCALOOSA AL 354	TUSCALOOSA AL 354 D
355	BIRMINGHAM AL 355	BIRMINGHAM AL 355	SCF BIRMINGHAM AL 350
356	HUNTSVILLE AL 356	HUNTSVILLE AL 356	SCF HUNTSVILLE AL 357
357	HUNTSVILLE AL 357	HUNTSVILLE AL 357	SCF HUNTSVILLE AL 357
358	HUNTSVILLE AL 358 U	HUNTSVILLE AL 358	SCF HUNTSVILLE AL 357
359	BIRMINGHAM AL 359	BIRMINGHAM AL 359	SCF BIRMINGHAM AL 350
360	MONTGOMERY AL 360	MONTGOMERY AL 360	SCF MONTGOMERY AL 360
361	MONTGOMERY AL 361 U	MONTGOMERY AL 361	SCF MONTGOMERY AL 360
362	ANNISTON AL 362	ANNISTON AL 362	ANNISTON AL 362 D
363	DOTHAN AL 363	DOTHAN AL 363	DOTHAN AL 363 D
364	EVERGREEN AL 364	EVERGREEN AL 364	EVERGREEN AL 364 D
365	MOBILE AL 365	MOBILE AL 365	SCF MOBILE AL 365
366	MOBILE AL 366 U	MOBILE AL 366	SCF MOBILE AL 365

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
367	MONTGOMERY AL 367	MONTGOMERY AL 367	SCF MONTGOMERY AL 360
368	MONTGOMERY AL 368	MONTGOMERY AL 368	SCF MONTGOMERY AL 360
369	MERIDIAN MS 369	JACKSON MS 393 SCHEME B S	SCF MERIDIAN MS 393
370	NASHVILLE TN 370	NASHVILLE TN 370	SCF NASHVILLE TN 370
371	NASHVILLE TN 371	NASHVILLE TN 371	SCF NASHVILLE TN 370
372	NASHVILLE TN 372 U	NASHVILLE TN 372	SCF NASHVILLE TN 370
373 N	CHATTANOOGA TN 373	CHATTANOOGA TN 373	SCF CHATTANOOGA TN 373
374 N	CHATTANOOGA TN 374 U	CHATTANOOGA TN 374	SCF CHATTANOOGA TN 373
375	MEMPHIS TN 375	MEMPHIS TN 375	SCF MEMPHIS TN 380
376	JOHNSON CITY TN 376	JOHNSON CITY TN 376	JOHNSON CITY TN 376 D
377 N	KNOXVILLE TN 377	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
378 N	KNOXVILLE TN 378	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
379 N	KNOXVILLE TN 379 U	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
380	MEMPHIS TN 380	MEMPHIS TN 380	SCF MEMPHIS TN 380
381	MEMPHIS TN 381 U	MEMPHIS TN 381	SCF MEMPHIS TN 380
382	MCKENZIE TN 382	MCKENZIE TN 382	MCKENZIE TN 382 D
383	JACKSON TN 383	JACKSON TN 383	JACKSON TN 383 D
384	COLUMBIA TN 384	COLUMBIA TN 384	COLUMBIA TN 384 D
385	COOKEVILLE TN 385	COOKEVILLE TN 385	COOKEVILLE TN 385 D
386	MEMPHIS TN 386	MEMPHIS TN 386	SCF MEMPHIS TN 380
387	GREENVILLE MS 387	GREENVILLE MS 387	GREENVILLE MS 387 D
388	TUPELO MS 388	TUPELO MS 388	TUPELO MS 388 D
389	GRENADA MS 389	GRENADA MS 389	GRENADA MS 389 D
390	JACKSON MS 390	JACKSON MS 390 SCHEME A S	SCF JACKSON MS 390
391	JACKSON MS 391	JACKSON MS 390 SCHEME A S	SCF JACKSON MS 390
392	JACKSON MS 392 U	JACKSON MS 392	SCF JACKSON MS 390
393	MERIDIAN MS 393	JACKSON MS 393 SCHEME B S	SCF MERIDIAN MS 393
394	HATTIESBURG MS 394	HATTIESBURG MS 394	HATTIESBURG MS 394 D
395	GULFPORT MS 395	GULFPORT MS 395	GULFPORT MS 395 D
396	MCCOMB MS 396	MCCOMB MS 396	MCCOMB MS 396 D
397	COLUMBUS MS 397	COLUMBUS MS 397	COLUMBUS MS 397 D
398	ALBANY GA 398	ALBANY GA 317 S	SCF ALBANY GA 317
399	ATLANTA GA 399	ATLANTA GA 303 S	SCF ATLANTA GA 303
400 N	LOUISVILLE KY 400	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
401 N	LOUISVILLE KY 401	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
402	LOUISVILLE KY 402 U	LOUISVILLE KY 402	SCF LOUISVILLE KY 400
403	LEXINGTON KY 403	LEXINGTON KY 403	SCF LEXINGTON KY 403
404	LEXINGTON KY 404	LEXINGTON KY 404	SCF LEXINGTON KY 403
405	LEXINGTON KY 405 U	LEXINGTON KY 405	SCF LEXINGTON KY 403
406	FRANKFORT KY 406 U	FRANKFORT KY 406	SCF LEXINGTON KY 403
407	LONDON KY 407	LONDON KY 407	SCF LONDON KY 407
408	LONDON KY 408	LONDON KY 408	SCF LONDON KY 407
409	LONDON KY 409	LONDON KY 409	SCF LONDON KY 407
410	CINCINNATI OH 410	CINCINNATI OH 410 SCHEME A S	SCF CINCINNATI OH 450

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
411	ASHLAND KY 411	ASHLAND KY 411	SCF ASHLAND KY 411
412	ASHLAND KY 412	ASHLAND KY 412	SCF ASHLAND KY 411
413	CAMPTON KY 413	CAMPTON KY 413	SCF CAMPTON KY 413
414	CAMPTON KY 414	CAMPTON KY 414	SCF CAMPTON KY 413
415	PIKEVILLE KY 415	PIKEVILLE KY 415	SCF PIKEVILLE KY 415
416	PIKEVILLE KY 416	PIKEVILLE KY 416	SCF PIKEVILLE KY 415
417	HAZARD KY 417	HAZARD KY 417	SCF HAZARD KY 417
418	HAZARD KY 418	HAZARD KY 418	SCF HAZARD KY 417
420	PADUCAH KY 420	PADUCAH KY 420	PADUCAH KY 420 D
421	BOWLING GREEN KY 421	BOWLING GREEN KY 421	SCF BOWLING GREEN KY 421
422	BOWLING GREEN KY 422	BOWLING GREEN KY 422	SCF BOWLING GREEN KY 421
423	OWENSBORO KY 423	OWENSBORO KY 423	OWENSBORO KY 423 D
424	EVANSVILLE IN 424	EVANSVILLE IN 424	SCF EVANSVILLE IN 476
425	SOMERSET KY 425	SOMERSET KY 425	SCF SOMERSET KY 425
426	SOMERSET KY 426	SOMERSET KY 426	SCF SOMERSET KY 425
427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427 D
430	COLUMBUS OH 430	COLUMBUS OH 430	SCF COLUMBUS OH 430
431	COLUMBUS OH 431	COLUMBUS OH 431	SCF COLUMBUS OH 430
432	COLUMBUS OH 432 U	COLUMBUS OH 432	SCF COLUMBUS OH 430
433	COLUMBUS OH 433	COLUMBUS OH 433	SCF COLUMBUS OH 430
434 N	TOLEDO OH 434	TOLEDO OH 434 S	SCF TOLEDO OH 434
435 N	TOLEDO OH 435	TOLEDO OH 434 S	SCF TOLEDO OH 434
436	TOLEDO OH 436 U	TOLEDO OH 434 S	SCF TOLEDO OH 434
437	ZANESVILLE OH 437	ZANESVILLE OH 437 S	SCF ZANESVILLE OH 437
438	ZANESVILLE OH 438	ZANESVILLE OH 437 S	SCF ZANESVILLE OH 437
439	STEUBENVILLE OH 439	STEUBENVILLE OH 439	STEUBENVILLE OH 439 D
440	CLEVELAND OH 440	CLEVELAND OH 440	SCF CLEVELAND OH 440
441	CLEVELAND OH 441 U	CLEVELAND OH 441	SCF CLEVELAND OH 440
442 N	AKRON OH 442	AKRON OH 442 S	SCF AKRON OH 442
443 N	AKRON OH 443 U	AKRON OH 442 S	SCF AKRON OH 442
444	YOUNGSTOWN OH 444	YOUNGSTOWN OH 444 S	SCF YOUNGSTOWN OH 444
445	YOUNGSTOWN OH 445 U	YOUNGSTOWN OH 444 S	SCF YOUNGSTOWN OH 444
446	CANTON OH 446	CANTON OH 446 S	SCF CANTON OH 446
447	CANTON OH 447 U	CANTON OH 446 S	SCF CANTON OH 446
448	MANSFIELD OH 448	MANSFIELD OH 448	SCF MANSFIELD OH 448
449	MANSFIELD OH 449 U	MANSFIELD OH 449	SCF MANSFIELD OH 448
450	CINCINNATI OH 450	CINCINNATI OH 450 SCHEME B S	SCF CINCINNATI OH 450
451	CINCINNATI OH 451	CINCINNATI OH 450 SCHEME B S	SCF CINCINNATI OH 450
452	CINCINNATI OH 452 U	CINCINNATI OH 452	SCF CINCINNATI OH 450
453	DAYTON OH 453	DAYTON OH 453	SCF DAYTON OH 453
454	DAYTON OH 454 U	DAYTON OH 454	SCF DAYTON OH 453
455	SPRINGFIELD OH 455 U	SPRINGFIELD OH 455	SCF DAYTON OH 453
456	CHILLICOTHE OH 456	CHILLICOTHE OH 456	CHILLICOTHE OH 456 D
457	ATHENS OH 457	ATHENS OH 457	ATHENS OH 457 D

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
458	LIMA OH 458	LIMA OH 458	LIMA OH 458 D
459	CINCINNATI OH 459	CINCINNATI OH 459	SCF CINCINNATI OH 450
460 N	INDIANAPOLIS IN 460	INDIANAPOLIS IN 460	SCF INDIANAPOLIS IN 460
461 N	INDIANAPOLIS IN 461	INDIANAPOLIS IN 461	SCF INDIANAPOLIS IN 460
462	INDIANAPOLIS IN 462 U	INDIANAPOLIS IN 462	SCF INDIANAPOLIS IN 460
463	GARY IN 463	GARY IN 463 S	SCF GARY IN 463
464	GARY IN 464 U	GARY IN 463 S	SCF GARY IN 463
465	SOUTH BEND IN 465	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465
466	SOUTH BEND IN 466 U	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465
467	FORT WAYNE IN 467	FORT WAYNE IN 467	SCF FORT WAYNE IN 467
468	FORT WAYNE IN 468 U	FORT WAYNE IN 468	SCF FORT WAYNE IN 467
469	KOKOMO IN 469	KOKOMO IN 469	KOKOMO IN 469 D
470	CINCINNATI OH 470	CINCINNATI OH 410 SCHEME A S	SCF CINCINNATI OH 450
471 N	LOUISVILLE KY 471	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
472	COLUMBUS IN 472	COLUMBUS IN 472	COLUMBUS IN 472 D
473	MUNCIE IN 473	MUNCIE IN 473	MUNCIE IN 473 D
474	BLOOMINGTON IN 474	BLOOMINGTON IN 474	BLOOMINGTON IN 474 D
475	TERRE HAUTE IN 475	TERRE HAUTE IN 475	SCF TERRE HAUTE IN 478
476	EVANSVILLE IN 476	EVANSVILLE IN 476	SCF EVANSVILLE IN 476
477	EVANSVILLE IN 477 U	EVANSVILLE IN 477	SCF EVANSVILLE IN 476
478	TERRE HAUTE IN 478	TERRE HAUTE IN 478	SCF TERRE HAUTE IN 478
479	LAFAYETTE IN 479	LAFAYETTE IN 479	LAFAYETTE IN 479 D
480	METROPLEX MI 480	METROPLEX MI 480	SCF METROPLEX MI 480
481	DETROIT MI 481	DETROIT MI 481	SCF DETROIT MI 481
482	DETROIT MI 482 U	DETROIT MI 482	SCF DETROIT MI 481
483	METROPLEX MI 483	METROPLEX MI 483	SCF METROPLEX MI 480
484	FLINT MI 484	FLINT MI 484 S	SCF FLINT MI 484
485	FLINT MI 485 U	FLINT MI 484 S	SCF FLINT MI 484
486	SAGINAW MI 486	SAGINAW MI 486 S	SCF SAGINAW MI 486
487	SAGINAW MI 487	SAGINAW MI 486 S	SCF SAGINAW MI 486
488	LANSING MI 488	LANSING MI 488	SCF LANSING MI 488
489	LANSING MI 489 U	LANSING MI 489	SCF LANSING MI 488
490	KALAMAZOO MI 490	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490
491	KALAMAZOO MI 491	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490
492	JACKSON MI 492	JACKSON MI 492	JACKSON MI 492 D
493	GRAND RAPIDS MI 493	GRAND RAPIDS MI 493	SCF GRAND RAPIDS MI 493
494	GRAND RAPIDS MI 494	GRAND RAPIDS MI 494	SCF GRAND RAPIDS MI 493
495	GRAND RAPIDS MI 495 U	GRAND RAPIDS MI 495	SCF GRAND RAPIDS MI 493
496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496 D
497	GAYLORD MI 497	GAYLORD MI 497	GAYLORD MI 497 D
498	IRON MOUNTAIN MI 498	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498
499	IRON MOUNTAIN MI 499	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498
500	DES MOINES IA 500	DES MOINES IA 500 SCHEME A S	SCF DES MOINES IA 500
501	DES MOINES IA 501	DES MOINES IA 500 SCHEME A S	SCF DES MOINES IA 500

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
502	DES MOINES IA 502	DES MOINES IA 500 SCHEME A S	SCF DES MOINES IA 500
503	DES MOINES IA 503 U	DES MOINES IA 503 SCHEME B S	SCF DES MOINES IA 500
504	WATERLOO IA 504	WATERLOO IA 504	SCF WATERLOO IA 506
505	FORT DODGE IA 505	FORT DODGE IA 505	FORT DODGE IA 505 D
506	WATERLOO IA 506	WATERLOO IA 506	SCF WATERLOO IA 506
507	WATERLOO IA 507 U	WATERLOO IA 507	SCF WATERLOO IA 506
508	CRESTON IA 508	CRESTON IA 508	CRESTON IA 508 D
509	DES MOINES IA 509	DES MOINES IA 503 SCHEME B S	SCF DES MOINES IA 500
510	SIoux CITY IA 510	SIoux CITY IA 510	SCF SIoux CITY IA 510
511	SIoux CITY IA 511 U	SIoux CITY IA 511	SCF SIoux CITY IA 510
512	SIoux CITY IA 512	SIoux CITY IA 512	SCF SIoux CITY IA 510
513	SIoux CITY IA 513	SIoux CITY IA 513	SCF SIoux CITY IA 510
514	CARROLL IA 514	CARROLL IA 514	CARROLL IA 514 D
515	OMAHA NE 515	OMAHA NE 515	SCF OMAHA NE 680
516	OMAHA NE 516	OMAHA NE 516	SCF OMAHA NE 680
520	DUBUQUE IA 520	DUBUQUE IA 520	DUBUQUE IA 520 D
521	DECORAH IA 521	DECORAH IA 521	DECORAH IA 521 D
522	CEDAR RAPIDS IA 522	CEDAR RAPIDS IA 522 S	SCF CEDAR RAPIDS IA 522
523	CEDAR RAPIDS IA 523	CEDAR RAPIDS IA 522 S	SCF CEDAR RAPIDS IA 522
524	CEDAR RAPIDS IA 524 U	CEDAR RAPIDS IA 524	SCF CEDAR RAPIDS IA 522
525	DES MOINES IA 525	DES MOINES IA 525	SCF DES MOINES IA 500
526	BURLINGTON IA 526	BURLINGTON IA 526	BURLINGTON IA 526 D
527	QUAD CITIES IL 527	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
528	DAVENPORT IA 528 U	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
530 N	MILWAUKEE WI 530	MILWAUKEE WI 530	SCF MILWAUKEE WI 530
531 N	MILWAUKEE WI 531	MILWAUKEE WI 531	SCF MILWAUKEE WI 530
532	MILWAUKEE WI 532 U	MILWAUKEE WI 532	SCF MILWAUKEE WI 530
534 N	RACINE WI 534 U	RACINE WI 534	SCF MILWAUKEE WI 530
535	MADISON WI 535	MADISON WI 535 S	SCF MADISON WI 535
537	MADISON WI 537 U	MADISON WI 537	SCF MADISON WI 535
538	MADISON WI 538	MADISON WI 535 S	SCF MADISON WI 535
539	PORTAGE WI 539	PORTAGE WI 539	PORTAGE WI 539 D
540	ST PAUL MN 540	ST PAUL MN 550 S	SCF ST PAUL MN 550
541 N	GREEN BAY WI 541	GREEN BAY WI 541 S	SCF GREEN BAY WI 541
542 N	GREEN BAY WI 542	GREEN BAY WI 541 S	SCF GREEN BAY WI 541
543	GREEN BAY WI 543 U	GREEN BAY WI 543	SCF GREEN BAY WI 541
544	WAUSAU WI 544	WAUSAU WI 544	WAUSAU WI 544 D
545	RHINELANDER WI 545	RHINELANDER WI 545	RHINELANDER WI 545 D
546	LA CROSSE WI 546	LA CROSSE WI 546	LA CROSSE WI 546 D
547	EAU CLAIRE WI 547	EAU CLAIRE WI 547	EAU CLAIRE WI 547 D
548	SPOONER WI 548	SPOONER WI 548	SPOONER WI 548 D
549	OSHKOSH WI 549	OSHKOSH WI 549	OSHKOSH WI 549 D
550	ST PAUL MN 550	ST PAUL MN 550 S	SCF ST PAUL MN 550
551	ST PAUL MN 551 U	ST PAUL MN 551	SCF ST PAUL MN 550

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
553 N	MINNEAPOLIS MN 553	MINNEAPOLIS MN 553	SCF MINNEAPOLIS MN 553
554 N	MINNEAPOLIS MN 554 U	MINNEAPOLIS MN 554	SCF MINNEAPOLIS MN 553
555	MINNEAPOLIS MN 555	MINNEAPOLIS MN 555	SCF MINNEAPOLIS MN 553
556	DULUTH MN 556	DULUTH MN 556	SCF DULUTH MN 556
557	DULUTH MN 557	DULUTH MN 557	SCF DULUTH MN 556
558	DULUTH MN 558 U	DULUTH MN 558	SCF DULUTH MN 556
559	ROCHESTER MN 559	ROCHESTER MN 559	ROCHESTER MN 559 D
560	MANKATO MN 560	MANKATO MN 560	SCF MANKATO MN 560
561	MANKATO MN 561	MANKATO MN 561	SCF MANKATO MN 560
562	WILLMAR MN 562	WILLMAR MN 562	WILLMAR MN 562 D
563	ST CLOUD MN 563	ST CLOUD MN 563	ST CLOUD MN 563 D
564	BRAINERD MN 564	BRAINERD MN 564	BRAINERD MN 564 D
565	DETROIT LAKES MN 565	DETROIT LAKES MN 565	DETROIT LAKES MN 565 D
566	BEMIDJI MN 566	BEMIDJI MN 566	BEMIDJI MN 566 D
567	GRAND FORKS ND 567	GRAND FORKS ND 567	SCF GRAND FORKS ND 582
570	SIOUX FALLS SD 570	SIOUX FALLS SD 570	SCF SIOUX FALLS SD 570
571	SIOUX FALLS SD 571 U	SIOUX FALLS SD 571	SCF SIOUX FALLS SD 570
572	DAKOTA CENTRAL SD 572	DAKOTA CENTRAL SD 572	SCF DAKOTA CENTRAL SD 572
573	DAKOTA CENTRAL SD 573	DAKOTA CENTRAL SD 573	SCF DAKOTA CENTRAL SD 572
574	ABERDEEN SD 574	ABERDEEN SD 574	ABERDEEN SD 574 D
575	PIERRE SD 575	PIERRE SD 575	PIERRE SD 575 D
576	MOBRIDGE SD 576	MOBRIDGE SD 576	MOBRIDGE SD 576 D
577	RAPID CITY SD 577	RAPID CITY SD 577	RAPID CITY SD 577 D
580	FARGO ND 580	FARGO ND 580	SCF FARGO ND 580
581	FARGO ND 581 U	FARGO ND 581	SCF FARGO ND 580
582	GRAND FORKS ND 582	GRAND FORKS ND 582	SCF GRAND FORKS ND 582
583	DEVILS LAKE ND 583	DEVILS LAKE ND 583	DEVILS LAKE ND 583 D
584	JAMESTOWN ND 584	JAMESTOWN ND 584	JAMESTOWN ND 584 D
585	BISMARCK ND 585	BISMARCK ND 585 S	SCF BISMARCK ND 585
586	BISMARCK ND 586	BISMARCK ND 585 S	SCF BISMARCK ND 585
587	MINOT ND 587	MINOT ND 587	MINOT ND 587 D
588	WILLISTON ND 588	WILLISTON ND 588	WILLISTON ND 588 D
590	BILLINGS MT 590	BILLINGS MT 590 S	SCF BILLINGS MT 590
591	BILLINGS MT 591 U	BILLINGS MT 590 S	SCF BILLINGS MT 590
592	WOLF POINT MT 592	WOLF POINT MT 592	WOLF POINT MT 592 D
593	MILES CITY MT 593	MILES CITY MT 593	MILES CITY MT 593 D
594	GREAT FALLS MT 594	GREAT FALLS MT 594	GREAT FALLS MT 594 D
595	HAVRE MT 595	HAVRE MT 595	HAVRE MT 595 D
596	HELENA MT 596	HELENA MT 596	HELENA MT 596 D
597	BUTTE MT 597	BUTTE MT 597	BUTTE MT 597 D
598	MISSOULA MT 598	MISSOULA MT 598	MISSOULA MT 598 D
599	KALISPELL MT 599	KALISPELL MT 599	KALISPELL MT 599 D
600	PALATINE IL 600	PALATINE IL 600 S	SCF PALATINE IL 600
601	CAROL STREAM IL 601	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
602	EVANSTON IL 602 U	PALATINE IL 600 S	SCF PALATINE IL 600
603	OAK PARK IL 603 U	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601
604	S SUBURBAN IL 604	S SUBURBAN IL 604	S SUBURBAN IL 604 D
605	FOX VALLEY IL 605	FOX VALLEY IL 605	FOX VALLEY IL 605 D
606 N	CHICAGO IL 606 U	CHICAGO IL 606	SCF CHICAGO IL 606
607	CHICAGO IL 607	CHICAGO IL 607	SCF CHICAGO IL 606
608 N	CHICAGO IL 608	CHICAGO IL 608	SCF CHICAGO IL 606
609	KANKAKEE IL 609	KANKAKEE IL 609	KANKAKEE IL 609 D
610	ROCKFORD IL 610	ROCKFORD IL 610 S	SCF ROCKFORD IL 610
611	ROCKFORD IL 611 U	ROCKFORD IL 610 S	SCF ROCKFORD IL 610
612	QUAD CITIES IL 612	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
613	LA SALLE IL 613	LA SALLE IL 613	LA SALLE IL 613 D
614	GALESBURG IL 614	GALESBURG IL 614	GALESBURG IL 614 D
615 N	PEORIA IL 615	PEORIA IL 615 S	SCF PEORIA IL 615
616 N	PEORIA IL 616 U	PEORIA IL 615 S	SCF PEORIA IL 615
617	BLOOMINGTON IL 617	BLOOMINGTON IL 617	BLOOMINGTON IL 617 D
618	CHAMPAIGN IL 618	CHAMPAIGN IL 618 S	SCF CHAMPAIGN IL 618
619	CHAMPAIGN IL 619	CHAMPAIGN IL 618 S	SCF CHAMPAIGN IL 618
620	ST LOUIS MO 620	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
622	ST LOUIS MO 622	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
623	QUINCY IL 623	QUINCY IL 623	SCF QUINCY IL 623
624	EFFINGHAM IL 624	EFFINGHAM IL 624	EFFINGHAM IL 624 D
625	SPRINGFIELD IL 625	SPRINGFIELD IL 625	SCF SPRINGFIELD IL 625
626	SPRINGFIELD IL 626	SPRINGFIELD IL 626	SCF SPRINGFIELD IL 625
627	SPRINGFIELD IL 627 U	SPRINGFIELD IL 627	SCF SPRINGFIELD IL 625
628	CENTRALIA IL 628	CENTRALIA IL 628	CENTRALIA IL 628 D
629	CARBONDALE IL 629	CARBONDALE IL 629	CARBONDALE IL 629 D
630	ST LOUIS MO 630	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
631	ST LOUIS MO 631 U	ST LOUIS MO 631	SCF ST LOUIS MO 630
633	ST LOUIS MO 633	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
634	QUINCY IL 634	QUINCY IL 634	SCF QUINCY IL 623
635	QUINCY IL 635	QUINCY IL 635	SCF QUINCY IL 623
636	CAPE GIRARDEAU MO 636	CAPE GIRARDEAU MO 636	SCF CAPE GIRARDEAU MO 637
637	CAPE GIRARDEAU MO 637	CAPE GIRARDEAU MO 637	SCF CAPE GIRARDEAU MO 637
638	CAPE GIRARDEAU MO 638	CAPE GIRARDEAU MO 638	SCF CAPE GIRARDEAU MO 637
639	CAPE GIRARDEAU MO 639	CAPE GIRARDEAU MO 639	SCF CAPE GIRARDEAU MO 637
640	KANSAS CITY MO 640	KANSAS CITY MO 640	SCF KANSAS CITY MO 640
641	KANSAS CITY MO 641 U	KANSAS CITY MO 641	SCF KANSAS CITY MO 640
644	ST JOSEPH MO 644	ST JOSEPH MO 644	SCF ST JOSEPH MO 644
645	ST JOSEPH MO 645 U	ST JOSEPH MO 645	SCF ST JOSEPH MO 644
646	CHILLICOTHE MO 646	CHILLICOTHE MO 646	CHILLICOTHE MO 646 D
647	HARRISONVILLE MO 647	HARRISONVILLE MO 647	HARRISONVILLE MO 647 D
648	SPRINGFIELD MO 648	SPRINGFIELD MO 648	SCF SPRINGFIELD MO 656
649	KANSAS CITY MO 649	KANSAS CITY MO 649	SCF KANSAS CITY MO 640

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
650	MID-MISSOURI MO 650	MID-MISSOURI MO 650	SCF MID-MISSOURI MO 650
651	MID-MISSOURI MO 651	MID-MISSOURI MO 651	SCF MID-MISSOURI MO 650
652	MID-MISSOURI MO 652	MID-MISSOURI MO 652	SCF MID-MISSOURI MO 650
653	MID-MISSOURI MO 653	MID-MISSOURI MO 653	SCF MID-MISSOURI MO 650
654	SPRINGFIELD MO 654	SPRINGFIELD MO 654 S	SCF SPRINGFIELD MO 656
655	SPRINGFIELD MO 655	SPRINGFIELD MO 654 S	SCF SPRINGFIELD MO 656
656	SPRINGFIELD MO 656	SPRINGFIELD MO 656	SCF SPRINGFIELD MO 656
657	SPRINGFIELD MO 657	SPRINGFIELD MO 657	SCF SPRINGFIELD MO 656
658	SPRINGFIELD MO 658 U	SPRINGFIELD MO 658	SCF SPRINGFIELD MO 656
660	KANSAS CITY KS 660	KANSAS CITY KS 660	SCF KANSAS CITY KS 660
661	KANSAS CITY KS 661 U	KANSAS CITY KS 661	SCF KANSAS CITY KS 660
662	KANSAS CITY KS 662	KANSAS CITY KS 662	SCF KANSAS CITY KS 660
664	TOPEKA KS 664	TOPEKA KS 664 S	SCF TOPEKA KS 664
665	TOPEKA KS 665	TOPEKA KS 664 S	SCF TOPEKA KS 664
666	TOPEKA KS 666 U	TOPEKA KS 666	SCF TOPEKA KS 664
667	FT SCOTT KS 667	FT SCOTT KS 667	FT SCOTT KS 667 D
668	TOPEKA KS 668	TOPEKA KS 664 S	SCF TOPEKA KS 664
669	SALINA KS 669	SALINA KS 669	SCF SALINA KS 674
670 N	WICHITA KS 670	WICHITA KS 670 S	SCF WICHITA KS 670
671 N	WICHITA KS 671	WICHITA KS 670 S	SCF WICHITA KS 670
672	WICHITA KS 672 U	WICHITA KS 672	SCF WICHITA KS 670
673	INDEPENDENCE KS 673	INDEPENDENCE KS 673	INDEPENDENCE KS 673 D
674	SALINA KS 674	SALINA KS 674	SCF SALINA KS 674
675	HUTCHINSON KS 675	HUTCHINSON KS 675	HUTCHINSON KS 675 D
676	HAYS KS 676	HAYS KS 676	HAYS KS 676 D
677	COLBY KS 677	COLBY KS 677	COLBY KS 677 D
678	DODGE CITY KS 678	DODGE CITY KS 678	DODGE CITY KS 678 D
679	LIBERAL KS 679	LIBERAL KS 679	SCF LIBERAL KS 679
680	OMAHA NE 680	OMAHA NE 680	SCF OMAHA NE 680
681	OMAHA NE 681 U	OMAHA NE 681	SCF OMAHA NE 680
683	LINCOLN NE 683	LINCOLN NE 683	SCF LINCOLN NE 683
684	LINCOLN NE 684	LINCOLN NE 684	SCF LINCOLN NE 683
685	LINCOLN NE 685 U	LINCOLN NE 685	SCF LINCOLN NE 683
686	NORFOLK NE 686	NORFOLK NE 686	SCF NORFOLK NE 687
687	NORFOLK NE 687	NORFOLK NE 687	SCF NORFOLK NE 687
688	GRAND ISLAND NE 688	GRAND ISLAND NE 688	SCF GRAND ISLAND NE 688
689	GRAND ISLAND NE 689	GRAND ISLAND NE 689	SCF GRAND ISLAND NE 688
690	MC COOK NE 690	MC COOK NE 690	MC COOK NE 690 D
691	NORTH PLATTE NE 691	NORTH PLATTE NE 691	NORTH PLATTE NE 691 D
692	VALENTINE NE 692	VALENTINE NE 692	VALENTINE NE 692 D
693	ALLIANCE NE 693	ALLIANCE NE 693	ALLIANCE NE 693 D
700	NEW ORLEANS LA 700	NEW ORLEANS LA 700	SCF NEW ORLEANS LA 700
701	NEW ORLEANS LA 701 U	NEW ORLEANS LA 701	SCF NEW ORLEANS LA 700
703	HOUMA LA 703	HOUMA LA 703	HOUMA LA 703 D

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
704	MANDEVILLE LA 704	MANDEVILLE LA 704	MANDEVILLE LA 704 D
705	LAFAYETTE LA 705	LAFAYETTE LA 705	LAFAYETTE LA 705 D
706	LAKE CHARLES LA 706	LAKE CHARLES LA 706	LAKE CHARLES LA 706 D
707	BATON ROUGE LA 707	BATON ROUGE LA 707	SCF BATON ROUGE LA 707
708	BATON ROUGE LA 708 U	BATON ROUGE LA 708	SCF BATON ROUGE LA 707
710	SHREVEPORT LA 710	SHREVEPORT LA 710 SCHEME S A	SCF SHREVEPORT LA 710
711	SHREVEPORT LA 711	SHREVEPORT LA 710 SCHEME S A	SCF SHREVEPORT LA 710
712	MONROE LA 712	MONROE LA 712	MONROE LA 712 D
713	ALEXANDRIA LA 713	SHREVEPORT LA 713 SCHEME S B	SCF ALEXANDRIA LA 713
714	ALEXANDRIA LA 714	SHREVEPORT LA 713 SCHEME S B	SCF ALEXANDRIA LA 713
716	PINE BLUFF AR 716	PINE BLUFF AR 716	PINE BLUFF AR 716 D
717	CAMDEN AR 717	CAMDEN AR 717	CAMDEN AR 717 D
718	TEXARKANA AR 718	TEXARKANA AR 718	SCF TEXARKANA TX 755
719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719 D
720 N	LITTLE ROCK AR 720	LITTLE ROCK AR 720	SCF LITTLE ROCK AR 720
721 N	LITTLE ROCK AR 721	LITTLE ROCK AR 721	SCF LITTLE ROCK AR 720
722	LITTLE ROCK AR 722 U	LITTLE ROCK AR 722	SCF LITTLE ROCK AR 720
723	MEMPHIS TN 723	MEMPHIS TN 723	SCF MEMPHIS TN 380
724	NE ARKANSAS AR 724	NE ARKANSAS AR 724	NE ARKANSAS AR 724 D
725	BATESVILLE AR 725	BATESVILLE AR 725	BATESVILLE AR 725 D
726	HARRISON AR 726	HARRISON AR 726	HARRISON AR 726 D
727	NW ARKANSAS AR 727	NW ARKANSAS AR 727	NW ARKANSAS AR 727 D
728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728 D
729	FORT SMITH AR 729	FORT SMITH AR 729	FORT SMITH AR 729 D
730	OKLAHOMA CITY OK 730	OKLAHOMA CITY OK 730	SCF OKLAHOMA CITY OK 730
731	OKLAHOMA CITY OK 731 U	OKLAHOMA CITY OK 731	SCF OKLAHOMA CITY OK 730
733	AUSTIN TX 733	AUSTIN TX 733	SCF AUSTIN TX 786
734	ARDMORE OK 734	ARDMORE OK 734	ARDMORE OK 734 D
735	LAWTON OK 735	LAWTON OK 735	LAWTON OK 735 D
736	CLINTON OK 736	CLINTON OK 736	CLINTON OK 736 D
737	ENID OK 737	ENID OK 737	ENID OK 737 D
738	WOODWARD OK 738	WOODWARD OK 738	WOODWARD OK 738 D
739	LIBERAL KS 739	LIBERAL KS 739	SCF LIBERAL KS 679
740	TULSA OK 740	TULSA OK 740	SCF TULSA OK 740
741	TULSA OK 741 U	TULSA OK 741	SCF TULSA OK 740
743	TULSA OK 743	TULSA OK 743	SCF TULSA OK 740
744	MUSKOGEE OK 744	MUSKOGEE OK 744	MUSKOGEE OK 744 D
745	MCALESTER OK 745	MCALESTER OK 745	MCALESTER OK 745 D
746	PONCA CITY OK 746	PONCA CITY OK 746	PONCA CITY OK 746 D
747	DURANT OK 747	DURANT OK 747	DURANT OK 747 D
748	SHAWNEE OK 748	SHAWNEE OK 748	SHAWNEE OK 748 D

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
749	POTEAU OK 749	POTEAU OK 749	POTEAU OK 749 D
750	NORTH TEXAS TX 750	NORTH TEXAS TX 750	NORTH TEXAS TX 750 D
751	DALLAS TX 751	DALLAS TX 751	SCF DALLAS TX 752
752	DALLAS TX 752 U	DALLAS TX 752 S	SCF DALLAS TX 752
753	DALLAS TX 753 U	DALLAS TX 752 S	SCF DALLAS TX 752
754	GREENVILLE TX 754	GREENVILLE TX 754	GREENVILLE TX 754 D
755	TEXARKANA TX 755	TEXARKANA TX 755	SCF TEXARKANA TX 755
756	EAST TEXAS TX 756	EAST TEXAS TX 756	SCF EAST TEXAS TX 757
757	EAST TEXAS TX 757	EAST TEXAS TX 757	SCF EAST TEXAS TX 757
758	PALESTINE TX 758	PALESTINE TX 758	PALESTINE TX 758 D
759	LUFKIN TX 759	LUFKIN TX 759	LUFKIN TX 759 D
760	FT WORTH TX 760	FT WORTH TX 760	SCF FT WORTH TX 760
761	FT WORTH TX 761 U	FT WORTH TX 761	SCF FT WORTH TX 760
762	FT WORTH TX 762	FT WORTH TX 762	SCF FT WORTH TX 760
763	WICHITA FALLS TX 763	WICHITA FALLS TX 763	WICHITA FALLS TX 763 D
764	FT WORTH TX 764	FT WORTH TX 764	SCF FT WORTH TX 760
765	WACO TX 765	WACO TX 765	SCF WACO TX 766
766	WACO TX 766	WACO TX 766	SCF WACO TX 766
767	WACO TX 767 U	WACO TX 767	SCF WACO TX 766
768	ABILENE TX 768	ABILENE TX 768	SCF ABILENE TX 795
769	MIDLAND TX 769	MIDLAND TX 769	SCF MIDLAND TX 797
770	HOUSTON TX 770 U	HOUSTON TX 770	SCF HOUSTON TX 770
771	HOUSTON TX 771 U	HOUSTON TX 771	SCF HOUSTON TX 770
772	HOUSTON TX 772 U	HOUSTON TX 772	SCF HOUSTON TX 770
773	NORTH HOUSTON TX 773	NORTH HOUSTON TX 773	SCF NORTH HOUSTON TX 773
774	NORTH HOUSTON TX 774	NORTH HOUSTON TX 774	SCF NORTH HOUSTON TX 773
775	NORTH HOUSTON TX 775	NORTH HOUSTON TX 775	SCF NORTH HOUSTON TX 773
776	BEAUMONT TX 776	BEAUMONT TX 776	SCF BEAUMONT TX 776
777	BEAUMONT TX 777 U	BEAUMONT TX 777	SCF BEAUMONT TX 776
778	BRYAN TX 778	BRYAN TX 778	BRYAN TX 778 D
779	VICTORIA TX 779	VICTORIA TX 779	VICTORIA TX 779 D
780	SAN ANTONIO TX 780	SAN ANTONIO TX 780	SCF SAN ANTONIO TX 780
781	SAN ANTONIO TX 781	SAN ANTONIO TX 781	SCF SAN ANTONIO TX 780
782	SAN ANTONIO TX 782 U	SAN ANTONIO TX 782	SCF SAN ANTONIO TX 780
783	CORPUS CHRISTI TX 783	CORPUS CHRISTI TX 783	SCF CORPUS CHRISTI TX 783
784	CORPUS CHRISTI TX 784 U	CORPUS CHRISTI TX 784	SCF CORPUS CHRISTI TX 783
785	MCALLEN TX 785	MCALLEN TX 785	MCALLEN TX 785 D
786 N	AUSTIN TX 786	AUSTIN TX 786 S	SCF AUSTIN TX 786
787	AUSTIN TX 787 U	AUSTIN TX 787	SCF AUSTIN TX 786
788	SAN ANTONIO TX 788	SAN ANTONIO TX 788	SCF SAN ANTONIO TX 780
789 N	AUSTIN TX 789	AUSTIN TX 786 S	SCF AUSTIN TX 786
790	AMARILLO TX 790	AMARILLO TX 790	SCF AMARILLO TX 790
791	AMARILLO TX 791 U	AMARILLO TX 791	SCF AMARILLO TX 790
792	CHILDRESS TX 792	CHILDRESS TX 792	CHILDRESS TX 792 D

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
793	LUBBOCK TX 793	LUBBOCK TX 793	SCF LUBBOCK TX 793
794	LUBBOCK TX 794 U	LUBBOCK TX 794	SCF LUBBOCK TX 793
795	ABILENE TX 795	ABILENE TX 795	SCF ABILENE TX 795
796	ABILENE TX 796 U	ABILENE TX 796	SCF ABILENE TX 795
797	MIDLAND TX 797	MIDLAND TX 797	SCF MIDLAND TX 797
798	EL PASO TX 798	EL PASO TX 798	SCF EL PASO TX 798
799	EL PASO TX 799 U	EL PASO TX 799	SCF EL PASO TX 798
800	DENVER CO 800	DENVER CO 800	SCF DENVER CO 800
801	DENVER CO 801	DENVER CO 801	SCF DENVER CO 800
802	DENVER CO 802 U	DENVER CO 802	SCF DENVER CO 800
803	BOULDER CO 803 U	BOULDER CO 803	SCF DENVER CO 800
804	DENVER CO 804	DENVER CO 804	SCF DENVER CO 800
805	LONGMONT CO 805	LONGMONT CO 805	LONGMONT CO 805 D
806	DENVER CO 806	DENVER CO 806	SCF DENVER CO 800
807	DENVER CO 807	DENVER CO 807	SCF DENVER CO 800
808	COLORADO SPGS CO 808	COLORADO SPGS CO 808 S	SCF COLORADO SPGS CO 808
809	COLORADO SPGS CO 809 U	COLORADO SPGS CO 808 S	SCF COLORADO SPGS CO 808
810	COLORADO SPGS CO 810	COLORADO SPGS CO 810	SCF COLORADO SPGS CO 808
811	ALAMOSA CO 811	ALAMOSA CO 811	ALAMOSA CO 811 D
812	SALIDA CO 812	SALIDA CO 812	SALIDA CO 812 D
813	DURANGO CO 813	DURANGO CO 813	DURANGO CO 813 D
814	GRAND JUNCTION CO 814	GRAND JUNCTION CO 814	SCF GRAND JUNCTION CO 814
815	GRAND JUNCTION CO 815	GRAND JUNCTION CO 815	SCF GRAND JUNCTION CO 814
816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816 D
820	CHEYENNE WY 820	CHEYENNE WY 820	CHEYENNE WY 820 D
821	YELLOWSTONE NL PK WY 821 U	YELLOWSTONE NL PK WY 821	SCF BILLINGS MT 590
822	WHEATLAND WY 822	WHEATLAND WY 822	WHEATLAND WY 822 D
823	RAWLINS WY 823	RAWLINS WY 823	RAWLINS WY 823 D
824	WORLAND WY 824	WORLAND WY 824	WORLAND WY 824 D
825	RIVERTON WY 825	RIVERTON WY 825	RIVERTON WY 825 D
826	CASPER WY 826	CASPER WY 826	CASPER WY 826 D
827	GILLETTE WY 827	GILLETTE WY 827	GILLETTE WY 827 D
828	SHERIDAN WY 828	SHERIDAN WY 828	SHERIDAN WY 828 D
829	ROCK SPRINGS WY 829	ROCK SPRINGS WY 829	SCF ROCK SPRINGS WY 829
830	ROCK SPRINGS WY 830	ROCK SPRINGS WY 830	SCF ROCK SPRINGS WY 829
831	ROCK SPRINGS WY 831	ROCK SPRINGS WY 831	SCF ROCK SPRINGS WY 829
832	POCATELLO ID 832	POCATELLO ID 832	SCF POCATELLO ID 832
833	TWIN FALLS ID 833	TWIN FALLS ID 833	TWIN FALLS ID 833 D
834	POCATELLO ID 834	POCATELLO ID 834	SCF POCATELLO ID 832
835	LEWISTON ID 835	LEWISTON ID 835	SCF LEWISTON ID 835
836	BOISE ID 836	BOISE ID 836	SCF BOISE ID 836
837	BOISE ID 837 U	BOISE ID 837	SCF BOISE ID 836
838	SPOKANE WA 838	SPOKANE WA 838	SCF SPOKANE WA 990
840	SALT LAKE CTY UT 840	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
841	SALT LAKE CTY UT 841 U	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
842	SALT LAKE CTY UT 842	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
843	SALT LAKE CTY UT 843	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
844	OGDEN UT 844 U	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
845	PROVO UT 845	PROVO UT 845	SCF PROVO UT 845
846	PROVO UT 846	PROVO UT 846	SCF PROVO UT 845
847	PROVO UT 847	PROVO UT 847	SCF PROVO UT 845
850 N	PHOENIX AZ 850 U	PHOENIX AZ 850	SCF PHOENIX AZ 852
852 N	PHOENIX AZ 852	PHOENIX AZ 852	SCF PHOENIX AZ 852
853 N	PHOENIX AZ 853	PHOENIX AZ 853	SCF PHOENIX AZ 852
855	GLOBE AZ 855	GLOBE AZ 855	GLOBE AZ 855 D
856	TUCSON AZ 856	TUCSON AZ 856	SCF TUCSON AZ 856
857	TUCSON AZ 857 U	TUCSON AZ 857	SCF TUCSON AZ 856
859	SHOW LOW AZ 859	SHOW LOW AZ 859	SHOW LOW AZ 859 D
860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860 D
863	PRESCOTT AZ 863	PRESCOTT AZ 863	PRESCOTT AZ 863 D
864	KINGMAN AZ 864	KINGMAN AZ 864	KINGMAN AZ 864 D
865	GALLUP NM 865	GALLUP NM 865	SCF GALLUP NM 873
870	ALBUQUERQUE NM 870	ALBUQUERQUE NM 870	SCF ALBUQUERQUE NM 870
871	ALBUQUERQUE NM 871 U	ALBUQUERQUE NM 871	SCF ALBUQUERQUE NM 870
872	ALBUQUERQUE NM 872 U	ALBUQUERQUE NM 872	SCF ALBUQUERQUE NM 870
873	GALLUP NM 873	GALLUP NM 873	SCF GALLUP NM 873
874	FARMINGTON NM 874	FARMINGTON NM 874	FARMINGTON NM 874 D
875	ALBUQUERQUE NM 875	ALBUQUERQUE NM 875	SCF ALBUQUERQUE NM 870
877	LAS VEGAS NM 877	LAS VEGAS NM 877	LAS VEGAS NM 877 D
878	SOCORRO NM 878	SOCORRO NM 878	SOCORRO NM 878 D
879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879 D
880	LAS CRUCES NM 880	LAS CRUCES NM 880	LAS CRUCES NM 880 D
881	CLOVIS NM 881	CLOVIS NM 881	CLOVIS NM 881 D
882	ROSWELL NM 882	ROSWELL NM 882	ROSWELL NM 882 D
883	ALAMOGORDO NM 883	ALAMOGORDO NM 883	ALAMOGORDO NM 883 D
884	TUCUMCARI NM 884	TUCUMCARI NM 884	TUCUMCARI NM 884 D
885	EL PASO TX 885 U	EL PASO TX 885	SCF EL PASO TX 798
889	LAS VEGAS NV 889 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
890	LAS VEGAS NV 890	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
891	LAS VEGAS NV 891 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
893	ELY NV 893	ELY NV 893	ELY NV 893 D
894 N	RENO NV 894	RENO NV 894 S	SCF RENO NV 894
895 N	RENO NV 895 U	RENO NV 894 S	SCF RENO NV 894
897	CARSON CITY NV 897 U	RENO NV 894 S	SCF RENO NV 894
898	ELKO NV 898	ELKO NV 898	ELKO NV 898 D
900	LOS ANGELES CA 900 U	LOS ANGELES CA 900 SCHEME A S	SCF LOS ANGELES CA 900
901	LOS ANGELES CA 901 U	LOS ANGELES CA 900 SCHEME A S	SCF LOS ANGELES CA 900

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
902	INGLEWOOD CA 902	LOS ANGELES CA 902 SCHEME B S	SCF LOS ANGELES CA 900
903	INGLEWOOD CA 903 U	LOS ANGELES CA 902 SCHEME B S	SCF LOS ANGELES CA 900
904	SANTA MONICA CA 904 U	LOS ANGELES CA 902 SCHEME B S	SCF LOS ANGELES CA 900
905	TORRANCE CA 905 U	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
906	LONG BEACH CA 906	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
907	LONG BEACH CA 907	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
908	LONG BEACH CA 908 U	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
910	PASADENA CA 910	PASADENA CA 910	SCF PASADENA CA 910
911	PASADENA CA 911 U	PASADENA CA 911	SCF PASADENA CA 910
912	GLENDALE CA 912 U	GLENDALE CA 912	SCF PASADENA CA 910
913	VAN NUYS CA 913	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
914	VAN NUYS CA 914 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
915	BURBANK CA 915 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
916	NORTH HOLLYWOOD CA 916 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
917	INDUSTRY CA 917	INDUSTRY CA 917 S	SCF INDUSTRY CA 917
918	INDUSTRY CA 918 U	INDUSTRY CA 917 S	SCF INDUSTRY CA 917
919	SAN DIEGO CA 919	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920
920	SAN DIEGO CA 920	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920
921	SAN DIEGO CA 921 U	SAN DIEGO CA 921	SCF SAN DIEGO CA 920
922	SN BERNARDINO CA 922	SN BERNARDINO CA 922	SCF SN BERNARDINO CA 923
923 N	SN BERNARDINO CA 923	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
924 N	SN BERNARDINO CA 924 U	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
925 N	SN BERNARDINO CA 925	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
926	SANTA ANA CA 926	SANTA ANA CA 926 S	SCF SANTA ANA CA 926
927	SANTA ANA CA 927 U	SANTA ANA CA 926 S	SCF SANTA ANA CA 926
928	ANAHEIM CA 928 U	ANAHEIM CA 928	ANAHEIM CA 928 D
930	OXNARD CA 930	OXNARD CA 930	OXNARD CA 930 D
931	SANTA BARBARA CA 931 U	SANTA BARBARA CA 931	SCF SANTA BARBARA CA 931
932	BAKERSFIELD CA 932	BAKERSFIELD CA 932	SCF BAKERSFIELD CA 932
933	BAKERSFIELD CA 933 U	BAKERSFIELD CA 933	SCF BAKERSFIELD CA 932
934	SANTA BARBARA CA 934	SANTA BARBARA CA 934	SCF SANTA BARBARA CA 931
935	MOJAVE CA 935	MOJAVE CA 935	MOJAVE CA 935 D
936	FRESNO CA 936	FRESNO CA 936	SCF FRESNO CA 936
937	FRESNO CA 937 U	FRESNO CA 937	SCF FRESNO CA 936
938	FRESNO CA 938	FRESNO CA 938	SCF FRESNO CA 936
939	SALINAS CA 939	SALINAS CA 939	SALINAS CA 939 D
940	SAN FRANCISCO CA 940	SAN FRANCISCO CA 940 SCHEME A S	SCF SAN FRANCISCO CA 940
941	SAN FRANCISCO CA 941 U	SAN FRANCISCO CA 941	SCF SAN FRANCISCO CA 940
942 N	SACRAMENTO CA 942 U	SACRAMENTO CA 942	SCF SACRAMENTO CA 956
943	PALO ALTO CA 943 U	SAN FRANCISCO CA 940 SCHEME A S	SCF SAN FRANCISCO CA 940

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
944	SAN MATEO CA 944 U	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940
945	OAKLAND CA 945	OAKLAND CA 945 SCHEME A S	SCF OAKLAND CA 945
946	OAKLAND CA 946 U	OAKLAND CA 946 SCHEME B S	SCF OAKLAND CA 945
947	BERKELEY CA 947 U	OAKLAND CA 946 SCHEME B S	SCF OAKLAND CA 945
948	RICHMOND CA 948 U	OAKLAND CA 945 SCHEME A S	SCF OAKLAND CA 945
949	NORTH BAY CA 949	NORTH BAY CA 949	SCF NORTH BAY CA 949
950 N	SAN JOSE CA 950	SAN JOSE CA 950	SCF SAN JOSE CA 950
951 N	SAN JOSE CA 951 U	SAN JOSE CA 951	SCF SAN JOSE CA 950
952	STOCKTON CA 952	STOCKTON CA 952	SCF STOCKTON CA 952
953	STOCKTON CA 953	STOCKTON CA 953	SCF STOCKTON CA 952
954	NORTH BAY CA 954	NORTH BAY CA 954	SCF NORTH BAY CA 949
955	EUREKA CA 955	EUREKA CA 955	EUREKA CA 955 D
956 N	SACRAMENTO CA 956	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956
957 N	SACRAMENTO CA 957	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956
958	SACRAMENTO CA 958 U	SACRAMENTO CA 958	SCF SACRAMENTO CA 956
959	MARYSVILLE CA 959	MARYSVILLE CA 959	MARYSVILLE CA 959 D
960	REDDING CA 960	REDDING CA 960	REDDING CA 960 D
961 N	RENO NV 961	RENO NV 961	SCF RENO NV 894
962	APO/FPO AP 962	SAN FRANCISCO CA 962 S SCHEME B	
963	APO/FPO AP 963	SAN FRANCISCO CA 962 S SCHEME B	
964	APO/FPO AP 964	SAN FRANCISCO CA 962 S SCHEME B	
965	APO/FPO AP 965	SAN FRANCISCO CA 962 S SCHEME B	
966	FPO AP 966	SAN FRANCISCO CA 962 S SCHEME B	
967	HONOLULU HI 967	HONOLULU HI 967 S	SCF HONOLULU HI 967
968	HONOLULU HI 968 U	HONOLULU HI 967 S	SCF HONOLULU HI 967
969	BARRIGADA GU 969	HONOLULU HI 967 S	BARRIGADA GU 969 D
970	PORTLAND OR 970	PORTLAND OR 970	SCF PORTLAND OR 970
971	PORTLAND OR 971	PORTLAND OR 971	SCF PORTLAND OR 970
972	PORTLAND OR 972 U	PORTLAND OR 972	SCF PORTLAND OR 970
973	SALEM OR 973	SALEM OR 973	SALEM OR 973 D
974	EUGENE OR 974	EUGENE OR 974	EUGENE OR 974 D
975	MEDFORD OR 975	MEDFORD OR 975	MEDFORD OR 975 D
976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976 D
977	BEND OR 977	BEND OR 977	BEND OR 977 D
978	PENDLETON OR 978	PENDLETON OR 978	PENDLETON OR 978 D
979	BOISE ID 979	BOISE ID 979	SCF BOISE ID 836
980	SEATTLE WA 980	SEATTLE WA 980	SCF SEATTLE WA 980
981	SEATTLE WA 981 U	SEATTLE WA 981	SCF SEATTLE WA 980
982	EVERETT WA 982	EVERETT WA 982	EVERETT WA 982 D
983	TACOMA WA 983	TACOMA WA 983	SCF TACOMA WA 983

Labeling Lists: 3-Digit ZIP Code Prefix Matrix

3-Digit Zip Code Prefix	Column A 3-Digit Destinations Label To	Column B 3-Digit/Scheme Destinations Label To	Column C SCF Destination Label To
984	TACOMA WA 984 U	TACOMA WA 984	SCF TACOMA WA 983
985	OLYMPIA WA 985	OLYMPIA WA 985	OLYMPIA WA 985 D
986	PORTLAND OR 986	PORTLAND OR 986	SCF PORTLAND OR 970
988	WENATCHEE WA 988	WENATCHEE WA 988	WENATCHEE WA 988 D
989	YAKIMA WA 989	YAKIMA WA 989	YAKIMA WA 989 D
990	SPOKANE WA 990	SPOKANE WA 990	SCF SPOKANE WA 990
991	SPOKANE WA 991	SPOKANE WA 991	SCF SPOKANE WA 990
992	SPOKANE WA 992 U	SPOKANE WA 992	SCF SPOKANE WA 990
993	PASCO WA 993	PASCO WA 993	PASCO WA 993 D
994	LEWISTON ID 994	LEWISTON ID 994	SCF LEWISTON ID 835
995	ANCHORAGE AK 995	ANCHORAGE AK 995	SCF ANCHORAGE AK 995
996	ANCHORAGE AK 996	ANCHORAGE AK 996	SCF ANCHORAGE AK 995
997	FAIRBANKS AK 997	FAIRBANKS AK 997	FAIRBANKS AK 997 D
998	JUNEAU AK 998	JUNEAU AK 998	JUNEAU AK 998 D
999	KETCHIKAN AK 999	KETCHIKAN AK 999	KETCHIKAN AK 999 D

L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail.

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include “SCHEME” except as shown below.

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
006-009	SAN JUAN PR 006	202-205	WASHINGTON DC 202
010, 011, 013	SPRINGFIELD MA 010	208, 209	SUBURBAN MD MD 208
014, 015, 017	CENTRAL MA 015	210, 211	LINTHICUM MD 210
018, 019, 055	MIDDLESEX-ESX MA 018	215, 267	CUMBERLAND MD 215
020, 023	BROCKTON MA 023	216, 218	EASTERN SHORE MD 216
021, 022	BOSTON MA 021	224, 225, 238	RICHMOND VA 224 SCHEME B
025, 026	CAPE COD MA 025	230, 231	RICHMOND VA 230 SCHEME A
027, 028	PROVIDENCE RI 028	233-237	NORFOLK VA 233
035, 036, 051-053, 059	WHITE RIV JCT VT 051 SCHEME B	240, 241	ROANOKE VA 240
037, 050	WHITE RIV JCT VT 050 SCHEME C	250-252	CHARLESTON WV 250
038, 039	PORTSMOUTH NH 038	278, 279	ROCKY MOUNT NC 278
054, 056	BURLINGTON VT 054	280, 281, 297	CHARLOTTE NC 280
057, 058	WHITE RIV JCT VT 057 SCHEME A	290, 291	COLUMBIA SC 290
068, 069	STAMFORD CT 068	293, 296	GREENVILLE SC 296
078, 079	WEST JERSEY NJ 078	300, 301	NORTH METRO GA 300
080, 081	SOUTH JERSEY NJ 080 SCHEME A	303, 311, 399	ATLANTA GA 303
082-084	SOUTH JERSEY NJ 082 SCHEME B	317, 398	ALBANY GA 317
085-087	TRENTON NJ 085	318, 319	COLUMBUS GA 318
110, 111, 113, 114	QUEENS NY 110	334, 349	WEST PALM BCH FL 334
120-123	ALBANY NY 120	335, 346	TAMPA FL 335
124, 125, 127	MID-HUDSON NY 125	339, 341	FT MYERS FL 339
130-132	SYRACUSE NY 130	369, 393	JACKSON MS 393 SCHEME B
133-135	UTICA NY 133	377-379	KNOXVILLE TN 377
137-139	BINGHAMTON NY 137	390, 391	JACKSON MS 390 SCHEME A
140-143	BUFFALO NY 140	400, 401, 471	LOUISVILLE KY 400
155, 157	JOHNSTOWN PA 155	410, 470	CINCINNATI OH 410 SCHEME A
169, 177	WILLIAMSPORT PA 169	434-436	TOLEDO OH 434
180, 181, 183	LEHIGH VALLEY PA 180	437, 438	ZANESVILLE OH 437
191, 192	PHILADELPHIA PA 191	442, 443	AKRON OH 442
193, 194	SOUTHEASTERN PA 193	444, 445	YOUNGSTOWN OH 444
197-199	WILMINGTON DE 197	446, 447	CANTON OH 446

Labeling Lists: 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
450, 451	CINCINNATI OH 450 SCHEME B	923-925	SN BERNARDINO CA 923
463, 464	GARY IN 463	926, 927	SANTA ANA CA 926
465, 466	SOUTH BEND IN 465	940, 943, 944	SAN FRANCISCO CA 940 SCHEME A
484, 485	FLINT MI 484	945, 948	OAKLAND CA 945 SCHEME A
486, 487	SAGINAW MI 486	946, 947	OAKLAND CA 946 SCHEME B
490, 491	KALAMAZOO MI 490	956, 957	SACRAMENTO CA 956
498, 499	IRON MOUNTAIN MI 498	962-966	SAN FRANCISCO CA 962 SCHEME B
500-502	DES MOINES IA 500 SCHEME A	967-969	HONOLULU HI 967
503, 509	DES MOINES IA 503 SCHEME B		
522, 523	CEDAR RAPIDS IA 522		
527, 528, 612	QUAD CITIES IL 612		
535, 538	MADISON WI 535		
540, 550	ST PAUL MN 550		
541, 542	GREEN BAY WI 541		
585, 586	BISMARCK ND 585		
590, 591	BILLINGS MT 590		
600, 602	PALATINE IL 600		
601, 603	CAROL STREAM IL 601		
610, 611	ROCKFORD IL 610		
615, 616	PEORIA IL 615		
618, 619	CHAMPAIGN IL 618		
620, 622, 630, 633	ST LOUIS MO 630		
654, 655	SPRINGFIELD MO 654		
664, 665, 668	TOPEKA KS 664		
670, 671	WICHITA KS 670		
710, 711	SHREVEPORT LA 710 SCHEME A		
713, 714	SHREVEPORT LA 713 SCHEME B		
752, 753	DALLAS TX 752		
786, 789	AUSTIN TX 786		
808, 809	COLORADO SPGS CO 808		
840-844	SALT LAKE CTY UT 840		
889-891	LAS VEGAS NV 890		
894, 895, 897	RENO NV 894		
900, 901	LOS ANGELES CA 900 SCHEME A		
902-904	LOS ANGELES CA 902 SCHEME B		
905-908	LONG BEACH CA 907		
913-916	VAN NUYS CA 913		
917, 918	INDUSTRY CA 917		
919, 920	SAN DIEGO CA 920		

L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028
030-034, 038, 039	(FCM, PER) ADC MANCHESTER NH 030
030-034, 038, 039	(BPM, STD) ADC PORTSMOUTH NH 038
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	(BPM, PER, STD) ADC SOUTHERN CT 064
060-069	(FCM) ADC HARTFORD CT 060
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-099	(FCM) AMF JFK APO/FPO NY 00309
090-099	(BPM, PER, STD) MILITARY CENTER NY 090
100-102, 104	ADC NEW YORK NY 100
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200	WASHINGTON DC 200
201, 220-223, 226, 227	ADC NORTHERN VA VA 220
202-205	ADC WASHINGTON DC 202

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
206-209	(BPM, PER, STD) ADC SOUTHERN MD MD 207
206-209	(FCM) ADC SUBURBAN MD 208
210-212, 214-219, 254, 267	(FCM, PER) ADC BALTIMORE MD 212
210-212, 214-219, 254, 267	(BPM, STD) ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290
298, 300, 301, 305, 306, 308, 309	(BPM, STD) ADC NORTH METRO GA 30197
298, 300, 301, 305, 306, 308, 309	(FCM, PER) ADC NORTH METRO GA 301
299, 304, 313-315, 320-324, 326, 344	(FCM, PER) ADC JACKSONVILLE FL 320
299, 304, 313-315, 320-324, 326, 344	(BPM, STD) ADC JACKSONVILLE FL 32088
302, 303, 311, 399	ADC ATLANTA GA 303
307, 370-374, 376-379, 384, 385	(FCM, PER) ADC NASHVILLE TN 370
307, 370-374, 376-379, 384, 385	(BPM, STD) ADC NASHVILLE TN 37099
310, 312, 316-319, 398	(BPM, STD) ADC MACON GA 31293
310, 312, 316-319, 398	(FCM, PER) ADC MACON GA 310
325, 365, 366, 394, 395	ADC MOBILE AL 365
327-329, 334, 347, 349	(BPM, STD) ADC MID FLORIDA FL 32799
327-329, 334, 347, 349	(FCM) ADC ORLANDO FL 328
327-329, 334, 347, 349	(PER) ADC MID FLORIDA FL 327
330-333, 340	(BPM, STD) ADC MIAMI FL 33298
330-333, 340	(FCM, PER) ADC MIAMI FL 331
335-339, 341, 342, 346	(PER) ADC MANASOTA FL 342
335-339, 341, 342, 346	(BPM, STD) ADC MANASOTA FL 34299
335-339, 341, 342, 346	(FCM) ADC TAMPA FL 335
350-352, 354-359, 362	(BPM, STD) ADC BIRMINGHAM AL 35099
350-352, 354-359, 362	(FCM, PER) ADC BIRMINGHAM AL 350
360, 361, 363, 364, 367, 368	(FCM, PER) ADC MONTGOMERY AL 360
360, 361, 363, 364, 367, 368	(BPM, STD) ADC MONTGOMERY AL 36099
369, 390-393, 396, 397	(BPM, STD) ADC JACKSON MS 39099
369, 390-393, 396, 397	(FCM, PER) ADC JACKSON MS 390
375, 380-383, 386-389, 723	(BPM, STD) ADC MEMPHIS TN 38099
375, 380-383, 386-389, 723	(FCM, PER) ADC MEMPHIS TN 380
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
480-489, 492	ADC DETROIT MI 481

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
490, 491, 493-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	(FCM) ADC DES MOINES IA 500
500-509, 520-528, 612	(BPM, STD) ADC DES MOINES IA 50091
500-509, 520-528, 612	(PER) ADC DES MOINES IA 50092
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	(BPM, STD) ADC ST PAUL MN 55233
540, 546-548, 550, 551, 556-559	(FCM) ADC ST PAUL MN 550
540, 546-548, 550, 551, 556-559	(PER) ADC ST PAUL MN 55222
553-555, 560-564, 566	(PER) ADC MINNEAPOLIS MN 55522
553-555, 560-564, 566	(BPM, STD) ADC MINNEAPOLIS MN 55533
553-555, 560-564, 566	(FCM) ADC MINNEAPOLIS MN 553
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	ADC CAROL STREAM IL 601
604, 605, 609, 613, 617-619	ADC S SUBURBAN IL 604
606-608	ADC CHICAGO IL 606
620, 622-631, 633-639	(BPM, STD) ADC ST LOUIS MO 63203
620, 622-631, 633-639	(FCM, PER) ADC ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-668	(PER) ADC KANSAS CITY MO 64240
640, 641, 644-658, 660-662, 664-668	(FCM) ADC KANSAS CITY MO 640
640, 641, 644-658, 660-662, 664-668	(BPM, STD) ADC KANSAS CITY MO 66340
669-679, 739	(BPM, STD) ADC WICHITA KS 67099
669-679, 739	(FCM, PER) ADC WICHITA KS 670
700, 701, 703, 704	ADC NEW ORLEANS LA 700
705-708	ADC BATON ROUGE LA 707
710-714	(BPM, STD) ADC SHREVEPORT LA 71099
710-714	(FCM, PER) ADC SHREVEPORT LA 710
716-722, 724-729	(FCM, PER) ADC LITTLE ROCK AR 720
716-722, 724-729	(BPM, STD) ADC LITTLE ROCK AR 72098
730, 731, 734-738, 748	ADC OKLAHOMA CITY OK 730
733, 779-789	(FCM, PER) ADC SAN ANTONIO TX 780
733, 779-789	(BPM, STD) ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	ADC TULSA OK 740
750-759	ADC NORTH TEXAS TX 750
760-769	ADC FT WORTH TX 760
770-778	ADC NORTH HOUSTON TX 773
790-797	ADC LUBBOCK TX 793
798, 799, 880, 885	ADC EL PASO TX 798
800-816	ADC DENVER CO 800
820, 822-831	ADC CHEYENNE WY 820
832-834, 836, 837, 979	ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	ADC SEATTLE WA 980

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
840-847, 898	ADC SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863	ADC PHOENIX AZ 852
856, 857	ADC TUCSON AZ 856
864, 889-891, 893-895, 897, 961	ADC LAS VEGAS NV 890
865, 870-875, 877-879, 881-884	ADC ALBUQUERQUE NM 870
900-904	ADC LOS ANGELES CA 900
905-908	ADC LONG BEACH CA 907
910-912, 932, 933, 935	ADC PASADENA CA 910
913-916, 930, 931, 934	ADC SANTA CLARITA CA 913
917, 918	ADC INDUSTRY CA 917
919-921	ADC SAN DIEGO CA 920
922-925	ADC SN BERNARDINO CA 923
926-928	ADC SANTA ANA CA 926
936-939, 950, 951	ADC SAN JOSE CA 950
940, 941, 943, 944, 949, 954, 955	ADC SAN FRANCISCO CA 940
942, 952, 953, 956-960	ADC SACRAMENTO CA 956
945-948	ADC OAKLAND CA 945
962-966	AMF SFO APO/FPO CA 962
967-969	ADC HONOLULU HI 967
970-978, 986	ADC PORTLAND OR 970
995-997	ADC ANCHORAGE AK 995

L005 3-Digit ZIP Code Prefix Groups—SCF Sortation

[6-5-08] L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with ^S; Line 1 on labels for these destinations does not include the “SCF” prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
005, 117-119	SCF MID-ISLAND NY 117	104	BRONX NY 104 S
006-009	SCF SAN JUAN PR 006	105-109	SCF WESTCHESTER NY 105
010-013	SCF SPRINGFIELD MA 010	110, 111, 113, 114	SCF QUEENS NY 110
014-017	SCF CENTRAL MA 015	112, 116	SCF BROOKLYN NY 112
018, 019, 055	SCF MIDDLESEX-ESX MA 018	115	WESTERN NASSAU NY 115 S
020, 023	SCF BROCKTON MA 023	120-123	SCF ALBANY NY 120
021, 022	SCF BOSTON MA 021	124-127	SCF MID-HUDSON NY 125
024	NORTHWEST BOS MA 024 S	128	GLENS FALLS NY 128 S
025, 026	SCF CAPE COD MA 025	129	PLATTSBURGH NY 129 S
027-029	SCF PROVIDENCE RI 028	130-132	SCF SYRACUSE NY 130
030-034	SCF MANCHESTER NH 030	133-135	SCF UTICA NY 133
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050	136	WATERTOWN NY 136 S
038, 039	SCF PORTSMOUTH NH 038	137-139	SCF BINGHAMTON NY 137
040-043, 045, 048	SCF PORTLAND ME 040	140-143	SCF BUFFALO NY 140
044, 046, 047, 049	SCF BANGOR ME 044	144-146	SCF ROCHESTER NY 144
054, 056	SCF BURLINGTON VT 054	147	JAMESTOWN NY 147 S
060-062	SCF HARTFORD CT 060	148, 149	SCF ELMIRA NY 148
063-066	SCF SOUTHERN CT 064	150-154	SCF PITTSBURGH PA 150
067	WATERBURY CT 067 S	155, 157, 159	SCF JOHNSTOWN PA 159
068, 069	SCF STAMFORD CT 068	156	GREENSBURG PA 156 S
070-073	SCF DV DANIELS NJ 070	158	DU BOIS PA 158 S
074-076	SCF NNJ METRO NJ 076	160-162	SCF NEW CASTLE PA 161
077	MONMOUTH NJ 077 S	163	OIL CITY PA 163 S
078, 079	SCF WEST JERSEY NJ 079	164, 165	SCF ERIE PA 164
080-084	SCF SOUTH JERSEY NJ 080	166, 168	SCF ALTOONA PA 166
085-087	SCF TRENTON NJ 085	167	BRADFORD PA 167 S
088, 089	SCF KILMER NJ 088	169, 177	SCF WILLIAMSPORT PA 177
100-102	SCF NEW YORK NY 100	170-172, 178	SCF HARRISBURG PA 170
103	STATEN ISLAND NY 103 S	173-176	SCF LANCASTER PA 173

Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
179, 195, 196	SCF READING PA 195	280-282, 297	SCF CHARLOTTE NC 280
180, 181, 183	SCF LEHIGH VALLEY PA 180	283, 284	SCF FAYETTEVILLE NC 283
182, 186, 187	SCF WILKES BARRE PA 186	285	KINSTON NC 285 S
184, 185, 188	SCF SCRANTON PA 184	286	HICKORY NC 286 S
189, 193, 194	SCF SOUTHEASTERN PA 189	287-289	SCF ASHEVILLE NC 287
190-192	SCF PHILADELPHIA PA 190	290-292	SCF COLUMBIA SC 290
197-199	SCF WILMINGTON DE 197	293, 296	SCF GREENVILLE SC 296
200	WASHINGTON DC 200 S	294	CHARLESTON SC 294 S
201	DULLES VA 201 S	295	FLORENCE SC 295 S
202-205	SCF WASHINGTON DC 202	298, 308, 309	SCF AUGUSTA GA 308
206, 207	SCF SOUTHERN MD MD 207	299, 313, 314	SCF SAVANNAH GA 313
208, 209	SCF SUBURBAN MD MD 208	300, 301	SCF NORTH METRO GA 300
210, 211, 214	SCF LINTHICUM MD 210	302, 303, 311, 399	SCF ATLANTA GA 303
212, 219	SCF BALTIMORE MD 212	304	SWAINSBORO GA 304 S
215, 267	SCF CUMBERLAND MD 215	305, 306	SCF ATHENS GA 306
216, 218	SCF EASTERN SHORE MD 216	307, 373, 374	SCF CHATTANOOGA TN 373
217	FREDERICK MD 217 S	310, 312	SCF MACON GA 310
220-223	SCF NORTHERN VA VA 220	315	WAYCROSS GA 315 S
224, 225, 230-232, 238	SCF RICHMOND VA 230	316	VALDOSTA GA 316 S
226	WINCHESTER VA 226 S	317, 398	SCF ALBANY GA 317
227	CULPEPER VA 227 S	318, 319	SCF COLUMBUS GA 318
228, 229, 244	SCF CHARLOTTESVLE VA 229	320, 322	SCF JACKSONVILLE FL 320
233-237	SCF NORFOLK VA 233	321	DAYTONA BEACH FL 321 S
239	FARMVILLE VA 239 S	323	TALLAHASSEE FL 323 S
240, 241, 243	SCF ROANOKE VA 240	324	PANAMA CITY FL 324 S
242	BRISTOL VA 242 S	325	PENSACOLA FL 325 S
245	LYNCHBURG VA 245 S	326, 344	SCF GAINESVILLE FL 326
246-248	SCF BLUEFIELD WV 247	327	MID-FLORIDA FL 327 S
249	LEWISBURG WV 249 S	328, 329, 347	SCF ORLANDO FL 328
250-253	SCF CHARLESTON WV 250	330	SOUTH FLORIDA FL 330 S
254	MARTINSBURG WV 254 S	331, 332	SCF MIAMI FL 331
255-257	SCF HUNTINGTON WV 255	333	FT LAUDERDALE FL 333 S
258, 259	SCF BECKLEY WV 258	334, 349	SCF WEST PALM BCH FL 334
260	WHEELING WV 260 S	335, 336, 346	SCF TAMPA FL 335
261	PARKERSBURG WV 261 S	337	ST PETERSBURG FL 337 S
262-265	SCF CLARKSBURG WV 263	338	LAKELAND FL 338 S
266	GASSAWAY WV 266 S	339, 341	SCF FT MYERS FL 339
268	PETERSBURG WV 268 S	342	MANASOTA FL 342 S
270-274	SCF GREENSBORO NC 270	350-352, 355, 359	SCF BIRMINGHAM AL 350
275-277	SCF RALEIGH NC 275	354	TUSCALOOSA AL 354 S
278, 279	SCF ROCKY MOUNT NC 278	356-358	SCF HUNTSVILLE AL 357

Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
360, 361, 367, 368	SCF MONTGOMERY AL 360	440, 441	SCF CLEVELAND OH 440
362	ANNISTON AL 362 S	442, 443	SCF AKRON OH 442
363	DOTHAN AL 363 S	444, 445	SCF YOUNGSTOWN OH 444
364	EVERGREEN AL 364 S	446, 447	SCF CANTON OH 446
365, 366	SCF MOBILE AL 365	448, 449	SCF MANSFIELD OH 448
369, 393	SCF MERIDIAN MS 393	453-455	SCF DAYTON OH 453
370-372	SCF NASHVILLE TN 370	456	CHILLICOTHE OH 456 S
375, 380, 381, 386, 723	SCF MEMPHIS TN 380	457	ATHENS OH 457 S
376	JOHNSON CITY TN 376 S	458	LIMA OH 458 S
377-379	SCF KNOXVILLE TN 377	460-462	SCF INDIANAPOLIS IN 460
382	MCKENZIE TN 382 S	463, 464	SCF GARY IN 463
383	JACKSON TN 383 S	465, 466	SCF SOUTH BEND IN 465
384	COLUMBIA TN 384 S	467, 468	SCF FORT WAYNE IN 467
385	COOKEVILLE TN 385 S	469	KOKOMO IN 469 S
387	GREENVILLE MS 387 S	472	COLUMBUS IN 472 S
388	TUPELO MS 388 S	473	MUNCIE IN 473 S
389	GRENADA MS 389 S	474	BLOOMINGTON IN 474 S
390-392	SCF JACKSON MS 390	475, 478	SCF TERRE HAUTE IN 478
394	HATTIESBURG MS 394 S	479	LAFAYETTE IN 479 S
395	GULFPORT MS 395 S	480, 483	SCF METROPLEX MI 480
396	MCCOMB MS 396 S	481, 482	SCF DETROIT MI 481
397	COLUMBUS MS 397 S	484, 485	SCF FLINT MI 484
400-402, 471	SCF LOUISVILLE KY 400	486, 487	SCF SAGINAW MI 486
403-406	SCF LEXINGTON KY 403	488, 489	SCF LANSING MI 488
407-409	SCF LONDON KY 407	490, 491	SCF KALAMAZOO MI 490
410, 450-452, 459, 470	SCF CINCINNATI OH 450	492	JACKSON MI 492 S
411, 412	SCF ASHLAND KY 411	493-495	SCF GRAND RAPIDS MI 493
413, 414	SCF CAMPTON KY 413	496	TRAVERSE CITY MI 496 S
415, 416	SCF PIKEVILLE KY 415	497	GAYLORD MI 497 S
417, 418	SCF HAZARD KY 417	498, 499	SCF IRON MOUNTAIN MI 498
420	PADUCAH KY 420 S	500-503, 509, 525	SCF DES MOINES IA 500
421, 422	SCF BOWLING GREEN KY 421	504, 506, 507	SCF WATERLOO IA 506
423	OWENSBORO KY 423 S	505	FORT DODGE IA 505 S
424, 476, 477	SCF EVANSVILLE IN 476	508	CRESTON IA 508 S
425, 426	SCF SOMERSET KY 425	510-513	SCF SIOUX CITY IA 510
427	ELIZABETHTOWN KY 427 S	514	CARROLL IA 514 S
430-433	SCF COLUMBUS OH 430	515, 516, 680, 681	SCF OMAHA NE 680
434-436	SCF TOLEDO OH 434	520	DUBUQUE IA 520 S
437, 438	SCF ZANESVILLE OH 437	521	DECORAH IA 521 S
439	STEUBENVILLE OH 439 S	522-524	SCF CEDAR RAPIDS IA 522
		526	BURLINGTON IA 526 S

Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
527, 528, 612	SCF QUAD CITIES IL 612	598	MISSOULA MT 598 S
530-532, 534	SCF MILWAUKEE WI 530	599	KALISPELL MT 599 S
535, 537, 538	SCF MADISON WI 535	600, 602	SCF PALATINE IL 600
539	PORTAGE WI 539 S	601, 603	SCF CAROL STREAM IL 601
540, 550, 551	SCF ST PAUL MN 550	604	S SUBURBAN IL 604 S
541-543	SCF GREEN BAY WI 541	605	FOX VALLEY IL 605 S
544	WAUSAU WI 544 S	606-608	SCF CHICAGO IL 606
545	RHINELANDER WI 545 S	609	KANKAKEE IL 609 S
546	LA CROSSE WI 546 S	610, 611	SCF ROCKFORD IL 610
547	EAU CLAIRE WI 547 S	613	LA SALLE IL 613 S
548	SPOONER WI 548 S	614	GALESBURG IL 614 S
549	OSHKOSH WI 549 S	615, 616	SCF PEORIA IL 615
553-555	SCF MINNEAPOLIS MN 553	617	BLOOMINGTON IL 617 S
556-558	SCF DULUTH MN 556	618, 619	SCF CHAMPAIGN IL 618
559	ROCHESTER MN 559 S	620, 622, 630, 631, 633	SCF ST LOUIS MO 630
560, 561	SCF MANKATO MN 560	623, 634, 635	SCF QUINCY IL 623
562	WILLMAR MN 562 S	624	EFFINGHAM IL 624 S
563	ST CLOUD MN 563 S	625-627	SCF SPRINGFIELD IL 625
564	BRAINERD MN 564 S	628	CENTRALIA IL 628 S
565	DETROIT LAKES MN 565 S	629	CARBONDALE IL 629 S
566	BEMIDJI MN 566 S	636-639	SCF CAPE GIRARDEAU MO 637
567, 582	SCF GRAND FORKS ND 582	640, 641, 649	SCF KANSAS CITY MO 640
570, 571	SCF SIOUX FALLS SD 570	644, 645	SCF ST JOSEPH MO 644
572, 573	SCF DAKOTA CENTRAL SD 572	646	CHILLICOTHE MO 646 S
574	ABERDEEN SD 574 S	647	HARRISONVILLE MO 647 S
575	PIERRE SD 575 S	648, 654-658	SCF SPRINGFIELD MO 656
576	MOBRIDGE SD 576 S	650-653	SCF MID-MISSOURI MO 650
577	RAPID CITY SD 577 S	660-662	SCF KANSAS CITY KS 660
580, 581	SCF FARGO ND 580	664-666, 668	SCF TOPEKA KS 664
583	DEVILS LAKE ND 583 S	667	FT SCOTT KS 667 S
584	JAMESTOWN ND 584 S	669, 674	SCF SALINA KS 674
585, 586	SCF BISMARCK ND 585	670-672	SCF WICHITA KS 670
587	MINOT ND 587 S	673	INDEPENDENCE KS 673 S
588	WILLISTON ND 588 S	675	HUTCHINSON KS 675 S
590, 591, 821	SCF BILLINGS MT 590	676	HAYS KS 676 S
592	WOLF POINT MT 592 S	677	COLBY KS 677 S
593	MILES CITY MT 593 S	678	DODGE CITY KS 678 S
594	GREAT FALLS MT 594 S	679, 739	SCF LIBERAL KS 679
595	HAVRE MT 595 S	683-685	SCF LINCOLN NE 683
596	HELENA MT 596 S	686, 687	SCF NORFOLK NE 687
597	BUTTE MT 597 S	688, 689	SCF GRAND ISLAND NE 688

Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
690	MC COOK NE 690 S	756, 757	SCF EAST TEXAS TX 757
691	NORTH PLATTE NE 691 S	758	PALESTINE TX 758 S
692	VALENTINE NE 692 S	759	LUFKIN TX 759 S
693	ALLIANCE NE 693 S	760-762, 764	SCF FT WORTH TX 760
700, 701	SCF NEW ORLEANS LA 700	763	WICHITA FALLS TX 763 S
703	HOUMA LA 703 S	765-767	SCF WACO TX 766
704	MANDEVILLE LA 704 S	768, 795, 796	SCF ABILENE TX 795
705	LAFAYETTE LA 705 S	769, 797	SCF MIDLAND TX 797
706	LAKE CHARLES LA 706 S	770-772	SCF HOUSTON TX 770
707, 708	SCF BATON ROUGE LA 707	773-775	SCF NORTH HOUSTON TX 773
710, 711	SCF SHREVEPORT LA 710	776, 777	SCF BEAUMONT TX 776
712	MONROE LA 712 S	778	BRYAN TX 778 S
713, 714	SCF ALEXANDRIA LA 713	779	VICTORIA TX 779 S
716	PINE BLUFF AR 716 S	780-782, 788	SCF SAN ANTONIO TX 780
717	CAMDEN AR 717 S	783, 784	SCF CORPUS CHRISTI TX 783
718, 755	SCF TEXARKANA TX 755	785	MCALLEN TX 785 S
719	HOT SPRINGS NTL PK AR 719 S	790, 791	SCF AMARILLO TX 790
720-722	SCF LITTLE ROCK AR 720	792	CHILDRESS TX 792 S
724	NE ARKANSAS AR 724 S	793, 794	SCF LUBBOCK TX 793
725	BATESVILLE AR 725 S	798, 799, 885	SCF EL PASO TX 798
726	HARRISON AR 726 S	800-804, 806, 807	SCF DENVER CO 800
727	NW ARKANSAS AR 727 S	805	LONGMONT CO 805 S
728	RUSSELLVILLE AR 728 S	808-810	SCF COLORADO SPGS CO 808
729	FORT SMITH AR 729 S	811	ALAMOSA CO 811 S
730, 731	SCF OKLAHOMA CITY OK 730	812	SALIDA CO 812 S
733, 786, 787, 789	SCF AUSTIN TX 786	813	DURANGO CO 813 S
734	ARDMORE OK 734 S	814, 815	SCF GRAND JUNCTION CO 814
735	LAWTON OK 735 S	816	GLENWOOD SPRINGS CO 816 S
736	CLINTON OK 736 S	820	CHEYENNE WY 820 S
737	ENID OK 737 S	822	WHEATLAND WY 822 S
738	WOODWARD OK 738 S	823	RAWLINS WY 823 S
740, 741, 743	SCF TULSA OK 740	824	WORLAND WY 824 S
744	MUSKOGEE OK 744 S	825	RIVERTON WY 825 S
745	MCALESTER OK 745 S	826	CASPER WY 826 S
746	PONCA CITY OK 746 S	827	GILLETTE WY 827 S
747	DURANT OK 747 S	828	SHERIDAN WY 828 S
748	SHAWNEE OK 748 S	829-831	SCF ROCK SPRINGS WY 829
749	POTEAU OK 749 S	832, 834	SCF POCATELLO ID 832
750	NORTH TEXAS TX 750 S	833	TWIN FALLS ID 833 S
751-753	SCF DALLAS TX 752	835, 994	SCF LEWISTON ID 835
754	GREENVILLE TX 754 S	836, 837, 979	SCF BOISE ID 836

Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
838, 990-992	SCF SPOKANE WA 990	942, 956-958	SCF SACRAMENTO CA 956
840-844	SCF SALT LAKE CTY UT 840	945-948	SCF OAKLAND CA 945
845-847	SCF PROVO UT 845	949, 954	SCF NORTH BAY CA 949
850, 852, 853	SCF PHOENIX AZ 852	950, 951	SCF SAN JOSE CA 950
855	GLOBE AZ 855 S	952, 953	SCF STOCKTON CA 952
856, 857	SCF TUCSON AZ 856	955	EUREKA CA 955 S
859	SHOW LOW AZ 859 S	959	MARYSVILLE CA 959 S
860	FLAGSTAFF AZ 860 S	960	REDDING CA 960 S
863	PRESCOTT AZ 863 S	967, 968	SCF HONOLULU HI 967
864	KINGMAN AZ 864 S	969	BARRIGADA GU 969 S
865, 873	SCF GALLUP NM 873	970-972, 986	SCF PORTLAND OR 970
870-872, 875	SCF ALBUQUERQUE NM 870	973	SALEM OR 973 S
874	FARMINGTON NM 874 S	974	EUGENE OR 974 S
877	LAS VEGAS NM 877 S	975	MEDFORD OR 975 S
878	SOCORRO NM 878 S	976	KLAMATH FALLS OR 976 S
879	TRUTH OR CONS NM 879 S	977	BEND OR 977 S
880	LAS CRUCES NM 880 S	978	PENDLETON OR 978 S
881	CLOVIS NM 881 S	980, 981	SCF SEATTLE WA 980
882	ROSWELL NM 882 S	982	EVERETT WA 982 S
883	ALAMOGORDO NM 883 S	983, 984	SCF TACOMA WA 983
884	TUCUMCARI NM 884 S	985	OLYMPIA WA 985 S
889-891	SCF LAS VEGAS NV 890	988	WENATCHEE WA 988 S
893	ELY NV 893 S	989	YAKIMA WA 989 S
894, 895, 897, 961	SCF RENO NV 894	993	PASCO WA 993 S
898	ELKO NV 898 S	995, 996	SCF ANCHORAGE AK 995
900-904	SCF LOS ANGELES CA 900	997	FAIRBANKS AK 997 S
905-908	SCF LONG BEACH CA 907	998	JUNEAU AK 998 S
910-912	SCF PASADENA CA 910	999	KETCHIKAN AK 999 S
913-916	SCF VAN NUYS CA 913		
917, 918	SCF INDUSTRY CA 917		
919-921	SCF SAN DIEGO CA 920		
922-925	SCF SN BERNARDINO CA 923		
926, 927	SCF SANTA ANA CA 926		
928	ANAHEIM CA 928 S		
930	OXNARD CA 930 S		
931, 934	SCF SANTA BARBARA CA 931		
932, 933	SCF BAKERSFIELD CA 932		
935	MOJAVE CA 935 S		
936-938	SCF FRESNO CA 936		
939	SALINAS CA 939 S		
940, 941, 943, 944	SCF SAN FRANCISCO CA 940		

L006 5-Digit Metro Scheme

[6-5-08] L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit bundles may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Placement for Residual 3-Digit Bundles	Column C Label Container To
100, 101	10017, 10044, 10163, 10165-10178		GRAND CENTRAL STA NY 10017
100, 101	10022, 10055, 10150-10155		FDR NY 10022
100-102	10001-10016, 10018-10021, 10023-10041, 10043, 10045-10048, 10060, 10069, 10072, 10079-10082, 10087, 10090, 10094-10096, 10098, 10099, 10101-10126, 10128-10133, 10138, 10149, 10156-10162, 10164, 10179, 10184, 10185, 10196, 10197, 10199, 10203, 10211-10213, 10242, 10249, 10256-10261, 10265, 10268-10282, 10285, 10286, 10292	100-102	MORGAN STATION NY 100
606, 608	60601-60612, 60615-60617, 60619-60624, 60628, 60629, 60632, 60633, 60636-60638, 60642-60644, 60649, 60651-60655, 60661, 60663-60665, 60667-60675, 60677-60688, 60690, 60691, 60693-60697, 60699, 60803-60805, 60827	606, 608	CHICAGO IL 606
606, 607	60613, 60614, 60618, 60625, 60626, 60630, 60631, 60634, 60639-60641, 60645-60647, 60656, 60657, 60659, 60660, 60666, 60701, 60706, 60707, 60712, 60714	607	CHICAGO IL 607

L007 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

[8-14-08] [7-3-08] [6-5-08] L007 describes the 5-digit scheme sortation list for automation price (see [345.7.0](#) for Standard Mail, [365.7.0](#) for Bound Printed Matter, and [707.25.0](#) for Periodicals) and cobundled automation and Presorted rate (see [705.11.0](#)) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM), Media Mail, and Library Mail flat-size pieces that meet the automation criteria under [301.3.0](#). The pieces within the scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 5-digit bundles.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 5-digit scheme bundles must include the appropriate OEL under [708.7.0](#), which must contain the 5-digit ZIP Code listed in Column B.

5-digit scheme bundles using OELs must include the appropriate OEL under [708.7.0](#), which must contain the 5-digit ZIP Code listed in Column B.

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
01821, 01822	BILLERICA MA 01821	03246, 03247, 03249	LACONIA NH 03246
01830-01832	HAVERHILL MA 01830	03301-03305, 03307	CONCORD NH 03301
01833, 01834	GEORGETOWN MA 01833	03431, 03435	KEENE NH 03431
01840-01843	LAWRENCE MA 01840	03820, 03821	DOVER NH 03820
01850-01854	LOWELL MA 01850	03839, 03866-03868	ROCHESTER NH 03867
01901-01904	LYNN MA 01901	03842, 03843	HAMPTON NH 03842
01930, 01931	GLOUCESTER MA 01930	04222, 04250, 04252	LISBON ME 04250
01950-01952	NEWBURYPORT MA 01950	04330, 04332, 04338	AUGUSTA ME 04330
01970, 01971	SALEM MA 01970	06010, 06011	BRISTOL CT 06010
02110-02112, 02210	BOSTON MA 02110	06013, 06085, 06087	BURLINGTON CT 06013
02118-02120	BOSTON MA 02118	06030, 06032	FARMINGTON CT 06032
02136, 02137	HYDE PARK MA 02136	06040, 06041, 06043	MANCHESTER CT 06040
02138, 02163	CAMBRIDGE MA 02138	06050-06053	NEW BRITAIN CT 06050
02140-02142	CAMBRIDGE MA 02140	06082, 06083	ENFIELD CT 06082
02143-02145	SOMERVILLE MA 02143	06106, 06126	HARTFORD CT 06106
02153, 02155, 02156	MEDFORD MA 02155	06108, 06128	EAST HARTFORD CT 06108
02184, 02185	BRAINTREE MA 02184	06110, 06133	HARTFORD CT 06110
02301-02305	BROCKTON MA 02301	06111, 06131	NEWINGTON CT 06111
02532, 02542	BUZZARDS BAY MA 02532	06117, 06127	WEST HARTFORD CT 06117
02540, 02541	FALMOUTH MA 02540	06118, 06138	EAST HARTFORD CT 06118
02664, 02673, 02675	SOUTH YARMOUTH MA 02664	06510, 06511	NEW HAVEN CT 06510
03060-03064	NASHUA NH 03060	06512, 06513	EAST HAVEN CT 06512
03101, 03105	MANCHESTER NH 03101	06514, 06517, 06518	HAMDEN CT 06514
03102, 03110	MANCHESTER NH 03102	06515, 06524, 06525	NEW HAVEN CT 06515
03103, 03109, 03111	MANCHESTER NH 03103	06601, 06602	BRIDGEPORT CT 06601

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
06604, 06606	BRIDGEPORT CT 06604	16503, 16504, 16509-16511, 16531-16534, 16541, 16544, 16546, 16550, 16553, 16554, 16563, 16565	ERIE PA 16510
06607, 06610	BRIDGEPORT CT 06607	17001, 17011	CAMP HILL PA 17011
06611, 06612	TRUMBULL CT 06611	17042, 17046	LEBANON PA 17042
06614, 06615	STRATFORD CT 06614	17050, 17055	MECHANICSBURG PA 17055
06810-06814, 06816, 06817	DANBURY CT 06810	17101, 17103, 17104	HARRISBURG PA 17101
06824, 06825, 06828	FAIRFIELD CT 06824	17102, 17110	HARRISBURG PA 17102
06830-06832, 06836	GREENWICH CT 06830	17315, 17401, 17403, 17405, 17407	YORK PA 17401
06840, 06842	NEW CANAAN CT 06840	17402, 17404, 17406, 17408	YORK PA 17402
06850-06860	NORWALK CT 06850	17601, 17602, 17605, 17606	LANCASTER PA 17601
06870, 06878	OLD GREENWICH CT 06870	17603, 17604, 17607, 17608	LANCASTER PA 17603
06880, 06881, 06883, 06888, 06889	WESTPORT CT 06880	17866, 17872	SHAMOKIN PA 17872
06901, 06902	STAMFORD CT 06901	20108-20110	MANASSAS VA 20108
06903, 06905-06907	STAMFORD CT 06903	20111-20113	MANASSAS VA 20111
06904, 06912, 06913	STAMFORD CT 06904	20121, 20122	CENTREVILLE VA 20121
11702, 11703	BABYLON NY 11702	20146-20148	ASHBURN VA 20146
11741, 11742	HOLBROOK NY 11741	20151-20153	CHANTILLY VA 20151
11776, 11777	PORT JEFFERSON STA NY 11776	20164, 20167	STERLING VA 20164
11787, 11788	SMITHTOWN NY 11787	20165, 20166	STERLING VA 20165
11791, 11797	SYOSSET NY 11791	20170, 20172	HERNDON VA 20170
11803, 11804	PLAINVIEW NY 11803	20175-20178	LEESBURG VA 20175
13309, 13316, 13326, 13346, 13350, 13365, 13367, 13403, 13439, 13460	BOONVILLE NY 13309	20190, 20195	RESTON VA 20190
13323, 13421, 13492	ONEIDA NY 13421	20191, 20194	RESTON VA 20191
13413, 13440-13442	ROME NY 13440	20813, 20815, 20825	CHEVY CHASE MD 20815
13501, 13502	UTICA NY 13501	20814, 20824	BETHESDA MD 20814
13760, 13790	ENDICOTT NY 13760	20817, 20827	BETHESDA MD 20817
13815, 13820, 13827, 13850	NORWICH NY 13815	20847, 20852	ROCKVILLE MD 20852
13901-13905	BINGHAMTON NY 13901	20848, 20851, 20853	ROCKVILLE MD 20851
14094, 14095	LOCKPORT NY 14094	20849, 20850	ROCKVILLE MD 20850
14150, 14151	TONAWANDA NY 14150	20854, 20859	POTOMAC MD 20854
14201, 14202	BUFFALO NY 14201	20874-20876	GERMANTOWN MD 20874
14203, 14205, 14263	BUFFALO NY 14203	20877, 20884	GAITHERSBURG MD 20877
14301-14303, 14305	NIAGARA FALLS NY 14302	20878, 20885	GAITHERSBURG MD 20878
16001, 16002, 16046, 16066	BUTLER PA 16001	20879, 20886	GAITHERSBURG MD 20879
16117, 16125, 16127, 16137, 16142, 16146, 16148, 16150	ELLWOOD CITY PA 16117	20891, 20895	KENSINGTON MD 20895
16201, 16214, 16226, 16229, 16242	KITTANNING PA 16201	20901, 20903	SILVER SPRING MD 20901
16501, 16502, 16505-16508, 16512, 16514, 16515, 16530	ERIE PA 16505	20902, 20915	SILVER SPRING MD 20902
		20905, 20914	SILVER SPRING MD 20905
		20906, 20908, 20916	SILVER SPRING MD 20906
		20907, 20910, 20911	SILVER SPRING MD 20910

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
20912, 20913	TAKOMA PARK MD 20912	23831, 23836	CHESTER VA 23831
21701-21705	FREDERICK MD 21701	23832, 23838	CHESTERFIELD VA 23832
21740-21742	HAGERSTOWN MD 21740	26101-26106, 26164	PARKERSBURG WV 26101
22041	FALLS CHURCH VA 22041	26301, 26302, 26306, 26330	CLARKSBURG WV 26301
22043	FALLS CHURCH VA 22043	26501, 26502, 26504-26508	MORGANTOWN WV 26501
22046	FALLS CHURCH VA 22040	26554, 26555	FAIRMONT WV 26554
22102, 22103	MC LEAN VA 22102	28625, 28677, 28687	STATESVILLE NC 28677
22150, 22153	SPRINGFIELD VA 22150	28655, 28680	MORGANTON NC 28655
22181, 22183	VIENNA VA 22181	29033, 29169-29172	CAYCE SC 29033
22306, 22308	ALEXANDRIA VA 22306	29072, 29073	LEXINGTON SC 29072
22311, 22312	ALEXANDRIA VA 22311	29115-29118	ORANGEBURG SC 29115
22401, 22402, 22404, 22407, 22408	FREDERICKSBURG VA 22401	29150-29154	SUMTER SC 29150
22403, 22405, 22406, 22412	FALMOUTH VA 22403	29401-29403, 29413	CHARLESTON SC 29401
22554-22556	STAFFORD VA 22554	29404, 29418, 29420	NORTH CHARLESTON SC 29418
23058-23060	GLEN ALLEN VA 23058	29405, 29406, 29410, 29415, 29419, 29492	NORTH CHARLESTON SC 29405
23113, 23114	MIDLOTHIAN VA 23113	29407, 29412, 29414, 29416, 29417, 29422	CHARLESTON SC 29407
23185-23187	WILLIAMSBURG VA 23185	29456, 29483-29485	SUMMERVILLE SC 29483
23218, 23219	RICHMOND VA 23218	29464-29466	MOUNT PLEASANT SC 29464
23229, 23255, 23294	RICHMOND VA 23229	29501, 29505, 29506	FLORENCE SC 29501
23233, 23238, 23242	RICHMOND VA 23233	29502-29504	FLORENCE SC 29502
23234, 23237	RICHMOND VA 23234	29572, 29575, 29577, 29579	MYRTLE BEACH SC 29577
23260, 23261, 23285	RICHMOND VA 23260	32003, 32065	ORANGE PARK FL 32065
23320, 23327	CHESAPEAKE VA 23320	32004, 32082	PONTE VEDRA BEACH FL 32082
23322, 23328	CHESAPEAKE VA 23322	32024, 32025, 32055, 32056	LAKE CITY FL 32055
23430, 23431	SMITHFIELD VA 23430	32034, 32035	FERNANDINA BEACH FL 32034
23432, 23433, 23435, 23436	SUFFOLK VA 23435	32050, 32068	MIDDLEBURG FL 32068
23434, 23437-23439	SUFFOLK VA 23434	32060, 32064	LIVE OAK FL 32060
23450, 23452	VIRGINIA BEACH VA 23452	32067, 32073	ORANGE PARK FL 32073
23453, 23456	VIRGINIA BEACH VA 23456	32080, 32086	SAINT AUGUSTINE FL 32086
23455, 23471	VIRGINIA BEACH VA 23455	32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084
23462, 23466	VIRGINIA BEACH VA 23462	32132, 32141	EDGEWATER FL 32132
23464, 23467	VIRGINIA BEACH VA 23464	32135, 32142	PALM COAST FL 32135
23501, 23530	NORFOLK VA 23501	32137, 32164	PALM COAST FL 32137
23502, 23506, 23541	NORFOLK VA 23502	32159, 32162	LADY LAKE FL 32159
23504, 23509	NORFOLK VA 23509	32168, 32169	NEW SMYRNA BEACH FL 32168
23507, 23517	NORFOLK VA 23517	32173, 32174	ORMOND BEACH FL 32173
23602, 23609	NEWPORT NEWS VA 23602	32175, 32176	ORMOND BEACH FL 32175
23606, 23612	NEWPORT NEWS VA 23606	32177, 32178	PALATKA FL 32177
23666, 23669	HAMPTON VA 23666	32202, 32206	JACKSONVILLE FL 32202
23690-23693	YORKTOWN VA 23693	32203, 32231, 32232	JACKSONVILLE FL 32203
23701, 23702	PORTSMOUTH VA 23701		
23704, 23707	PORTSMOUTH VA 23707		
23801, 23803-23805	PETERSBURG VA 23801		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
32204, 32205, 32220, 32221, 32236, 32254	JACKSONVILLE FL 32205	32804, 32854	ORLANDO FL 32804
32207, 32247	JACKSONVILLE FL 32207	32805, 32855	ORLANDO FL 32805
32208, 32219	JACKSONVILLE FL 32208	32806, 32856	ORLANDO FL 32806
32210, 32238	JACKSONVILLE FL 32210	32807, 32857	ORLANDO FL 32807
32211, 32239, 32277	JACKSONVILLE FL 32211	32808, 32858	ORLANDO FL 32808
32216, 32245, 32246	JACKSONVILLE FL 32216	32809, 32839, 32859	ORLANDO FL 32809
32217, 32223, 32241, 32257	JACKSONVILLE FL 32217	32810, 32860	ORLANDO FL 32810
32222, 32244	JACKSONVILLE FL 32244	32811, 32835, 32861	ORLANDO FL 32811
32224, 32227, 32233, 32266	ATLANTIC BEACH FL 32233	32812, 32827	ORLANDO FL 32812
32225, 32235	JACKSONVILLE FL 32225	32817, 32867	ORLANDO FL 32817
32240, 32250	JACKSONVILLE BEACH FL 32250	32818, 32868	ORLANDO FL 32818
32256, 32258, 32259	JACKSONVILLE FL 32256	32819, 32821, 32836, 32869	ORLANDO FL 32819
32301, 32305, 32311	TALLAHASSEE FL 32301	32820, 32825, 32833, 32834	ORLANDO FL 32820
32303, 32312	TALLAHASSEE FL 32303	32824, 32837, 32877	ORLANDO FL 32824
32304, 32310	TALLAHASSEE FL 32304	32826, 32828, 32831, 32878	ORLANDO FL 32826
32308, 32309, 32317	TALLAHASSEE FL 32308	32829, 32832, 32872	ORLANDO FL 32829
32401, 32402	PANAMA CITY FL 32401	32901, 32902, 32919	MELBOURNE FL 32901
32403, 32404	PANAMA CITY FL 32404	32904, 32912	WEST MELBOURNE FL 32904
32405, 32406, 32409	PANAMA CITY FL 32405	32905, 32906	PALM BAY FL 32905
32407, 32408, 32413	PANAMA CITY BEACH FL 32407	32907-32911	PALM BAY FL 32907
32433, 32435	DEFUNIAK SPRINGS FL 32433	32922-32924, 32926, 32927	COCOA FL 32922
32446-32448	MARIANNA FL 32446	32931, 32932	COCOA BEACH FL 32931
32456, 32457	PORT SAINT JOE FL 32456	32934, 32936	EAU GALLIE FL 32934
32501, 32503, 32513	PENSACOLA FL 32503	32940, 32941	MELBOURNE FL 32940
32504, 32524	PENSACOLA FL 32504	32952-32954	MERRITT ISLAND FL 32952
32505, 32507, 32508	PENSACOLA FL 32507	32955, 32956	ROCKLEDGE FL 32955
32506, 32516, 32526	PENSACOLA FL 32506	32958, 32976, 32978	SEBASTIAN FL 32958
32514, 32534	PENSACOLA FL 32514	32960, 32963	VERO BEACH FL 32960
32522, 32523	PENSACOLA FL 32522	32961, 32967	VERO BEACH FL 32961
32536, 32539	CRESTVIEW FL 32536	32962, 32965	VERO BEACH FL 32962
32540, 32541	DESTIN FL 32541	32964, 32966, 32968, 32969	VERO BEACH FL 32964
32544, 32569	MARY ESTHER FL 32569	33001, 33036, 33042, 33043, 33050-33052, 33070	LONG KEY FL 33001
32547-32549	FORT WALTON BEACH FL 32548	33004, 33019, 33020	HOLLYWOOD FL 33019
32561-32563	GULF BREEZE FL 32561	33008, 33022	HALLANDALE FL 33008
32570, 32572, 32583	MILTON FL 32570	33009, 33016, 33018	HIALEAH FL 33018
32578, 32588	NICEVILLE FL 32578	33010-33013	HIALEAH FL 33010
32601, 32602, 32641	GAINESVILLE FL 32601	33014, 33015, 33017	HIALEAH FL 33014
32603, 32604	GAINESVILLE FL 32603	33021, 33023, 33081, 33083	HOLLYWOOD FL 33021
32605, 32606, 32609, 32627, 32653	GAINESVILLE FL 32605	33024, 33025, 33084	HOLLYWOOD FL 33024
32607, 32608	GAINESVILLE FL 32608	33026-33029	HOLLYWOOD FL 33026
32615, 32616	ALACHUA FL 32615		
32626, 32644	CHIEFLAND FL 32626		
32643, 32655	HIGH SPRINGS FL 32643		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
33030-33035, 33039, 33090, 33092	HOMESTEAD FL 33030	33570, 33572	RUSKIN FL 33570
33037, 33040, 33041, 33045	KEY LARGO FL 33037	33602, 33672	TAMPA FL 33602
33054-33056	OPA LOCKA FL 33054	33603, 33673	TAMPA FL 33603
33060-33062, 33069, 33072	POMPANO BEACH FL 33060	33604, 33674	TAMPA FL 33604
33063, 33066, 33068, 33093	POMPANO BEACH FL 33063	33610, 33680	TAMPA FL 33610
33064, 33065, 33074, 33075	POMPANO BEACH FL 33064	33611, 33616, 33681	TAMPA FL 33611
33067, 33071, 33073, 33077, 33097	POMPANO BEACH FL 33067	33612, 33682	TAMPA FL 33612
33102, 33152	MIAMI FL 33102	33614, 33684	TAMPA FL 33614
33109, 33119, 33139, 33239	MIAMI BEACH FL 33139	33615, 33635, 33685	TAMPA FL 33615
33111, 33131, 33231	MIAMI FL 33131	33617, 33637	TAMPA FL 33617
33127, 33137	MIAMI FL 33127	33618, 33688	TAMPA FL 33618
33128, 33132, 33136	MIAMI FL 33128	33622, 33623, 33630, 33631, 33661-33663	TAMPA FL 33622
33129, 33130	MIAMI FL 33129	33624, 33626	TAMPA FL 33624
33133, 33233	MIAMI FL 33133	33625, 33694	TAMPA FL 33625
33134, 33234	MIAMI FL 33134	33629, 33690	TAMPA FL 33629
33138, 33238	MIAMI FL 33138	33702, 33716	ST PETERSBURG FL 33702
33142, 33242	MIAMI FL 33142	33705, 33715	ST PETERSBURG FL 33705
33143, 33243	MIAMI FL 33143	33707, 33711	ST PETERSBURG FL 33707
33145, 33245	MIAMI FL 33145	33709, 33710	ST PETERSBURG FL 33709
33147, 33247	MIAMI FL 33147	33713, 33714	ST PETERSBURG FL 33713
33155, 33255	MIAMI FL 33155	33755, 33757	CLEARWATER FL 33755
33156, 33158, 33256	MIAMI FL 33156	33758, 33759	CLEARWATER FL 33758
33157, 33257	MIAMI FL 33157	33760, 33762	CLEARWATER FL 33760
33161, 33261	MIAMI FL 33161	33770, 33771, 33773, 33778, 33779	LARGO FL 33770
33165, 33265	MIAMI FL 33165	33772, 33774-33777	SEMINOLE FL 33772
33166, 33266	MIAMI FL 33166	33780-33782	PINELLAS PARK FL 33780
33167, 33168	MIAMI FL 33167	33801-33803, 33815	LAKELAND FL 33801
33169, 33269	MIAMI FL 33169	33804, 33805, 33809, 33810	LAKELAND FL 33805
33170, 33177, 33187	MIAMI FL 33170	33806, 33807, 33811, 33813	LAKELAND FL 33813
33172, 33182	MIAMI FL 33172	33825, 33826	AVON PARK FL 33825
33174, 33184, 33194	MIAMI FL 33174	33830, 33831	BARTOW FL 33830
33175, 33185	MIAMI FL 33175	33836, 33837, 33896, 33897	DAVENPORT FL 33836
33183, 33193, 33283	MIAMI FL 33183	33844, 33845	HAINES CITY FL 33844
33189, 33190, 33197	MIAMI FL 33189	33852, 33862	LAKE PLACID FL 33852
33508-33511	BRANDON FL 33508	33853, 33859, 33898	LAKE WALES FL 33859
33523, 33525	DADE CITY FL 33523	33870, 33871, 33876	SEBRING FL 33870
33539-33544	ZEPHYRHILLS FL 33539	33872, 33875	SEBRING FL 33872
33548, 33549, 33558, 33559	LUTZ FL 33548	33880, 33882, 33883	WINTER HAVEN FL 33880
33564-33567	PLANT CITY FL 33564	33881, 33884, 33885	WINTER HAVEN FL 33881
33568, 33569	RIVERVIEW FL 33568	33903, 33917, 33918	NORTH FORT MYERS FL 33903
		33905, 33994	FORT MYERS FL 33905
		33907, 33919	FORT MYERS FL 33907

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
33908, 33912	FORT MYERS FL 33908	34769-34773	SAINT CLOUD FL 34769
33909, 33993	CAPE CORAL FL 33909	34777, 34778, 34787	WINTER GARDEN FL 34787
33914, 33991	CAPE CORAL FL 33914	34788, 34789	LEESBURG FL 34788
33931, 33932	FORT MYERS BEACH FL 33931	34945, 34948, 34979, 34981, 34982	FORT PIERCE FL 34945
33936, 33970-33972	LEHIGH ACRES FL 33936	34946, 34947, 34949-34951, 34954	FORT PIERCE FL 34946
33948, 33953, 33981	PORT CHARLOTTE FL 33948	34952, 34984, 34985	PORT SAINT LUCIE FL 34952
33950, 33955, 33982	PUNTA GORDA FL 33950	34953, 34983, 34986-34988	PORT SAINT LUCIE FL 34953
33952, 33954	PORT CHARLOTTE FL 33952	34957, 34958	JENSEN BEACH FL 34957
33980, 33983	PORT CHARLOTTE FL 33980	34972-34974	OKEECHOBEE FL 34972
34102, 34103	NAPLES FL 34102	34990, 34991	PALM CITY FL 34990
34104, 34112	NAPLES FL 34104	34992, 34994-34997	STUART FL 34994
34105, 34113, 34114	NAPLES FL 34105	35010, 35011	ALEXANDER CITY AL 35010
34109, 34110	NAPLES FL 34109	35020-35023	BESSEMER AL 35020
34116, 34117, 34119, 34120	NAPLES FL 34116	35045, 35046	CLANTON AL 35045
34133-34136	BONITA SPRINGS FL 34134	35055-35058	CULLMAN AL 35055
34145, 34146	MARCO ISLAND FL 34145	35125, 35128	PELL CITY AL 35125
34420, 34421	BELLEVIEW FL 34420	35150, 35151	SYLACAUGA AL 35150
34423, 34428, 34429	CRYSTAL RIVER FL 34428	35160, 35161	TALLADEGA AL 35160
34430-34434	DUNNELLON FL 34430	35201, 35202	BIRMINGHAM AL 35201
34446-34448	HOMOSASSA FL 34446	35206, 35261	BIRMINGHAM AL 35206
34450-34453	INVERNESS FL 34450	35207, 35217	BIRMINGHAM AL 35207
34460, 34461, 34464, 34465	LECANTO FL 34460	35212, 35232	BIRMINGHAM AL 35212
34470, 34475, 34478, 34479	OCALA FL 34470	35214, 35231	BIRMINGHAM AL 35214
34471, 34472, 34480, 34483	OCALA FL 34471	35215, 35220, 35235	BIRMINGHAM AL 35215
34473, 34474, 34476, 34477, 34481, 34482	OCALA FL 34473	35226, 35244	BIRMINGHAM AL 35226
34488, 34489	SILVER SPRINGS FL 34488	35238, 35242	BIRMINGHAM AL 35242
34491, 34492	SUMMERFIELD FL 34491	35401-35407	TUSCALOOSA AL 35401
34601, 34602, 34605	BROOKSVILLE FL 34601	35473, 35475, 35476	NORTHPORT AL 35476
34603, 34613, 34614	BROOKSVILLE FL 34603	35501-35504	JASPER AL 35501
34604, 34609, 34610	SPRINGHILL FL 34604	35801, 35804	HUNTSVILLE AL 35801
34606-34608, 34611	WEEKI WACHEE FL 34606	35802, 35803, 35815	HUNTSVILLE AL 35802
34667, 34669, 34674	HUDSON FL 34667	35805, 35806, 35814, 35816	HUNTSVILLE AL 35805
34668, 34673	PORT RICHEY FL 34668	35810, 35811	HUNTSVILLE AL 35810
34682-34685	PALM HARBOR FL 34682	35901-35907	GADSDEN AL 35901
34688-34691	TARPON SPRINGS FL 34688	35950, 35951	ALBERTVILLE AL 35950
34697, 34698	DUNEDIN FL 34697	36066, 36067	PRATTVILLE AL 36066
34711-34713	CLERMONT FL 34711	36079, 36081	TROY AL 36079
34741, 34742	KISSIMMEE FL 34741	36101-36103	MONTGOMERY AL 36101
34743-34745	KISSIMMEE FL 34743	36108, 36113	MONTGOMERY AL 36108
34746, 34747	KISSIMMEE FL 34746	36109, 36115	MONTGOMERY AL 36109
34748, 34749	LEESBURG FL 34748	36201-36207	ANNISTON AL 36201
34758, 34759	KISSIMMEE FL 34758	36301, 36303, 36305	DOTHAN AL 36301
		36502-36504	ATMORE AL 36502

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
36515, 36545	JACKSON AL 36545	37922, 37930, 37933, 37934	KNOXVILLE TN 37922
36526, 36527	DAPHNE AL 36526	38016, 38018, 38088	CORDOVA TN 38018
36532, 36533	FAIRHOPE AL 36532	38017, 38027	COLLIERVILLE TN 38017
36535, 36536	FOLEY AL 36535	38024, 38025	DYERSBURG TN 38024
36542, 36547	GULF SHORES AL 36542	38053, 38054, 38083	MILLINGTON TN 38053
36567, 36574	ROBERTSDALE AL 36567	38101, 38142, 38150, 38151, 38159, 38161, 38166, 38194, 38197	MEMPHIS TN 38101
36582, 36590	THEODORE AL 36582	38103, 38105, 38163, 38173	MEMPHIS TN 38103
36601, 36633, 36652	MOBILE AL 36601	38104, 38174	MEMPHIS TN 38104
36602, 36603, 36644	MOBILE AL 36602	38106, 38126	MEMPHIS TN 38106
36604, 36607, 36640, 36641	MOBILE AL 36604	38109, 38190	MEMPHIS TN 38109
36605, 36615	MOBILE AL 36605	38111, 38152	MEMPHIS TN 38111
36606, 36660	MOBILE AL 36606	38112, 38182	MEMPHIS TN 38112
36608, 36689	MOBILE AL 36608	38115, 38181, 38193	MEMPHIS TN 38115
36609, 36691, 36693	MOBILE AL 36609	38116, 38131, 38132, 38186	MEMPHIS TN 38116
36610-36613, 36617, 36663, 36671	MOBILE AL 36610	38117, 38137, 38157, 38177	MEMPHIS TN 38117
36701, 36703	SELMA AL 36701	38118, 38130	MEMPHIS TN 38118
36801, 36804	OPELIKA AL 36801	38119, 38120, 38187	MEMPHIS TN 38119
36830, 36832	AUBURN AL 36830	38125, 38141, 38175, 38188	MEMPHIS TN 38125
36867, 36869, 36870	PHENIX CITY AL 36867	38127, 38167	MEMPHIS TN 38127
37602, 37604, 37615	JOHNSON CITY TN 37604	38128, 38168	MEMPHIS TN 38128
37642, 37645	CHURCH HILL TN 37642	38133, 38135	MEMPHIS TN 38133
37643, 37644	ELIZABETHTON TN 37643	38134, 38184	MEMPHIS TN 38134
37660, 37662-37665	KINGSPORT TN 37660	38138, 38139, 38183	GERMANTOWN TN 38138
37680, 37683	LAUREL BLOOMERY TN 37680	38201, 38237, 38242, 38261, 38281	MC KENZIE TN 38201
37701, 37801-37804	MARYVILLE TN 37801	38671, 38672	SOUTHAVEN MS 38671
37716, 37717, 37830, 37831, 37849	OAK RIDGE TN 37830	38801-38804	TUPELO MS 38804
37725, 37738, 37757, 37764, 37777, 37841, 37874	DANDRIDGE TN 37725	39501-39503, 39505-39507	GULFPORT MS 39501
37729, 37743-37745, 37760, 37766, 37824, 37825, 37879	GREENEVILLE TN 37743	39530-39535, 39540	BILOXI MS 39530
37748, 37763, 37771, 37772, 37774, 37854	LENOIR CITY TN 37771	39562, 39563, 39567-39569, 39581	PASCAGOULA MS 39567
37813-37816, 37821, 37822, 37857	MORRISTOWN TN 37814	39564-39566	OCEAN SPRINGS MS 39564
37862-37865, 37868, 37876	SEVIERVILLE TN 37862	40340, 40356	NICHOLASVILLE KY 40356
37901, 37902, 37915, 37916, 37920, 37940	KNOXVILLE TN 37920	40361, 40362	PARIS KY 40361
37909, 37912, 37921, 37923, 37931, 37932	KNOXVILLE TN 37921	40383, 40384	VERSAILLES KY 40383
37914, 37917, 37924, 37927	KNOXVILLE TN 37917	40391, 40392	WINCHESTER KY 40391
37918, 37919, 37928, 37938, 37939	KNOXVILLE TN 37919	40403, 40404	BEREA KY 40403
		40422, 40423	DANVILLE KY 40422
		40475, 40476	RICHMOND KY 40475
		40502, 40515, 40517	LEXINGTON KY 40517

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
40503, 40513, 40514, 40591	LEXINGTON KY 40513	44502-44507, 44509-44511	YOUNGSTOWN OH 44502
40504, 40510, 40533, 40544	LEXINGTON KY 40504	44512-44515	YOUNGSTOWN OH 44512
40505, 40509, 40516, 40555	LEXINGTON KY 40509	44621, 44683	UHRICHSVILLE OH 44683
40506, 40526, 40536, 40546	LEXINGTON KY 40506	44646-44648	MASSILLON OH 44646
40507, 40588	LEXINGTON KY 40507	45011, 45012	HAMILTON OH 45011
40508, 40511	LEXINGTON KY 40511	45014, 45015, 45018	FAIRFIELD OH 45014
40512, 40574-40583	LEXINGTON KY 40512	45042-45044	MIDDLETOWN OH 45042
40523, 40524	LEXINGTON KY 40523	45069, 45071	WEST CHESTER OH 45069
40601-40604	FRANKFORT KY 40601	45203, 45204, 45214	CINCINNATI OH 45203
40741-40744	LONDON KY 40741	45206, 45226	CINCINNATI OH 45206
41011, 41012, 41014-41016	COVINGTON KY 41011	45207, 45212, 45222, 45237	CINCINNATI OH 45212
41022, 41042	FLORENCE KY 41042	45208, 45209, 45227, 45243	CINCINNATI OH 45227
41071-41074	NEWPORT KY 41071	45211, 45248	CINCINNATI OH 45211
41101, 41102, 41105	ASHLAND KY 41101	45213, 45236	CINCINNATI OH 45236
41501, 41502	PIKEVILLE KY 41501	45216, 45217, 45232	CINCINNATI OH 45217
41701, 41702	HAZARD KY 41701	45218, 45240, 45246	CINCINNATI OH 45240
42001-42003	PADUCAH KY 42001	45219, 45220, 45223, 45225	CINCINNATI OH 45219
42101-42103	BOWLING GREEN KY 42101	45228, 45230	CINCINNATI OH 45230
42301-42304	OWENSBORO KY 42301	45233, 45238, 45258	CINCINNATI OH 45238
42501-42503	SOMERSET KY 42501	45239, 45247, 45251-45253	CINCINNATI OH 45251
43551, 43552	PERRYSBURG OH 43551	45241, 45262	CINCINNATI OH 45241
43610, 43620	TOLEDO OH 43610	45244, 45245, 45254, 45255	CINCINNATI OH 45255
43615, 43617, 43635	TOLEDO OH 43615	46303, 46347, 46348, 46360, 46361	CEDAR LAKE IN 46303
43616, 43618, 43619	OREGON OH 43616	46304, 46340, 46342, 46392	CHESTERTON IN 46304
44221, 44222	CUYAHOGA FALLS OH 44221	46307, 46308, 46310, 46341, 46356, 46390	CROWN POINT IN 46307
44240, 44242, 44243	KENT OH 44240	46311, 46319, 46365, 46373-46375	DYER IN 46311
44256, 44258	MEDINA OH 44256	46312, 46368, 46394	EAST CHICAGO IN 46312
44281, 44282	WADSWORTH OH 44281	46320, 46324, 46327	HAMMOND IN 46320
44320, 44322	AKRON OH 44320	46321-46323	MUNSTER IN 46321
44401, 44402, 44404, 44411, 44412, 44417, 44418, 44423, 44427, 44428	BERLIN CENTER OH 44401	46350, 46352, 46371, 46382, 46391	LA PORTE IN 46350
44403, 44405, 44408, 44413, 44425, 44431, 44432, 44436-44438	BROOKFIELD OH 44403	46366, 46383-46385	VALPARAISO IN 46383
44406, 44410, 44420, 44446, 44460	CANFIELD OH 44406	46401, 46402, 46407-46409	GARY IN 46401
44429, 44430, 44441-44443, 44445, 44449-44452	LAKE MILTON OH 44429	46403-46406	GARY IN 46403
44444, 44471	NEWTON FALLS OH 44444	46410, 46411	MERRILLVILLE IN 46410
44454, 44455, 44470, 44473, 44490, 44491	PETERSBURG OH 44454	46514-46517	ELKHART IN 46514
44481-44486	WARREN OH 44481	46526-46528, 46580-46582	GOSHEN IN 46526
		46530, 46561	GRANGER IN 46530

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
46544-46546	MISHAWAKA IN 46544	48134, 48138, 48160, 48182	TEMPERANCE MI 48182
46601, 46604, 46617, 46620, 46624, 46634, 46699	SOUTH BEND IN 46601	48135, 48136, 48141, 48146	LINCOLN PARK MI 48146
46613-46615, 46635, 46637, 46660, 46680	SOUTH BEND IN 46613	48150-48153	LIVONIA MI 48151
46616, 46619, 46628	SOUTH BEND IN 46616	48167, 48168, 48175	NORTHVILLE MI 48168
46901, 46902	KOKOMO IN 46901	48174, 48180	TAYLOR MI 48180
46952, 46953	MARION IN 46952	48184-48186	WESTLAND MI 48185
47302-47308	MUNCIE IN 47302	48187, 48188	CANTON MI 48187
47374, 47375	RICHMOND IN 47374	48192, 48193	WYANDOTTE MI 48192
47708, 47713	EVANSVILLE IN 47708	48197, 48198	YPSILANTI MI 48197
47710, 47711, 47725	EVANSVILLE IN 47710	48201, 48202, 48206, 48211	DETROIT MI 48201
47712, 47720	EVANSVILLE IN 47712	48203, 48228	DETROIT MI 48203
47901-47905, 47909	LAFAYETTE IN 47901	48204, 48235	DETROIT MI 48235
47906, 47996	WEST LAFAYETTE IN 47906	48205, 48207	DETROIT MI 48205
47933, 47960, 47978	CRAWFORDSVILLE IN 47933	48208, 48216-48218, 48229	DETROIT MI 48218
48007, 48085, 48098, 48099	TROY MI 48098	48209, 48210, 48215, 48230	DETROIT MI 48215
48009, 48012	BIRMINGHAM MI 48009	48212, 48214	DETROIT MI 48212
48015, 48088, 48092, 48093	WARREN MI 48092	48213, 48227	DETROIT MI 48227
48025, 48033, 48034	SOUTHFIELD MI 48034	48219, 48223	DETROIT MI 48223
48026, 48066	ROSEVILLE MI 48066	48220, 48221	DETROIT MI 48220
48035, 48036, 48043, 48045, 48046	CLINTON TOWNSHIP MI 48035	48224, 48234	DETROIT MI 48224
48038, 48042, 48044	CLINTON TOWNSHIP MI 48038	48225, 48236, 48242	DETROIT MI 48236
48040, 48049, 48059-48061, 48074	PORT HURON MI 48060	48226, 48243, 48265	DETROIT MI 48226
48047, 48051	NEW BALTIMORE MI 48047	48231, 48232, 48244, 48255, 48264, 48288	DETROIT MI 48231
48048, 48050	NEW HAVEN MI 48048	48237, 48238	DETROIT MI 48237
48054, 48079	SAINT CLAIR MI 48079	48239, 48240	DETROIT MI 48240
48062-48064	RICHMOND MI 48062	48301-48304	BLOOMFIELD HILLS MI 48301
48065, 48096	ROMEO MI 48065	48306-48308	ROCHESTER MI 48306
48069, 48070, 48072	BERKLEY MI 48072	48309, 48363	ROCHESTER MI 48309
48075, 48076	SOUTHFIELD MI 48075	48310-48312	STERLING HEIGHTS MI 48310
48080-48082	SAINT CLAIR SHORES MI 48080	48313, 48314	STERLING HEIGHTS MI 48313
48083, 48084	TROY MI 48083	48315-48318	UTICA MI 48315
48089-48091, 48397	WARREN MI 48089	48320, 48340-48343	PONTIAC MI 48340
48094, 48095	WASHINGTON MI 48094	48321, 48326	AUBURN HILLS MI 48326
48109, 48154	LIVONIA MI 48154	48322-48325	WEST BLOOMFIELD MI 48322
48118, 48130, 48169, 48178, 48189	CHELSEA MI 48118	48327-48330	WATERFORD MI 48327
48120-48123, 48126	DEARBORN MI 48121	48331, 48333, 48334	FARMINGTON MI 48331
48124, 48125	DEARBORN MI 48124	48332, 48335, 48336	FARMINGTON MI 48335
48127, 48128	DEARBORN MI 48128	48346-48348	CLARKSTON MI 48346
48133, 48145, 48157, 48159, 48161, 48162, 48166	MONROE MI 48162	48356, 48357	HIGHLAND MI 48356
		48359-48362	LAKE ORION MI 48359
		48370, 48371	OXFORD MI 48370

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
48374-48377	NOVI MI 48374	49031, 49045, 49047, 49055, 49065, 49067, 49071, 49073, 49079	CASSOPOLIS MI 49031
48380, 48381	MILFORD MI 48380	49068, 49069	MARSHALL MI 49068
48382, 48390, 48391	WALLED LAKE MI 48390	49103, 49104, 49106, 49107, 49112, 49117, 49127, 49128, 49130	BERRIEN SPRINGS MI 49103
48383, 48386	WHITE LAKE MI 48383	49120, 49121	NILES MI 49120
48504, 48531	FLINT MI 48504	49301, 49302, 49307, 49323, 49426, 49431, 49464	ADA MI 49301
48519, 48529	BURTON MI 48519	49304, 49306, 49333, 49348, 49349, 49401, 49404, 49420, 49437, 49454, 49455, 49457, 49461	BALDWIN MI 49304
48601, 48602	SAGINAW MI 48601	49310, 49325, 49326, 49328, 49330, 49332, 49336, 49340, 49343, 49344, 49425, 49435, 49448, 49449, 49451, 49453	SAUGATUCK MI 49453
48603, 48604, 48607, 48609, 48638	SAGINAW MI 48603	49315, 49316, 49321, 49329, 49331, 49345, 49412, 49456	BYRON CENTER MI 49315
48610, 48629, 48631, 48634, 48650, 48651, 48653, 48656, 48658, 48661	ALGER MI 48610	49327, 49408	GRANT MI 49327
48611, 48616, 48626, 48637, 48647, 48654, 48655, 48722, 48734, 48739, 48746, 48768	HALE MI 48739	49341, 49417, 49418, 49428, 49429, 49468	GRAND HAVEN MI 49417
48612, 48617, 48618, 48622, 48625, 48632, 48723, 48725, 48726, 48755, 48757	BEAVERTON MI 48612	49346, 49421, 49460	STANWOOD MI 49346
48615, 48619, 48621, 48628, 48635, 48636, 48652, 48659, 48662, 48701, 48729, 48731, 48733, 48737, 48738, 48741, 48742, 48745, 48747, 48748, 48762, 48767, 48770	COMINS MI 48619	49415, 49419	FRUITPORT MI 49415
48623, 48624, 48657, 48703, 48730, 48740, 48744, 48750, 48756, 48759, 48763, 48764	SANFORD MI 48657	49422, 49424	HOLLAND MI 49422
48640-48642	MIDLAND MI 48640	49440-49444	MUSKEGON MI 49441
48706-48708, 48732	BAY CITY MI 48706	49501, 49503, 49507, 49510, 49523, 49555, 49599	GRAND RAPIDS MI 49501
48804, 48858, 48859	MOUNT PLEASANT MI 48858	49504, 49514, 49534	GRAND RAPIDS MI 49504
48805, 48840, 48864	OKEMOS MI 48864	49505, 49515, 49525	GRAND RAPIDS MI 49505
48817, 48841, 48867	OWOSSO MI 48867	49506, 49516, 49518, 49546, 49548	GRAND RAPIDS MI 49506
48823-48826	EAST LANSING MI 48823	49508, 49509, 49512, 49519, 49528, 49588	GRAND RAPIDS MI 49508
48843, 48844, 48855	HOWELL MI 48843	49601, 49613, 49614, 49619, 49620, 49625, 49626, 49634, 49637, 49643-49646, 49660, 49668, 49673, 49675, 49683, 49689	CADILLAC MI 49601
49001, 49003, 49008, 49048	KALAMAZOO MI 49001	49610, 49612, 49616, 49617, 49621, 49628-49630, 49635, 49636, 49640, 49648, 49650, 49653, 49654, 49664, 49670, 49674, 49676, 49682, 49690	ACME MI 49610
49002, 49024, 49081	PORTAGE MI 49002		
49006, 49007, 49009	KALAMAZOO MI 49006		
49010, 49021, 49046, 49053, 49070, 49078, 49080, 49083, 49097	ALLEGAN MI 49010		
49013, 49038, 49039, 49057, 49090, 49098	BANGOR MI 49013		
49014-49017	BATTLE CREEK MI 49014		
49022, 49023	BENTON HARBOR MI 49022		
49028, 49032, 49042, 49082, 49087, 49091, 49094, 49099	BRONSON MI 49028		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
49611, 49615, 49618, 49622, 49623, 49627, 49631-49633, 49638, 49639, 49642, 49649, 49651, 49655-49657, 49659, 49663, 49665-49667, 49677, 49679, 49680, 49688	ALBA MI 49611	55401, 55402, 55415	MINNEAPOLIS MN 55401
49684-49686, 49696	TRAVERSE CITY MI 49684	55403, 55411, 55426, 55437	MINNEAPOLIS MN 55403
49707, 49721, 49770, 49781, 49783, 49788	ALPENA MI 49707	55404, 55406, 55435, 55454	MINNEAPOLIS MN 55404
49709, 49712, 49720, 49727, 49734, 49735, 49738, 49740, 49779	ATLANTA MI 49709	55405, 55410, 55424, 55433, 55448	MINNEAPOLIS MN 55405
51501-51503	COUNCIL BLUFFS IA 51501	55407, 55416, 55432	MINNEAPOLIS MN 55407
51510, 68110, 68111, 68120	OMAHA NE 68110	55408, 55409, 55419, 55421	MINNEAPOLIS MN 55408
53008, 53045	BROOKFIELD WI 53045	55412, 55417, 55422, 55425, 55450	MINNEAPOLIS MN 55412
53051, 53052	MENOMONEE FALLS WI 53051	55413, 55428, 55429, 55443, 55445	MINNEAPOLIS MN 55413
53090, 53095	WEST BEND WI 53095	55414, 55434, 55436, 55438, 55449	MINNEAPOLIS MN 55414
53092, 53097	THIENSVILLE WI 53092	55418, 55423, 55439	MINNEAPOLIS MN 55418
53094, 53098	WATERTOWN WI 53094	55420, 55431, 55441, 55442	MINNEAPOLIS MN 55420
53146, 53151	NEW BERLIN WI 53151	55427, 55430, 55444, 55446, 55447, 55455	MINNEAPOLIS MN 55427
53186, 53189	WAUKESHA WI 53186	56510, 56520, 56529, 56544, 56549, 56557, 56567	ADA MN 56510
53207, 53235	MILWAUKEE WI 53207	57101, 57109, 57117, 57118	SIOUX FALLS SD 57101
53219, 53234	MILWAUKEE WI 53219	57103, 57104, 57110	SIOUX FALLS SD 57103
53220, 53228	MILWAUKEE WI 53220	57105-57108	SIOUX FALLS SD 57105
53401, 53403, 53407	RACINE WI 53401	60201, 60203	EVANSTON IL 60201
53402, 53404	RACINE WI 53402	60202, 60204	EVANSTON IL 60202
53405, 53406, 53408	RACINE WI 53405	60402, 60406, 60445	BERWYN IL 60402
54110, 54114, 54136, 54140, 54151, 54153, 54154, 54157, 54162, 54165, 54166, 54201, 54208, 54217, 54234	BRILLION WI 54110	60403, 60404, 60431, 60434, 60435	JOLIET IL 60403
54115, 54216, 54220, 54235, 54241	DE PERE WI 54115	60409, 60443, 60461, 60473	CALUMET CITY IL 60409
54901-54904	OSHKOSH WI 54901	60410, 60447, 60449, 60481	CHANNAHON IL 60410
54911-54915, 54919	APPLETON WI 54911	60411, 60412, 60442, 60451	CHICAGO HEIGHTS IL 60411
54935-54937	FOND DU LAC WI 54935	60415, 60454-60458	OAK LAWN IL 60454
54956, 54957	NEENAH WI 54956	60417, 60423, 60448, 60475	CRETE IL 60417
55101, 55102, 55107	SAINT PAUL MN 55101	60419, 60438	DOLTON IL 60419
55103, 55117, 55119, 55128	SAINT PAUL MN 55119	60422, 60425, 60430, 60480	GLENWOOD IL 60425
55104, 55114, 55118	SAINT PAUL MN 55104	60426, 60428, 60452	HARVEY IL 60426
55105, 55109, 55116	SAINT PAUL MN 55105	60429, 60450, 60466, 60471	HAZEL CREST IL 60429
55106, 55124	SAINT PAUL MN 55106	60432, 60433, 60436	JOLIET IL 60432
55108, 55113	SAINT PAUL MN 55108	60439, 60440, 60490	BOLINGBROOK IL 60440
55110, 55112, 55115	SAINT PAUL MN 55110	60441, 60446, 60491	LOCKPORT IL 60441
55120-55123, 55150	SAINT PAUL MN 55120	60453, 60459	OAK LAWN IL 60453
55125-55127, 55129	SAINT PAUL MN 55125		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
60462, 60467	ORLAND PARK IL 60462	61401, 61402, 61422, 61434, 61443, 61455, 61462	GALESBURG IL 61401
60463-60465, 60482	WORTH IL 60482	61520, 61523, 61550, 61554, 61555, 61571	CANTON IL 61520
60477, 60478, 60487	TINLEY PARK IL 60477	61602-61604, 61606, 61610, 61611	PEORIA IL 61602
60504, 60505	AURORA IL 60504	61605, 61607, 61612, 61614-61616	PEORIA IL 61605
60506, 60507	AURORA IL 60507	61801-61803	URBANA IL 61801
60515, 60516	DOWNERS GROVE IL 60515	61820-61822, 61824-61826	CHAMPAIGN IL 61820
60521, 60523	HINSDALE IL 60521	61832-61834	DANVILLE IL 61832
60525, 60526	LA GRANGE PARK IL 60526	61846, 61853, 61856, 61874, 61910, 61911, 61953	MAHOMET IL 61853
60540, 60567	NAPERVILLE IL 60540	62025, 62026	EDWARDSVILLE IL 62025
60563, 60566	NAPERVILLE IL 60563	62201, 62205	EAST SAINT LOUIS IL 62201
60564, 60565	NAPERVILLE IL 60564	62203, 62204, 62206-62208	EAST SAINT LOUIS IL 62203
60601, 60624, 60636	CHICAGO IL 60601	62220-62222, 62225	BELLEVILLE IL 62220
60602-60605	CHICAGO IL 60602	62223, 62226	BELLEVILLE IL 62223
60606, 60607, 60661, 60669	CHICAGO IL 60606	62224, 62258	MASCOUTAH IL 62258
60608, 60609	CHICAGO IL 60608	62521-62526	DECATUR IL 62521
60612, 60643	CHICAGO IL 60612	63005, 63006	CHESTERFIELD MO 63005
60613, 60656, 60706	CHICAGO IL 60613	63011, 63022	BALLWIN MO 63011
60615, 60649	CHICAGO IL 60615	63019, 63028	FESTUS MO 63028
60616, 60621, 60652	CHICAGO IL 60616	63021, 63024	BALLWIN MO 63021
60618, 60641	CHICAGO IL 60618	63026, 63099	FENTON MO 63026
60619, 60644	CHICAGO IL 60619	63032-63034	FLORISSANT MO 63033
60623, 60804	CHICAGO IL 60623	63044, 63045	BRIDGETON MO 63044
60625, 60639	CHICAGO IL 60625	63101, 63102, 63169, 63188	SAINT LOUIS MO 63101
60626, 60660	CHICAGO IL 60626	63104, 63157, 63158	SAINT LOUIS MO 63104
60630, 60631	CHICAGO IL 60630	63108, 63156	SAINT LOUIS MO 63108
60632, 60637	CHICAGO IL 60632	63109, 63139	SAINT LOUIS MO 63109
60633, 60653, 60805, 60827	CHICAGO IL 60653	63113, 63120	SAINT LOUIS MO 63113
60634, 60707	CHICAGO IL 60634	63118, 63163	SAINT LOUIS MO 63118
60645, 60659	CHICAGO IL 60645	63126-63128	SAINT LOUIS MO 63126
60646, 60647	CHICAGO IL 60646	63129, 63151	SAINT LOUIS MO 63129
60651, 60655, 60803	CHICAGO IL 60655	63134, 63140	SAINT LOUIS MO 63134
60901, 60914, 60915	KANKAKEE IL 60901	63137, 63138	SAINT LOUIS MO 63137
60936, 60942, 60950, 60954, 60957, 60970	GIBSON CITY IL 60936	63301, 63302	SAINT CHARLES MO 63301
61008, 61068, 61073, 61080	BELVIDERE IL 61008	63303, 63304	SAINT CHARLES MO 63303
61010, 61054, 61061, 61088	BYRON IL 61010	63366-63368	O FALLON MO 63366
61016, 61064, 61065, 61072	CHERRY VALLEY IL 61016	63601, 63628, 63640, 63645, 63664, 63670	PARK HILLS MO 63601
61021, 61071, 61081	DIXON IL 61021	63701, 63703, 63755, 63775	CAPE GIRARDEAU MO 63701
61025, 61036, 61046, 61048, 61053, 61074, 61085	EAST DUBUQUE IL 61025		
61109, 61112	ROCKFORD IL 61109		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
63801, 63830, 63834, 63841, 63857, 63863, 63869	SIKESTON MO 63801	65231, 65233, 65236, 65237, 65239, 65240, 65243, 65248, 65251, 65254-65257, 65259, 65261-65263, 65265, 65270, 65274-65276, 65281, 65284	AUXVASSE MO 65231
63901, 63935, 63957	POPLAR BLUFF MO 63901	65301, 65302, 65305, 65320-65327, 65329, 65330, 65332-65340, 65344, 65347-65351, 65354, 65355, 65360	SEDALIA MO 65301
64014, 64015	BLUE SPRINGS MO 64015	65804, 65809	SPRINGFIELD MO 65804
64050, 64051, 64056, 64058	INDEPENDENCE MO 64050	65807, 65810	SPRINGFIELD MO 65807
64052-64054	INDEPENDENCE MO 64052	66027, 66043, 66048	LEAVENWORTH KS 66048
64055, 64057	INDEPENDENCE MO 64055	66044-66047, 66049	LAWRENCE KS 66044
64063, 64081, 64082	LEES SUMMIT MO 64063	66051, 66061-66063	OLATHE KS 66061
64064, 64086	LEES SUMMIT MO 64064	66101, 66115, 66117, 66118	KANSAS CITY KS 66101
64068, 64069	LIBERTY MO 64068	66102, 66110	KANSAS CITY KS 66102
64101, 64102, 64105, 64196	KANSAS CITY MO 64105	66103, 66105	KANSAS CITY KS 66103
64106, 64198	KANSAS CITY MO 64106	66109, 66111-66113	KANSAS CITY KS 66109
64109, 64128	KANSAS CITY MO 64109	66205, 66222	MISSION KS 66205
64111, 64171	KANSAS CITY MO 64111	66207, 66211, 66251	OVERLAND PARK KS 66207
64114, 64145-64149	KANSAS CITY MO 64114	66209, 66213	LEAWOOD KS 66209
64116, 64117, 64161	KANSAS CITY MO 64116	66210, 66225	OVERLAND PARK KS 66210
64118, 64188	KANSAS CITY MO 64118	66212, 66282	OVERLAND PARK KS 66212
64119, 64157, 64158, 64167	KANSAS CITY MO 64119	66215, 66285	LENEXA KS 66215
64120, 64125, 64126	KANSAS CITY MO 64120	66217-66220, 66226, 66227, 66286	LENEXA KS 66217
64121, 64141, 64172, 64180, 64183, 64184, 64187, 64193, 64194	KANSAS CITY MO 64121	66221, 66223, 66224, 66283	OVERLAND PARK KS 66223
64123, 64124	KANSAS CITY MO 64123	66603, 66606, 66607, 66612, 66616	TOPEKA KS 66603
64129, 64130	KANSAS CITY MO 64129	66604, 66647, 66667	TOPEKA KS 66604
64131, 64197	KANSAS CITY MO 64131	66605, 66609, 66611, 66619	TOPEKA KS 66605
64133, 64136	KANSAS CITY MO 64133	66608, 66617, 66618	TOPEKA KS 66608
64134, 64137, 64192	KANSAS CITY MO 64134	66610, 66614, 66615	TOPEKA KS 66614
64138, 64139	KANSAS CITY MO 64138	67204, 67219	WICHITA KS 67204
64150, 64168	RIVERSIDE MO 64150	67205, 67209, 67215, 67223, 67227, 67235	WICHITA KS 67209
64151, 64153, 64154, 64163, 64164, 64190	KANSAS CITY MO 64151	67206, 67226, 67228, 67230, 67232	WICHITA KS 67206
64155, 64156, 64165, 64166	KANSAS CITY MO 64155	67208, 67220	WICHITA KS 67208
65010, 65011, 65013, 65014, 65018, 65020, 65023, 65024, 65026, 65032, 65035, 65037, 65039, 65041, 65046, 65049, 65051-65053, 65059, 65063, 65065, 65066, 65072, 65074, 65078, 65079, 65081, 65082, 65084, 65085	ASHLAND MO 65010	67210, 67216	WICHITA KS 67210
65101, 65102, 65109, 65110	JEFFERSON CITY MO 65101	68005, 68147	BELLEVUE NE 68005
65201-65203, 65205, 65211, 65212, 65215-65218	COLUMBIA MO 65201	68046, 68128, 68133, 68157	LA VISTA NE 68128
		68101, 68102, 68109	OMAHA NE 68101
		68105, 68106, 68155, 68198	OMAHA NE 68105

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
68112, 68152	OMAHA NE 68112	70448, 70470, 70471	MANDEVILLE LA 70448
68114, 68124	OMAHA NE 68114	70458, 70459, 70461	SLIDELL LA 70458
68116, 68118, 68130, 68154	OMAHA NE 68116	70501, 70502, 70507, 70508, 70598	LAFAYETTE LA 70501
68117, 68127	OMAHA NE 68117	70503, 70505, 70506, 70596	LAFAYETTE LA 70503
68122, 68134, 68142, 68164	OMAHA NE 68122	70801, 70802, 70825	BATON ROUGE LA 70801
68131, 68132	OMAHA NE 68131	70805, 70812, 70892	BATON ROUGE LA 70805
68135-68139	OMAHA NE 68135	70807, 70811, 70818, 70874	BATON ROUGE LA 70807
68144, 68145	OMAHA NE 68144	70808, 70820	BATON ROUGE LA 70808
70001, 70004	METAIRIE LA 70001	70809, 70810, 70836	BATON ROUGE LA 70809
70002, 70006	METAIRIE LA 70002	70815, 70819, 70831	BATON ROUGE LA 70815
70003, 70033	METAIRIE LA 70003	70816, 70817, 70827	BATON ROUGE LA 70816
70005, 70055	METAIRIE LA 70005	70821-70823, 70883	BATON ROUGE LA 70821
70009-70011	METAIRIE LA 70009	70833, 70879	BATON ROUGE LA 70833
70043, 70044	CHALMETTE LA 70043	70893, 70894	BATON ROUGE LA 70893
70053, 70054, 70056	GRETNA LA 70053	71055, 71058	MINDEN LA 71055
70058, 70059	HARVEY LA 70058	71103, 71133	SHREVEPORT LA 71103
70062, 70063	KENNER LA 70062	71104, 71134	SHREVEPORT LA 71104
70064, 70065	KENNER LA 70065	71105, 71115, 71135	SHREVEPORT LA 71105
70068, 70069	LA PLACE LA 70068	71106, 71136	SHREVEPORT LA 71106
70072, 70073	MARRERO LA 70072	71107, 71137	SHREVEPORT LA 71107
70094, 70096	WESTWEGO LA 70094	71108, 71118, 71138, 71148	SHREVEPORT LA 71108
70112, 70163	NEW ORLEANS LA 70112	71109, 71119, 71129, 71149	SHREVEPORT LA 71109
70114, 70131, 70174	NEW ORLEANS LA 70114	71111, 71171, 71172	BOSSIER CITY LA 71111
70115, 70175	NEW ORLEANS LA 70115	71112, 71113	BOSSIER CITY LA 71112
70116, 70172, 70176	NEW ORLEANS LA 70116	71201-71203, 71207-71209, 71211-71213	MONROE LA 71201
70117, 70177	NEW ORLEANS LA 70117	71220, 71221	BASTROP LA 71220
70118, 70178	NEW ORLEANS LA 70118	71270, 71272, 71273	RUSTON LA 71270
70119, 70179	NEW ORLEANS LA 70119	71291, 71292, 71294	WEST MONROE LA 71291
70121, 70181	NEW ORLEANS LA 70121	71301-71303, 71306, 71307, 71309, 71315	ALEXANDRIA LA 71301
70122, 70148, 70182	NEW ORLEANS LA 70122	71360, 71361	PINEVILLE LA 71360
70123, 70183	NEW ORLEANS LA 70123	71446, 71496	LEESVILLE LA 71446
70124, 70184	NEW ORLEANS LA 70124	71457, 71458, 71497	NATCHITOCHE LA 71457
70125, 70185	NEW ORLEANS LA 70125	72015, 72018, 72022, 72089	BENTON AR 72015
70126, 70186	NEW ORLEANS LA 70126	72032-72034	CONWAY AR 72032
70127, 70128, 70187	NEW ORLEANS LA 70127	72076, 72078	JACKSONVILLE AR 72076
70129, 70189	NEW ORLEANS LA 70129	72114, 72118	NORTH LITTLE ROCK AR 72114
70130, 70139, 70170, 70190	NEW ORLEANS LA 70130	72115, 72119	NORTH LITTLE ROCK AR 72115
70301, 70302, 70310	THIBODAUX LA 70301	72116, 72190	NORTH LITTLE ROCK AR 72116
70360, 70361, 70363, 70364	HOUMA LA 70360	72120, 72124	SHERWOOD AR 72120
70380, 70381	MORGAN CITY LA 70380		
70401, 70403, 70404	HAMMOND LA 70401		
70427, 70429	BOGALUSA LA 70427		
70433-70435	COVINGTON LA 70433		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
72143, 72145, 72149	SEARCY AR 72143	74106, 74126	TULSA OK 74106
72201, 72202	LITTLE ROCK AR 72202	74107, 74131, 74132	TULSA OK 74107
72204, 72210, 72214	LITTLE ROCK AR 72204	74108, 74128	TULSA OK 74128
72205, 72215, 72225	LITTLE ROCK AR 72205	74110, 74130	TULSA OK 74110
72206, 72216	LITTLE ROCK AR 72206	74115-74117	TULSA OK 74115
72207, 72217	LITTLE ROCK AR 72207	74129, 74134	TULSA OK 74129
72209, 72219	LITTLE ROCK AR 72209	74145, 74146	TULSA OK 74145
72211, 72221, 72227	LITTLE ROCK AR 72211	75006, 75011	CARROLLTON TX 75006
72212, 72222	LITTLE ROCK AR 72212	75007, 75010	CARROLLTON TX 75007
72301, 72303	WEST MEMPHIS AR 72301	75020, 75021	DENISON TX 75020
72315, 72316	BLYTHEVILLE AR 72315	75022, 75028	FLOWER MOUND TX 75022
72335, 72336	FORREST CITY AR 72335	75026, 75075	PLANO TX 75026
72701, 72703, 72704	FAYETTEVILLE AR 72701	75029, 75057	LEWISVILLE TX 75029
72702, 72741, 72757, 72765, 72766	FAYETTEVILLE AR 72702	75030, 75088, 75089	ROWLETT TX 75088
72712, 72714-72716	BENTONVILLE AR 72712	75032, 75087	ROCKWALL TX 75032
72756, 72758	ROGERS AR 72756	75034, 75035	FRISCO TX 75034
72762, 72764	SPRINGDALE AR 72762	75040, 75046	GARLAND TX 75040
73026, 73069, 73071	NORMAN OK 73069	75041, 75047	GARLAND TX 75041
73101, 73102	OKLAHOMA CITY OK 73102	75043, 75049	GARLAND TX 75043
73103, 73106, 73146	OKLAHOMA CITY OK 73103	75044, 75045, 75048	GARLAND TX 75044
73104, 73111, 73117, 73121, 73141	OKLAHOMA CITY OK 73104	75052, 75054	GRAND PRAIRIE TX 75052
73105, 73136	OKLAHOMA CITY OK 73105	75067, 75077	LEWISVILLE TX 75067
73107, 73147	OKLAHOMA CITY OK 73107	75069-75071	MCKINNEY TX 75069
73108, 73127, 73128	OKLAHOMA CITY OK 73108	75074, 75094	PLANO TX 75074
73109, 73129, 73143, 73149	OKLAHOMA CITY OK 73109	75081, 75082	RICHARDSON TX 75081
73110, 73130, 73140, 73145, 73150	OKLAHOMA CITY OK 73110	75090-75092	SHERMAN TX 75090
73112, 73157	OKLAHOMA CITY OK 73112	75103, 75143	KEMP TX 75143
73113, 73114, 73116, 73131, 73151	OKLAHOMA CITY OK 73114	75104, 75106	CEDAR HILL TX 75104
73115, 73135, 73165	OKLAHOMA CITY OK 73115	75109, 75110, 75151	CORSICANA TX 75110
73118, 73154	OKLAHOMA CITY OK 73118	75115, 75123	DESOTO TX 75115
73119, 73144, 73179	OKLAHOMA CITY OK 73119	75116, 75137, 75138	DUNCANVILLE TX 75116
73120, 73134, 73156	OKLAHOMA CITY OK 73120	75119, 75120	ENNIS TX 75119
73122, 73123, 73132	OKLAHOMA CITY OK 73122	75134, 75146	LANCASTER TX 75146
73124-73126, 73184, 73185, 73190, 73194, 73196, 73198, 73199	OKLAHOMA CITY OK 73125	75147, 75156	MABANK TX 75147
73139, 73159, 73169, 73173, 73189	OKLAHOMA CITY OK 73159	75149, 75181, 75182, 75185	MESQUITE TX 75149
73142, 73162, 73172	OKLAHOMA CITY OK 73142	75150, 75180, 75187	MESQUITE TX 75150
73153, 73160	OKLAHOMA CITY OK 73160	75160, 75161	TERRELL TX 75160
74003, 74004, 74006	BARTLESVILLE OK 74003	75165, 75167, 75168	WAXAHACHIE TX 75165
74074, 74075, 74077, 74078	STILLWATER OK 74074	75202, 75270	DALLAS TX 75202
		75203, 75216, 75339	DALLAS TX 75216
		75205, 75360	DALLAS TX 75205
		75206, 75372	DALLAS TX 75206
		75210, 75215, 75223, 75226, 75246, 75315, 75371	DALLAS TX 75210

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
75211, 75233, 75236, 75249	DALLAS TX 75211	77016, 77039, 77050, 77093	HOUSTON TX 77016
75214, 75359	DALLAS TX 75214	77017, 77061, 77087	HOUSTON TX 77017
75220, 75354	DALLAS TX 75220	77018, 77092	HOUSTON TX 77018
75221, 75313	DALLAS TX 75221	77027, 77046	HOUSTON TX 77027
75224, 75376	DALLAS TX 75224	77028, 77044, 77049, 77078	HOUSTON TX 77028
75228, 75357	DALLAS TX 75228	77030, 77054	HOUSTON TX 77030
75229, 75378	DALLAS TX 75229	77031, 77071	HOUSTON TX 77031
75230, 75367	DALLAS TX 75230	77032, 77038, 77060, 77067	HOUSTON TX 77032
75231, 75382	DALLAS TX 75231	77033, 77048, 77051	HOUSTON TX 77033
75232, 75237	DALLAS TX 75232	77037, 77076	HOUSTON TX 77037
75234, 75381	DALLAS TX 75234	77043, 77080	HOUSTON TX 77043
75235, 75245, 75390	DALLAS TX 75235	77045, 77047, 77053, 77085	HOUSTON TX 77045
75238, 75355	DALLAS TX 75238	77059, 77062	HOUSTON TX 77059
75240, 75254, 75380	DALLAS TX 75240	77064, 77069, 77070	HOUSTON TX 77064
75243, 75374	DALLAS TX 75243	77072, 77099	HOUSTON TX 77072
75247, 75356	DALLAS TX 75247	77073, 77090	HOUSTON TX 77073
75248, 75379	DALLAS TX 75248	77074, 77081	HOUSTON TX 77074
75253, 75336	DALLAS TX 75253	77075, 77089	HOUSTON TX 77075
75287, 75370	DALLAS TX 75287	77077, 77082	HOUSTON TX 77077
75601-75603	LONGVIEW TX 75601	77079, 77094	HOUSTON TX 77079
75604, 75605	LONGVIEW TX 75604	77086, 77088, 77091	HOUSTON TX 77086
75701, 75707	TYLER TX 75701	77301-77306, 77384, 77385	CONROE TX 77301
75702, 75704-75706, 75708	TYLER TX 75702	77316, 77356	MONTGOMERY TX 77356
75703, 75709	TYLER TX 75703	77320, 77340, 77342	HUNTSVILLE TX 77340
76020, 76098	AZLE TX 76020	77325, 77339, 77345	HUMBLE TX 77339
76021, 76022, 76095	BEDFORD TX 76021	77327, 77328	CLEVELAND TX 77327
76028, 76097	BURLESON TX 76028	77338, 77346, 77347, 77396	HUMBLE TX 77338
76031, 76033	CLEBURNE TX 76031	77351, 77399	LIVINGSTON TX 77351
76039, 76040	EULESS TX 76039	77353-77355	MAGNOLIA TX 77355
76051, 76099	GRAPEVINE TX 76051	77373, 77383, 77388	SPRING TX 77373
76067, 76068	MINERAL WELLS TX 76067	77379, 77389, 77391	SPRING TX 77379
76085-76087	WEATHERFORD TX 76085	77380, 77386, 77387	SPRING TX 77380
76101, 76113	FORT WORTH TX 76101	77381, 77382, 77393	SPRING TX 77381
76115, 76134	FORT WORTH TX 76115	77401, 77402	BELLAIRE TX 77401
76118, 76180	FORT WORTH TX 76118	77404, 77414	BAY CITY TX 77414
76123, 76132, 76162	FORT WORTH TX 76132	77406, 77469	RICHMOND TX 77469
76133, 76163	FORT WORTH TX 76133	77410, 77429, 77433	CYPRESS TX 77429
76901-76906	SAN ANGELO TX 76901	77449, 77450, 77491	KATY TX 77449
77002, 77010	HOUSTON TX 77002	77459, 77489	MISSOURI CITY TX 77459
77003, 77023	HOUSTON TX 77003	77477, 77497	STAFFORD TX 77477
77007, 77008	HOUSTON TX 77007	77478, 77487	SUGAR LAND TX 77478
77011, 77012	HOUSTON TX 77011		
77013, 77015, 77029	HOUSTON TX 77013		
77014, 77066, 77068	HOUSTON TX 77014		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
77479, 77496	SUGAR LAND TX 77479	78245, 78250-78253	SAN ANTONIO TX 78245
77492-77494	KATY TX 77493	78258-78261	SAN ANTONIO TX 78258
77501, 77502, 77506	PASADENA TX 77501	78284-78286	SAN ANTONIO TX 78284
77503-77505, 77507, 77508	PASADENA TX 77503	78332, 78333	ALICE TX 78332
77511, 77512	ALVIN TX 77511	78335, 78336	ARANSAS PASS TX 78336
77515, 77516	ANGLETON TX 77515	78363, 78364	KINGSVILLE TX 78363
77520-77522	BAYTOWN TX 77520	78381, 78382	ROCKPORT TX 78382
77546, 77549	FRIENDSWOOD TX 77546	78401, 78402, 78407, 78408	CORPUS CHRISTI TX 78401
77550-77555	GALVESTON TX 77550	78404, 78463	CORPUS CHRISTI TX 78404
77571, 77572	LA PORTE TX 77571	78405, 78465	CORPUS CHRISTI TX 78405
77573, 77574	LEAGUE CITY TX 77573	78406, 78409, 78410, 78426, 78460	CORPUS CHRISTI TX 78410
77581, 77584, 77588	PEARLAND TX 77581	78411, 78466	CORPUS CHRISTI TX 78411
77590-77592	TEXAS CITY TX 77590	78412, 78414, 78468	CORPUS CHRISTI TX 78412
77630-77632	ORANGE TX 77630	78413, 78427, 78472	CORPUS CHRISTI TX 78413
77640-77643	PORT ARTHUR TX 77640	78415-78417, 78467	CORPUS CHRISTI TX 78415
77701, 77702, 77705, 77725	BEAUMONT TX 77705	78418, 78480	CORPUS CHRISTI TX 78418
77703, 77706, 77708, 77713, 77726	BEAUMONT TX 77706	78613, 78630	CEDAR PARK TX 78613
78006, 78015	BOERNE TX 78006	78626-78628	GEORGETOWN TX 78626
78028, 78029	KERRVILLE TX 78028	78641, 78646	LEANDER TX 78641
78041, 78045	LAREDO TX 78041	78660, 78691	PFLUGERVILLE TX 78660
78042, 78044	LAREDO TX 78042	78664, 78682	ROUND ROCK TX 78664
78043, 78046	LAREDO TX 78043	78666, 78667	SAN MARCOS TX 78666
78102, 78104	BEEVILLE TX 78102	78680, 78681	ROUND ROCK TX 78680
78130-78132, 78135	NEW BRAUNFELS TX 78130	78702, 78721, 78722	AUSTIN TX 78702
78202, 78204, 78207, 78283	SAN ANTONIO TX 78202	78717, 78726, 78729	AUSTIN TX 78717
78203, 78210	SAN ANTONIO TX 78203	78719, 78741, 78742, 78744	AUSTIN TX 78719
78205, 78206, 78291-78299	SAN ANTONIO TX 78205	78723-78725	AUSTIN TX 78723
78208, 78209	SAN ANTONIO TX 78208	78728, 78753	AUSTIN TX 78728
78211, 78214, 78221, 78224-78226, 78241, 78264	SAN ANTONIO TX 78211	78730, 78731	AUSTIN TX 78730
78212, 78215	SAN ANTONIO TX 78212	78732, 78734, 78738	AUSTIN TX 78732
78216, 78279	SAN ANTONIO TX 78216	78733, 78746	AUSTIN TX 78733
78219, 78220, 78222, 78244, 78262, 78263	SAN ANTONIO TX 78219	78735-78737	AUSTIN TX 78735
78227, 78242	SAN ANTONIO TX 78227	78739, 78749	AUSTIN TX 78739
78230, 78231, 78248, 78278	SAN ANTONIO TX 78230	78747, 78748	AUSTIN TX 78747
78232, 78270	SAN ANTONIO TX 78232	78752, 78754	AUSTIN TX 78752
78233, 78239, 78266	SAN ANTONIO TX 78233	78756, 78757	AUSTIN TX 78756
78234-78236, 78243	SAN ANTONIO TX 78234	78801, 78802	UVALDE TX 78801
78238, 78254, 78268	SAN ANTONIO TX 78238	78840-78843, 78847	DEL RIO TX 78840
78240, 78249, 78255-78257, 78269	SAN ANTONIO TX 78240	78852, 78853	EAGLE PASS TX 78852
		79007, 79008	BORGER TX 79007
		79015, 79016	CANYON TX 79015
		79065, 79066	PAMPA TX 79065
		79072, 79073	PLAINVIEW TX 79072

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
79101-79104	AMARILLO TX 79101	85045, 85048, 85070	PHOENIX AZ 85045
79106, 79119, 79121, 79124, 79159	AMARILLO TX 79106	85083, 85085-85087	PHOENIX AZ 85085
79107, 79108, 79111	AMARILLO TX 79107	85201, 85211	MESA AZ 85201
79109, 79110, 79114, 79118	AMARILLO TX 79109	85202, 85274	MESA AZ 85202
79701, 79706	MIDLAND TX 79701	85203, 85213, 85275	MESA AZ 85203
79703, 79707	MIDLAND TX 79703	85204, 85214	MESA AZ 85204
79704, 79708	MIDLAND TX 79704	85205, 85215, 85277	MESA AZ 85215
79710-79712	MIDLAND TX 79710	85208, 85209, 85212	MESA AZ 85208
79714, 79731, 79735, 79745, 79756, 79772	ANDREWS TX 79714	85217-85220, 85278	APACHE JUNCTION AZ 85217
79720, 79721	BIG SPRING TX 79720	85222, 85230, 85293, 85294	CASA GRANDE AZ 85222
79760, 79768, 79769	ODESSA TX 79760	85225, 85244	CHANDLER AZ 85225
79763, 79766	ODESSA TX 79763	85226, 85246	CHANDLER AZ 85226
79764, 79765	ODESSA TX 79764	85233, 85234	GILBERT AZ 85233
79906, 79908	EL PASO TX 79906	85249, 85286	CHANDLER AZ 85249
79922, 79932	EL PASO TX 79922	85250, 85253	SCOTTSDALE AZ 85250
79924, 79934	EL PASO TX 79924	85251, 85252	SCOTTSDALE AZ 85251
79927, 79928	EL PASO TX 79927	85256, 85257, 85271	SCOTTSDALE AZ 85256
84401, 84402, 84405, 84409	OGDEN UT 84401	85258, 85261	SCOTTSDALE AZ 85258
84403, 84415	OGDEN UT 84403	85260, 85267	SCOTTSDALE AZ 85260
84404, 84412, 84414	OGDEN UT 84404	85262, 85263, 85266	SCOTTSDALE AZ 85262
85003, 85004, 85025, 85030, 85073	PHOENIX AZ 85003	85264, 85268, 85269	SCOTTSDALE AZ 85268
85005, 85007, 85009	PHOENIX AZ 85007	85280, 85281, 85287	TEMPE AZ 85280
85006, 85034	PHOENIX AZ 85006	85282, 85285, 85289	TEMPE AZ 85282
85008, 85010	PHOENIX AZ 85008	85283, 85284	TEMPE AZ 85283
85011, 85014	PHOENIX AZ 85014	85295, 85296	GILBERT AZ 85296
85013, 85067	PHOENIX AZ 85013	85297, 85298	GILBERT AZ 85297
85016, 85064	PHOENIX AZ 85016	85303, 85305, 85307, 85309, 85311	GLENDALE AZ 85303
85017, 85061, 85079	PHOENIX AZ 85017	85304, 85306, 85312	GLENDALE AZ 85304
85018, 85060	PHOENIX AZ 85018	85308, 85310, 85318	GLENDALE AZ 85308
85019, 85031, 85043, 85063	PHOENIX AZ 85019	85327, 85331	CAVE CREEK AZ 85331
85020, 85068	PHOENIX AZ 85020	85345, 85380	PEORIA AZ 85345
85021, 85069	PHOENIX AZ 85021	85351, 85372	SUN CITY AZ 85351
85023, 85080	PHOENIX AZ 85023	85363, 85373	SUN CITY AZ 85373
85024, 85050, 85054	PHOENIX AZ 85024	85364-85366, 85369	YUMA AZ 85364
85029, 85071	PHOENIX AZ 85029	85374, 85388	SURPRISE AZ 85374
85032, 85046, 85078	PHOENIX AZ 85032	85375, 85376	SUN CITY WEST AZ 85375
85033, 85035, 85037, 85075	PHOENIX AZ 85033	85378, 85379, 85387	SURPRISE AZ 85379
85038, 85062, 85072, 85082, 85099	PHOENIX AZ 85072	85381-85383, 85385	PEORIA AZ 85381
85040-85042, 85066	PHOENIX AZ 85040	85501, 85502	GLOBE AZ 85501
85044, 85076	PHOENIX AZ 85044	85541, 85547	PAYSON AZ 85541
		85635, 85650	SIERRA VISTA AZ 85635
		85701, 85702	TUCSON AZ 85701
		85713, 85714	TUCSON AZ 85713
		85735, 85736, 85746	TUCSON AZ 85746

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
85747, 85748	TUCSON AZ 85747	90260, 90261	LAWNDALE CA 90260
85901, 85902	SHOW LOW AZ 85901	90263-90265	MALIBU CA 90265
86001-86004, 86011	FLAGSTAFF AZ 86001	90274, 90275	PALOS VERDES CA 90274
86301, 86303, 86305, 86330	PRESCOTT AZ 86301	90291-90296	VENICE CA 90291
86336, 86339-86341, 86351	SEDONA AZ 86336	90301, 90303-90308, 90310-90312	INGLEWOOD CA 90301
86401, 86402, 86413	KINGMAN AZ 86401	90302, 90309	INGLEWOOD CA 90302
86403-86406	LAKE HAVASU CITY AZ 86403	90401, 90406, 90407	SANTA MONICA CA 90401
86426, 86427, 86429, 86430	FORT MOHAVE AZ 86426	90402, 90408	SANTA MONICA CA 90402
86439, 86442	BULLHEAD CITY AZ 86442	90403, 90409, 90410	SANTA MONICA CA 90403
86440, 86446	MOHAVE VALLEY AZ 86440	90404, 90411	SANTA MONICA CA 90404
89002, 89011, 89015	HENDERSON NV 89015	90503, 90510	TORRANCE CA 90503
89014, 89074	HENDERSON NV 89014	90504, 90506	TORRANCE CA 90504
89041, 89048, 89060, 89061	PAHRUMP NV 89041	90507-90509	TORRANCE CA 90507
89044, 89052	HENDERSON NV 89044	90601, 90602	WHITTIER CA 90601
89101, 89106	LAS VEGAS NV 89101	90603, 90604	WHITTIER CA 90603
89103, 89118	LAS VEGAS NV 89103	90605, 90606	WHITTIER CA 90605
89110, 89115, 89156, 89165	LAS VEGAS NV 89110	90620, 90621, 90623	BUENA PARK CA 90620
89113, 89148	LAS VEGAS NV 89113	90701, 90703	ARTESIA CA 90701
89119, 89169	LAS VEGAS NV 89119	90712, 90713, 90715, 90716	LAKEWOOD CA 90712
89120, 89121	LAS VEGAS NV 89120	90731, 90732	SAN PEDRO CA 90731
89122, 89142	LAS VEGAS NV 89122	90755, 90806	LONG BEACH CA 90806
89123, 89183	LAS VEGAS NV 89123	91301, 91376, 91377	AGOURA HILLS CA 91301
89130, 89131, 89143, 89166	LAS VEGAS NV 89130	91302, 91372, 91399	CALABASAS CA 91302
89134, 89144	LAS VEGAS NV 89134	91303, 91305, 91309	CANOGA PARK CA 91303
89431, 89432	SPARKS NV 89431	91306, 91396	CANOGA PARK CA 91306
89434, 89435	SPARKS NV 89434	91307, 91308	CANOGA PARK CA 91307
89501, 89512	RENO NV 89501	91310, 91350, 91380, 91384, 91390	CASTAIC CA 91310
89503, 89513	RENO NV 89503	91311, 91313	CHATSWORTH CA 91311
89511, 89521	RENO NV 89511	91316, 91416, 91426, 91436	ENCINO CA 91316
89523, 89533	RENO NV 89523	91319, 91320	NEWBURY PARK CA 91319
89701-89705	CARSON CITY NV 89701	91321, 91322, 91381	NEWHALL CA 91321
89706, 89721	CARSON CITY NV 89706	91324, 91325, 91328-91330	NORTHRIDGE CA 91324
90201, 90202, 90270	BELL CA 90201	91326, 91327	PORTER RANCH CA 91326
90209-90213	BEVERLY HILLS CA 90210	91331, 91333, 91334	PACOIMA CA 91331
90220-90224	COMPTON CA 90220	91335, 91337	RESEDA CA 91335
90230-90233	CULVER CITY CA 90230	91340, 91342, 91392	SYLMAR CA 91342
90239-90242	DOWNEY CA 90240	91341, 91345, 91346, 91395	MISSION HILLS CA 91345
90245, 90266, 90267	MANHATTAN BEACH CA 90266	91343, 91393	NORTH HILLS CA 91343
90247-90249	GARDENA CA 90247	91344, 91394	GRANADA HILLS CA 91344
90250, 90251	HAWTHORNE CA 90250	91351, 91386, 91387	CANYON COUNTRY CA 91351
90254, 90277, 90278	REDONDO BEACH CA 90277	91352, 91353	SUN VALLEY CA 91352

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
91354, 91355, 91385	VALENCIA CA 91354	92008, 92018	CARLSBAD CA 92008
91356, 91357	TARZANA CA 91356	92009, 92013	CARLSBAD CA 92009
91359, 91360, 91363	THOUSAND OAKS CA 91360	92019, 92022	EL CAJON CA 92019
91361, 91362	THOUSAND OAKS CA 91361	92020, 92090	EL CAJON CA 92020
91364, 91365, 91367, 91371	WOODLAND HILLS CA 91364	92023, 92024	ENCINITAS CA 92024
91401, 91404, 91407, 91408, 91411	VAN NUYS CA 91401	92027, 92030	ESCONDIDO CA 92027
91402, 91412	PANORAMA CITY CA 91402	92028, 92088	FALLBROOK CA 92028
91403, 91413, 91423	SHERMAN OAKS CA 91403	92038, 92039, 92092, 92093, 92161	LA JOLLA CA 92038
91409, 91410	VAN NUYS CA 91409	92049, 92051, 92054	OCEANSIDE CA 92054
91501, 91502, 91504	BURBANK CA 91501	92052, 92056, 92058	OCEANSIDE CA 92056
91503, 91506-91508, 91510	BURBANK CA 91503	92064, 92074	POWAY CA 92064
91601-91603, 91610	NORTH HOLLYWOOD CA 91601	92069, 92078, 92079, 92096	SAN MARCOS CA 92069
91604, 91614	STUDIO CITY CA 91604	92071, 92072	SANTEE CA 92071
91605, 91606, 91608, 91609, 91615	NORTH HOLLYWOOD CA 91605	92083, 92085	VISTA CA 92083
91607, 91616, 91617	VALLEY VILLAGE CA 91607	92103, 92163	SAN DIEGO CA 92103
91701, 91737	RANCHO CUCAMONGA CA 91701	92104, 92164	SAN DIEGO CA 92104
91708, 91710	CHINO CA 91710	92105, 92165	SAN DIEGO CA 92105
91722-91724	COVINA CA 91722	92106, 92166	SAN DIEGO CA 92106
91729, 91730, 91739	RANCHO CUCAMONGA CA 91730	92107, 92167	SAN DIEGO CA 92107
91731-91734	EL MONTE CA 91731	92108, 92168	SAN DIEGO CA 92108
91740, 91741	GLENDORA CA 91740	92109, 92169	SAN DIEGO CA 92109
91744, 91746, 91747, 91749	LA PUENTE CA 91744	92111, 92171	SAN DIEGO CA 92111
91745, 91748	HACIENDA HEIGHTS CA 91745	92113, 92170	SAN DIEGO CA 92113
91754, 91755	MONTEREY PARK CA 91754	92114, 92174	SAN DIEGO CA 92114
91761, 91762, 91764	ONTARIO CA 91761	92115, 92175, 92182, 92195	SAN DIEGO CA 92115
91766, 91769	POMONA CA 91766	92116, 92176	SAN DIEGO CA 92116
91767, 91768	POMONA CA 91767	92117, 92177	SAN DIEGO CA 92117
91775, 91776, 91778	SAN GABRIEL CA 91776	92118, 92178	CORONADO CA 92118
91784-91786	UPLAND CA 91786	92119, 92159	SAN DIEGO CA 92119
91788, 91789	WALNUT CA 91788	92120, 92160, 92190	SAN DIEGO CA 92120
91790-91793	WEST COVINA CA 91790	92121, 92191	SAN DIEGO CA 92121
91801-91803	ALHAMBRA CA 91801	92122, 92192	SAN DIEGO CA 92122
91901, 91903	ALPINE CA 91901	92123, 92193, 92194	SAN DIEGO CA 92123
91902, 91908	BONITA CA 91902	92124, 92142	SAN DIEGO CA 92124
91909, 91911	CHULA VISTA CA 91911	92126, 92196	SAN DIEGO CA 92126
91910, 91912	CHULA VISTA CA 91910	92128, 92198	SAN DIEGO CA 92128
91913-91915, 91921	CHULA VISTA CA 91913	92129, 92172	SAN DIEGO CA 92129
91932, 91933	IMPERIAL BEACH CA 91932	92139, 92149	SAN DIEGO CA 92139
91942-91944	LA MESA CA 91942	92143, 92173	SAN YSIDRO CA 92173
91945, 91946	LEMON GROVE CA 91945	92201-92203	INDIO CA 92201
91947, 91950, 91951	NATIONAL CITY CA 91950	92210, 92211, 92255, 92260, 92261	PALM DESERT CA 92210
91976-91979	SPRING VALLEY CA 91976	92225, 92226	BLYTHE CA 92225
		92231, 92232	CALEXICO CA 92231

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
92234, 92235	CATHEDRAL CITY CA 92234	92661, 92663	NEWPORT BEACH CA 92661
92240, 92241	DESERT HOT SPRINGS CA 92240	92690, 92691	MISSION VIEJO CA 92691
92243, 92244	EL CENTRO CA 92243	92692, 92694	MISSION VIEJO CA 92692
92248, 92253	LA QUINTA CA 92253	92701, 92702	SANTA ANA CA 92701
92262-92264	PALM SPRINGS CA 92262	92705, 92735	SANTA ANA CA 92705
92284-92286	YUCCA VALLEY CA 92284	92708, 92728	FOUNTAIN VALLEY CA 92708
92307, 92308	APPLE VALLEY CA 92307	92780, 92782	TUSTIN CA 92780
92310-92312	BARSTOW CA 92311	92801, 92803	ANAHEIM CA 92801
92313, 92324	COLTON CA 92324	92802, 92812	ANAHEIM CA 92802
92331, 92334-92337	FONTANA CA 92334	92804, 92814	ANAHEIM CA 92804
92340, 92344, 92345	HESPERIA CA 92345	92805, 92815, 92825	ANAHEIM CA 92805
92350, 92354, 92357	LOMA LINDA CA 92354	92806, 92816	ANAHEIM CA 92806
92373-92375	REDLANDS CA 92373	92807, 92817	ANAHEIM CA 92807
92376, 92377	RIALTO CA 92376	92808, 92809	ANAHEIM CA 92808
92392-92395	VICTORVILLE CA 92392	92821-92823	BREA CA 92821
92401, 92402, 92408, 92410, 92418	SAN BERNARDINO CA 92401	92831, 92834	FULLERTON CA 92831
92404, 92413, 92414, 92424	SAN BERNARDINO CA 92404	92832, 92836	FULLERTON CA 92832
92405, 92406	SAN BERNARDINO CA 92405	92833, 92837	FULLERTON CA 92833
92407, 92427	SAN BERNARDINO CA 92407	92835, 92838	FULLERTON CA 92835
92501, 92502, 92522	RIVERSIDE CA 92501	92840, 92842	GARDEN GROVE CA 92840
92503, 92513	RIVERSIDE CA 92503	92841, 92843, 92844	GARDEN GROVE CA 92841
92504, 92514	RIVERSIDE CA 92504	92845, 92846	GARDEN GROVE CA 92845
92505, 92515	RIVERSIDE CA 92505	92856, 92866	ORANGE CA 92856
92506, 92516	RIVERSIDE CA 92506	92857, 92865	ORANGE CA 92857
92507, 92517, 92521	RIVERSIDE CA 92507	92859, 92862, 92869	ORANGE CA 92859
92508, 92518	RIVERSIDE CA 92508	92861, 92863, 92867, 92868	VILLA PARK CA 92861
92509, 92519	RIVERSIDE CA 92509	92870, 92871	PLACENTIA CA 92870
92530-92532	LAKE ELSINORE CA 92530	92877, 92879, 92881, 92883	CORONA CA 92877
92543-92546	HEMET CA 92543	92878, 92880, 92882	CORONA CA 92878
92551-92557	MORENO VALLEY CA 92551	92885-92887	YORBA LINDA CA 92885
92562-92564	MURRIETA CA 92562	93002, 93005-93007, 93009	VENTURA CA 93007
92570-92572, 92599	PERRIS CA 92570	93011, 93012	CAMARILLO CA 93012
92584-92587	SUN CITY CA 92584	93013, 93014	CARPINTERIA CA 93013
92589-92593	TEMECULA CA 92589	93015, 93016	FILLMORE CA 93015
92602, 92620	IRVINE CA 92620	93020, 93021	MOORPARK CA 93021
92603, 92612, 92618	IRVINE CA 92612	93022-93024	OAK VIEW CA 93022
92604, 92606, 92614	IRVINE CA 92614	93030, 93036	OXNARD CA 93030
92607, 92677	LAGUNA NIGUEL CA 92677	93031, 93032, 93034	OXNARD CA 93031
92610, 92679, 92688	RCHO STA MARGARITA CA 92688	93033, 93035	OXNARD CA 93033
92624, 92629	DANA POINT CA 92629	93041, 93044	PORT HUENEME CA 93041
92626, 92628	COSTA MESA CA 92626	93060, 93061	SANTA PAULA CA 93060
92647, 92649	HUNTINGTON BEACH CA 92647	93062, 93064, 93093, 93094, 93099	SIMI VALLEY CA 93062
92651, 92652	LAGUNA BEACH CA 92651		
92660, 92662	NEWPORT BEACH CA 92660		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
93101, 93102, 93109, 93120, 93121	SANTA BARBARA CA 93101	94131, 94172	SAN FRANCISCO CA 94131
93103, 93108	SANTA BARBARA CA 93103	94305, 94309	PALO ALTO CA 94305
93105, 93110, 93111	SANTA BARBARA CA 93105	94501, 94502	ALAMEDA CA 94501
93116, 93117, 93160	GOLETA CA 93117	94503, 94589, 94590, 94592	VALLEJO CA 94589
93215, 93216	DELANO CA 93215	94505, 94514	DISCOVERY BAY CA 94505
93230, 93232	HANFORD CA 93230	94506, 94526	DANVILLE CA 94526
93257, 93258	PORTERVILLE CA 93257	94509, 94531	ANTIOCH CA 94509
93274, 93275	TULARE CA 93274	94518-94520	CONCORD CA 94518
93277, 93278, 93290	VISALIA CA 93277	94521, 94523	CONCORD CA 94521
93279, 93291	VISALIA CA 93291	94522, 94524, 94527	CONCORD CA 94522
93301-93303	BAKERSFIELD CA 93301	94533-94535	FAIRFIELD CA 94533
93304, 93384	BAKERSFIELD CA 93304	94536, 94539	FREMONT CA 94536
93305, 93385	BAKERSFIELD CA 93305	94537, 94538, 94555	FREMONT CA 94537
93306, 93386	BAKERSFIELD CA 93306	94541, 94542, 94544	HAYWARD CA 94541
93307, 93387	BAKERSFIELD CA 93307	94546, 94552	CASTRO VALLEY CA 94546
93309, 93389	BAKERSFIELD CA 93309	94547, 94572	RODEO CA 94572
93311, 93390	BAKERSFIELD CA 93311	94550, 94551	LIVERMORE CA 94550
93313, 93383	BAKERSFIELD CA 93313	94558, 94559, 94581	NAPA CA 94558
93401-93403, 93405, 93406	SAN LUIS OBISPO CA 93401	94566, 94588	PLEASANTON CA 94566
93436-93438	LOMPOC CA 93436	94577-94579	SAN LEANDRO CA 94577
93454-93458	SANTA MARIA CA 93454	94582, 94583	SAN RAMON CA 94583
93701, 93721	FRESNO CA 93701	94596-94598	WALNUT CREEK CA 94596
93706, 93725	FRESNO CA 93706	94601, 94603, 94609, 94621	OAKLAND CA 94601
93901, 93902, 93908	SALINAS CA 93901	94602, 94610, 94618	OAKLAND CA 94602
93905, 93915	SALINAS CA 93905	94605, 94611, 94619	OAKLAND CA 94605
93906, 93907	SALINAS CA 93906	94606-94608, 94612	OAKLAND CA 94606
93922, 93923	CARMEL CA 93923	94702-94705	BERKELEY CA 94702
93940, 93942-93944	MONTEREY CA 93940	94706-94710	BERKELEY CA 94707
94010, 94011	BURLINGAME CA 94010	94801, 94802, 94804, 94807, 94808	RICHMOND CA 94801
94014-94017	DALY CITY CA 94014	94803, 94820	EL SOBRANTE CA 94803
94022, 94023	LOS ALTOS CA 94022	94805, 94806	RICHMOND CA 94805
94025-94028	MENLO PARK CA 94025	94901, 94904, 94912, 94914, 94915	SAN RAFAEL CA 94901
94039, 94041, 94042	MOUNTAIN VIEW CA 94039	94903, 94913	SAN RAFAEL CA 94903
94040, 94043	MOUNTAIN VIEW CA 94040	94925, 94939, 94976, 94977	CORTE MADERA CA 94925
94061, 94063	REDWOOD CITY CA 94061	94927, 94928, 94931	ROHNERT PARK CA 94928
94062, 94064, 94065	REDWOOD CITY CA 94062	94930, 94960, 94978, 94979	SAN ANSELMO CA 94960
94080, 94083	S SAN FRANCISCO CA 94080	94941, 94942	MILL VALLEY CA 94941
94085, 94089	SUNNYVALE CA 94085	94945, 94947-94949	NOVATO CA 94947
94107, 94158	SAN FRANCISCO CA 94107	94952-94955, 94975	PETALUMA CA 94952
94109, 94164	SAN FRANCISCO CA 94109	94965, 94966	SAUSALITO CA 94965
94110, 94140, 94141	SAN FRANCISCO CA 94110	95001, 95003	APTOS CA 95003
94114, 94146	SAN FRANCISCO CA 94114		
94118, 94159	SAN FRANCISCO CA 94118		
94123, 94147	SAN FRANCISCO CA 94123		

Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
95008, 95009, 95011	CAMPBELL CA 95008	95605, 95691	WEST SACRAMENTO CA 95691
95014, 95015	CUPERTINO CA 95014	95608, 95609	CARMICHAEL CA 95608
95020, 95021	GILROY CA 95020	95610, 95611, 95621	CITRUS HEIGHTS CA 95610
95023, 95024	HOLLISTER CA 95023	95616-95618	DAVIS CA 95616
95030, 95031, 95033	LOS GATOS CA 95030	95624, 95759	ELK GROVE CA 95624
95035, 95036	MILPITAS CA 95035	95630, 95762, 95763	FOLSOM CA 95630
95037, 95038	MORGAN HILL CA 95037	95661, 95746	ROSEVILLE CA 95661
95050, 95052, 95054, 95056	SANTA CLARA CA 95050	95670, 95741-95743	RANCHO CORDOVA CA 95670
95051, 95055	SANTA CLARA CA 95051	95677, 95765	ROCKLIN CA 95677
95060, 95061, 95064	SANTA CRUZ CA 95060	95678, 95747	ROSEVILLE CA 95678
95062, 95063, 95065	SANTA CRUZ CA 95062	95687, 95688, 95696	VACAVILLE CA 95687
95066, 95067	SCOTTS VALLEY CA 95066	95695, 95776	WOODLAND CA 95695
95070, 95071	SARATOGA CA 95070	95813, 95851-95853	SACRAMENTO CA 95813
95076, 95077	WATSONVILLE CA 95076	95815, 95833-95837	SACRAMENTO CA 95815
95110, 95113	SAN JOSE CA 95110	95822, 95831	SACRAMENTO CA 95822
95116, 95156	SAN JOSE CA 95116	95823, 95832	SACRAMENTO CA 95823
95117, 95130, 95157	SAN JOSE CA 95117	95825, 95864-95866	SACRAMENTO CA 95825
95118, 95158	SAN JOSE CA 95118	95828-95830	SACRAMENTO CA 95828
95119, 95139	SAN JOSE CA 95119	95842, 95843	SACRAMENTO CA 95842
95120, 95141, 95160	SAN JOSE CA 95120	95926-95928, 95973	CHICO CA 95926
95121, 95138	SAN JOSE CA 95121	95965, 95966	OROVILLE CA 95965
95122, 95151	SAN JOSE CA 95122	95991-95993	YUBA CITY CA 95991
95123, 95153	SAN JOSE CA 95123	96786, 96789	WAHIAWA HI 96786
95124, 95154	SAN JOSE CA 95124	96813, 96814	HONOLULU HI 96813
95126, 95159	SAN JOSE CA 95126	96822, 96826	HONOLULU HI 96822
95129, 95170	SAN JOSE CA 95129		
95131, 95134, 95164	SAN JOSE CA 95131		
95132, 95152	SAN JOSE CA 95132		
95135, 95148, 95173	SAN JOSE CA 95135		
95202, 95203	STOCKTON CA 95202		
95204, 95212	STOCKTON CA 95204		
95205, 95215	STOCKTON CA 95205		
95209, 95210	STOCKTON CA 95209		
95241, 95242	LODI CA 95241		
95304, 95377, 95378, 95391	TRACY CA 95377		
95340, 95341, 95344, 95348	MERCED CA 95340		
95351, 95358	MODESTO CA 95351		
95355, 95357	MODESTO CA 95355		
95380-95382	TURLOCK CA 95380		
95401, 95403, 95407	SANTA ROSA CA 95401		
95404, 95405, 95409	SANTA ROSA CA 95405		
95472, 95473	SEBASTOPOL CA 95472		
95602-95604	AUBURN CA 95603		

L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

[7-3-08] L008 describes the 3-digit scheme sortation list for automation price (see 345.7.0 for Standard Mail, 365.7.0 for Bound Printed Matter, and 707.25.0 for Periodicals) and cobundled automation and Presorted rate (see 705.11.0)

Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the automation criteria in 301.3.0. Pieces within scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 3-digit bundles.

When the 3-digit scheme sort is used, mail for the 3-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. 3-digit scheme bundles using OELs must include the appropriate OEL under 708.7.0, which must contain only the 3-digit ZIP Code listed in Column B. The city and state are provided as information only.

Column A Destination ZIP Codes	Column B Label Bundle To	Column A Destination ZIP Codes	Column B Label Bundle To
006-009	SAN JUAN PR 006	212, 219	BALTIMORE MD 212
010, 011, 013	SPRINGFIELD MA 010	215, 267	CUMBERLAND MD 215
014, 015, 017	CENTRAL MA 015	220-223	NORTHERN VA VA 220
018, 019	MIDDLESEX-ESX MA 018	224, 225	RICHMOND VA 224
020, 023	BROCKTON MA 023	228, 229, 244	CHARLOTTESVILLE VA 229
021, 022	BOSTON MA 021	230, 231	RICHMOND VA 230
027-029	PROVIDENCE RI 028	233-237	NORFOLK VA 233
063-065	SOUTHERN CT 064	240, 241, 243	ROANOKE VA 240
078, 079	WEST JERSEY NJ 079	250-252	CHARLESTON WV 250
080-084	SOUTH JERSEY NJ 080	262, 264, 265	CLARKSBURG WV 262
085-087	TRENTON NJ 085	270, 272, 273	GREENSBORO NC 270
100-102	NEW YORK NY 100	287, 289	ASHEVILLE NC 287
110, 111, 113, 114	QUEENS NY 110	290-292	COLUMBIA SC 290
112, 116	BROOKLYN NY 112	299, 313, 314	SAVANNAH GA 313
117, 118	MID-ISLAND NY 117	303, 311	ATLANTA GA 303
120-123	ALBANY NY 120	307, 373, 374	CHATTANOOGA TN 373
124, 125, 127	MID-HUDSON NY 125	320, 322	JACKSONVILLE FL 320
130-132	SYRACUSE NY 130	326, 344	GAINESVILLE FL 326
140, 141	BUFFALO NY 140	328, 329, 347	ORLANDO FL 328
144-146	ROCHESTER NY 144	331, 332	MIAMI FL 331
172, 178	HARRISBURG PA 172	334, 349	WEST PALM BCH FL 334
180, 181, 183	LEHIGH VALLEY PA 180	335, 336, 346	TAMPA FL 335
182, 186, 187	LEHIGH VALLEY PA 182	339, 341	FT MYERS FL 339
184, 185, 188	SCRANTON PA 184	350, 351	BIRMINGHAM AL 350
206, 207	SOUTHERN MD MD 207	355, 359	BIRMINGHAM AL 355
208, 209	SUBURBAN MD MD 208	370, 371	NASHVILLE TN 370
210, 211	LINTHICUM MD 210	377-379	KNOXVILLE TN 377

Column A Destination ZIP Codes	Column B Label Bundle To	Column A Destination ZIP Codes	Column B Label Bundle To
390, 391	JACKSON MS 390	945, 948	OAKLAND CA 945
403, 404	LEXINGTON KY 403	946, 947	OAKLAND CA 946
407-409	LONDON KY 407	950, 951	SAN JOSE CA 950
411, 412	ASHLAND KY 411	952, 953	STOCKTON CA 952
413, 414	CAMPTON KY 413	967, 968	HONOLULU HI 967
415, 416	PIKEVILLE KY 415		
417, 418	HAZARD KY 417		
421, 422	BOWLING GREEN KY 421		
425, 426	SOMERSET KY 425		
434-436	TOLEDO OH 434		
463, 464	GARY IN 463		
465, 466	SOUTH BEND IN 465		
467, 468	FT WAYNE IN 467		
476, 477	EVANSVILLE IN 477		
484, 485	FLINT MI 484		
486, 487	SAGINAW MI 486		
490, 491	KALAMAZOO MI 490		
493-495	GRAND RAPIDS MI 493		
541, 542	GREEN BAY WI 541		
600, 602	PALATINE IL 600		
601, 603	CAROL STREAM IL 601		
710-712	SHREVEPORT LA 710		
713, 714	SHREVEPORT LA 713		
720, 721	LITTLE ROCK AR 720		
733, 787	AUSTIN TX 787		
740, 741, 743	TULSA OK 740		
750, 754	NORTH TEXAS TX 750		
752, 753	DALLAS TX 752		
770, 772	HOUSTON TX 770		
773-775	NORTH HOUSTON TX 773		
776, 777	BEAUMONT TX 776		
780-782, 788	SAN ANTONIO TX 780		
786, 789	AUSTIN TX 786		
850, 852, 853	PHOENIX AZ 852		
856, 857	TUCSON AZ 856		
870, 871, 875	ALBUQUERQUE NM 870		
894, 895, 961	RENO NV 894		
900, 901	LOS ANGELES CA 900		
902-904	INGLEWOOD CA 902		
905-908	LONG BEACH CA 907		
917, 918	INDUSTRY CA 917		
919, 920	SAN DIEGO CA 920		
926, 927	SANTA ANA CA 926		
932, 933	BAKERSFIELD CA 932		
940, 943, 944	SAN FRANCISCO CA 940		

L009 Mixed ADCs—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

[6-5-08] Mailers must use L009 to label mixed ADC bundles and sacks of Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats. Mailers also must use L009 to label mixed ADC bundles and sacks containing Periodicals irregular parcels; Bound Printer Matter irregular parcels; and Standard Mail irregular parcels of uniform thickness under 445.5.4. Label mail originating in the 3-digit ZIP Code areas in Column A by using the corresponding destination line in Column B.

Column A 3-Digit ZIP Code Prefix Group	Column B Label To	Column A 3-Digit ZIP Code Prefix Group	Column B Label To
005, 068-079, 085-089, 100-119, 124-127	MXD BMC NEW JERSEY NJ 00102 (PKG SVCS, STD)	434-436, 465-468, 480-497	MXD DETROIT MI 481 (PKG SVCS, STD)
005, 068-079, 085-089, 100-119, 124-127	MXD DV DANIELS NJ 07099 (PER)	460-469, 472-475, 478, 479	MXD INDIANAPOLIS IN 460 (PER)
006-009	MXD SAN JUAN PR 006	463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD BMC CHICAGO IL 60890 (PKG SVCS, STD)
010-067, 120-123, 128, 129	MXD SPRINGFIELD MA 010	498, 499, 540-551, 553-564, 566	MXD MINNEAPOLIS MN 555
080-084, 137-139, 169-199	MXD PHILADELPHIA PA 190 (PKG SVCS, STD)	500-509, 520-528, 612	MXD DES MOINES IA 500
080-084, 137-139, 179-199	MXD PHILADELPHIA PA 190 (PER)	510-516, 680, 681, 683-693	MXD OMAHA NE 680
130-136, 140-149	MXD BUFFALO NY 140	530-532, 534, 535, 537-539, 600-611, 613	MXD CHI 2C METRO IL 60821 (PER)
150-168, 260-266, 439-449	MXD PITTSBURGH PA 150	565, 567, 580-588	MXD FARGO ND 580
169-178	MXD HARRISBURG PA 170 (PER)	570-577	MXD SIOUX FALLS SD 570
200-212, 214-239, 244, 254, 267, 268	MXD JCTM WASH DC 20495	590-599, 821	MXD BILLINGS MT 590
240-243, 245-249, 270-297, 376	MXD GREENSBORO NC 270	640, 641, 644-658, 660-662, 664-679, 739	MXD KANSAS CITY MO 64240 (PER)
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	MXD CINCINNATI OH 450 (PKG SVCS, STD)	640, 641, 644-658, 660-662, 664-679, 739	MXD KANSAS CITY KS 66340 (PKG SVCS, STD)
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-459, 470, 471	MXD CINCINNATI OH 450 (PER)	706, 710-712, 718, 733, 750-799, 885	MXD NORTH TEXAS TX 750 (PER)
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	MXD ATLANTA GA 303 (PER, PKG SVCS, STD)	706, 710-712, 718, 733, 760-799, 885	MXD FT WORTH TX 760 (PKG SVCS, STD)
299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	MXD JACKSONVILLE FL 320	730, 731, 734-738, 740, 741, 743-749	MXD OKLAHOMA CITY OK 730
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	MXD MEMPHIS TN 380	750-759	MXD DALLAS TX 752 (PKG SVCS, STD)
420, 423, 424, 476, 477, 614-620, 622-631, 633-639	MXD ST LOUIS MO 630 (PER)	800-816	MXD DENVER CO 800
420, 423, 424, 475-479, 614-620, 622-631, 633-639	MXD ST LOUIS MO 630 (PKG SVCS, STD)	820, 822-831	MXD CHEYENNE WY 820
434-436, 480-497	MXD DETROIT MI 481 (PER)	832-834, 836, 837, 979	MXD BOISE ID 836
		835, 838, 980-985, 988-994, 998, 999	MXD SEATTLE WA 980
		840-847, 898	MXD SALT LAKE CITY UT 840
		850, 852, 853, 855-857, 859, 860, 863	MXD PHOENIX AZ 852

Column A 3-Digit ZIP Code Prefix Group	Column B Label To
864, 889-891, 893-895, 897, 961	MXD LAS VEGAS NV 890
865, 870-875, 877-884	MXD ALBUQUERQUE NM 870
900-908, 910-928, 930-935	MXD LOS ANGELES CA 901
936-960	MXD OAKLAND CA 945
967-969	MXD HONOLULU HI 967
970-978, 986	MXD PORTLAND OR 970
995-997	MXD ANCHORAGE AK 995

L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels

[6-5-08] L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters entered at an ASF or BMC (Column A) or placed on an ASF or BMC pallet, or placed on a SCF pallet entered at an SCF facility listed in column B. L010 indicates the label destination (Column B) for mixed sacks of Package Services irregular parcels placed on ASF or BMC pallets.

Use L009 when labeling mixed ADC bundles and sacks of automation price Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats.

Column A Entry BMC/ASF	Column B Label To
ALBUQUERQUE ASF	MXD ALBUQUERQUE NM 870
ATLANTA BMC	MXD ATLANTA GA 303
BILLINGS ASF	MXD BILLINGS MT 590
BUFFALO ASF	MXD BUFFALO NY 140
CHICAGO BMC	MXD IRVING PARK RD IL 607
CINCINNATI BMC	MXD CINCINNATI OH 450
DENVER BMC	MXD BMC DENVER CO 800
DES MOINES BMC	MXD BMC DES MOINES IA 51799
DALLAS BMC	MXD BMC DALLAS TX 75197
DETROIT BMC	MXD DETROIT MI 481
FARGO ASF	MXD FARGO ND 580
GREENSBORO BMC	MXD GREENSBORO NC 270
JACKSONVILLE BMC	MXD JACKSONVILLE FL 320
KANSAS CITY BMC	MXD BMC KANSAS CITY KS 66399
LOS ANGELES BMC	MXD LOS ANGELES CA 900
MINNEAPOLIS BMC	MXD BMC MPLS/STP MN 55500
MEMPHIS BMC	MXD MEMPHIS TN 380
NJ INTL & BMC	MXD DV DANIELS NJ 07099
OKLAHOMA CITY ASF	MXD OKLAHOMA CITY OK 730
PHILADELPHIA BMC	MXD PHILADELPHIA PA 190
PHOENIX ASF	MXD PHOENIX AZ 852
PITTSBURGH BMC	MXD PITTSBURGH PA 150
SEATTLE BMC	MXD BMC SEATTLE WA 980
SALT LAKE CITY ASF	MXD SALT LAKE CTY UT 840
SAN FRANCISCO BMC	MXD OAKLAND CA 945
SIOUX FALLS ASF	MXD SIOUX FALLS SD 570
SPRINGFIELD BMC	MXD SPRINGFIELD MA 010
ST. LOUIS BMC	MXD ST LOUIS MO 630
WASHINGTON BMC	MXD JCTM WASH DC 20495

L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters

[6-5-08] L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Periodicals and Standard Mail letters. Use L009 when labeling mixed ADC bundles and sacks of automation price Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats.

Column A Originating ZIP Codes	Column B Label To
005, 115, 117-119	MXD LONG ISLAND NY 117
006-009	MXD SAN JUAN PR 006
010-013, 035-037, 050-054, 056-069, 120-123, 128, 129	MXD HARTFORD CT 060
014-034, 038-049, 055	MXD NORTHWEST BOS MA 024
070-079, 085-089	MXD DV DANIELS NJ 07099
080-084	MXD SOUTH JERSEY NJ 080
100-102, 104	MXD NEW YORK NY 100
103, 112, 116	MXD BROOKLYN NY 112
105-109, 124-127	MXD WESTCHESTER NY 105
110, 111, 113, 114	MXD QUEENS NY 110
130-149	MXD BUFFALO NY 140
150-168, 260	MXD PITTSBURGH PA 150
169-178	MXD HARRISBURG PA 170
179, 189, 193-196	MXD SOUTHEASTERN PA 189
180-188	MXD LEHIGH VALLEY PA 180
190-192	MXD PHILADELPHIA PA 190
197-199	MXD WILMINGTON DE 197
200-212, 214-239, 244, 267	MXD JCTM WASH DC 20495
240-243, 245	MXD ROANOKE VA 240
246-259, 261-266, 268	MXD CHARLESTON WV 250
270-279, 285	MXD GREENSBORO NC 270
280-284, 286-289, 297	MXD CHARLOTTE NC 280
290-296	MXD COLUMBIA SC 290
298, 300-303, 305, 306, 308, 309, 311, 399	MXD NORTH METRO GA 301
299, 304, 313-315, 320-326, 344	MXD JACKSONVILLE FL 320
307, 370-374, 376-379, 384, 385	MXD NASHVILLE TN 370
310, 312, 316-319, 398	MXD MACON GA 310
327-329, 334, 347, 349	MXD ORLANDO FL 328
330-333	MXD MIAMI FL 331
335-339, 341, 342, 346	MXD TAMPA FL 335
350-352, 354-359, 362	MXD BIRMINGHAM AL 350
360, 361, 363-368	MXD MONTGOMERY AL 360
369, 390-397	MXD JACKSON MS 390
375, 380-383, 386-389, 723	MXD MEMPHIS TN 380
400-402, 406-409, 420-427, 471, 476, 477	MXD LOUISVILLE KY 400
403-405, 411-418	MXD LEXINGTON KY 403

Column A Originating ZIP Codes	Column B Label To
410, 450-455, 458, 459, 470	MXD CINCINNATI OH 450
430-438, 456, 457	MXD COLUMBUS OH 430
439-449	MXD CLEVELAND OH 440
460-469, 472-475, 478, 479	(PER) MXD INDIANAPOLIS IN 460
460-469, 472-475, 478, 479	(STD) MXD INDIANAPOLIS IN 460
480-489, 492	MXD DETROIT MI 481
490, 491, 493-497	MXD GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	MXD MILWAUKEE WI 530
500-509, 520-528, 612	MXD DES MOINES IA 500
510-516, 680, 681, 683-693	MXD OMAHA NE 680
540, 546-548, 550, 551, 553-564, 566	MXD MINNEAPOLIS MN 555
565, 567, 580-588	MXD FARGO ND 580
570-577	MXD SIOUX FALLS SD 570
590-599, 821	MXD BILLINGS MT 590
600-603, 610, 611, 614-616	MXD CAROL STREAM IL 601
604, 605, 609, 613, 617-619	MXD S SUBURBAN IL 604
606-608	(PER) MXD CHICAGO IL 606
606-608	(STD) MXD CHICAGO IL 606
620, 622-631, 633-639	MXD ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-679	(PER) MXD KANSAS CITY MO 64240
640, 641, 644-658, 660-662, 664-679	(STD) MXD KANSAS CITY KS 66340
700, 701, 703-708	MXD NEW ORLEANS LA 700
710-714	MXD SHREVEPORT LA 710
716-722, 724-729	MXD LITTLE ROCK AR 720
730, 731, 734-741, 743-749	MXD OKLAHOMA CITY OK 730
733, 770-789	MXD NORTH HOUSTON TX 773
750-769, 790-799, 885	MXD FT WORTH TX 760
800-816	MXD DENVER CO 800
820, 822-831	MXD CHEYENNE WY 820
832-834, 836, 837, 979	MXD BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	MXD SEATTLE WA 980
840-847, 898	MXD SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863	MXD PHOENIX AZ 852
864, 889-891, 893-895, 897, 961	MXD LAS VEGAS NV 890
865, 870-875, 877-884	MXD ALBUQUERQUE NM 870
900-908, 910-928, 930-935	MXD LOS ANGELES CA 901
936-960, 962-966	MXD OAKLAND CA 945
967-969	MXD HONOLULU HI 967
970-978, 986	MXD PORTLAND OR 970
995-997	MXD ANCHORAGE AK 995

L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

[8-14-08] [6-5-08] L201 describes the First-Class Mail surface transportation reach of an origin facility for use in preparing bundles and sacks of Periodicals mail (including Periodicals labeled “news”) and in preparation of First-Class Mail mixed containers.

For Periodicals addressed to destinations within the First-Class Mail surface reach of the origin facility, mailers must use L201 to prepare mixed origin ADC bundles and sacks to enable integration of this volume into the First-Class Mail mailstream. Label bundles and sacks of mail originating in the 3-digit entry ZIP Code in Column A for delivery to 3-digit ZIP Code destinations listed in Column B using the corresponding city, state, and ZIP Code information in Column C. Use L009 for the preparation of mixed ADC bundles and sacks for any remaining pieces addressed to 3-digit ZIP Code destinations not listed in Column B.

For First-Class Mail letters, flats, and parcels originating in the 3-digit entry ZIP Code in Column A, label trays and sacks to the corresponding destination in Column C. Use “MXD” instead of “OMX.” Ignore Column B.

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
005, 117-119	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX MID-ISLAND NY 117
006-009	006-009	OMX SAN JUAN PR 006
010-013	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX SPRINGFIELD MA 010
014-017	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX CENTRAL MA 015
018, 019, 055	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX MIDDLESEX-ESX MA 018
020, 023	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX BROCKTON MA 023
021, 022, 024	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX BOSTON MA 021
025-029	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX PROVIDENCE RI 028

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
030-034	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX MANCHESTER NH 030
035-037, 050-053, 057-059	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX WHITE RIV JCT VT 050
038, 039	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX PORTSMOUTH NH 038
040-043, 045, 048	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX PORTLAND ME 040
044, 046, 047, 049	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-386, 388, 389, 393, 397-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 723	OMX EASTERN ME 044
054, 056	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396, 398, 399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 704, 716, 719-729	OMX BURLINGTON VT 054
060-062	005, 010-098, 100-212, 214-268, 270-326, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX HARTFORD CT 060
063-065, 067	005, 010-098, 100-212, 214-268, 270-326, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX SOUTHERN CT 064
066, 068, 069	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 719-724, 726-728, 750-754, 756-767	OMX STAMFORD CT 068
070-073, 078, 079	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX DV DANIELS NJ 07099
074-076	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX NNJ METRO NJ 076
077, 088, 089	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX KILMER NJ 088
080-084	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX SOUTH JERSEY NJ 080
085-087	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX TRENTON NJ 085

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
100-102, 104	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX NEW YORK NY 100
103	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX STATEN ISLAND NY 103
105-109	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX WESTCHESTER NY 105
110, 111, 113, 114	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX QUEENS NY 110
112, 116	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX BROOKLYN NY 112
115	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX WESTERN NASSAU NY 115
120-123, 128	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX ALBANY NY 120
124-127	005, 010-098, 100-212, 214-268, 270-324, 326, 344, 350-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 716, 717, 719-729	OMX MID-HUDSON NY 125
129	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX PLATTSBURGH NY 129
130-139	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX SYRACUSE NY 130
140-143, 147	005, 010-098, 100-212, 214-268, 270-329, 335-339, 341, 342, 344, 346, 347, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX BUFFALO NY 140
144-146, 148, 149	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 325, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX ROCHESTER NY 144
150-154, 156, 260	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX PITTSBURGH PA 150

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
155, 157-159	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX JOHNSTOWN PA 159
160-162	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX NEW CASTLE PA 161
163-165, 167	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX ERIE PA 164
166, 168	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX ALTOONA PA 166
169, 177	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX WILLIAMSPORT PA 177
170-172, 178	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX HARRISBURG PA 170
173-176	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX LANCASTER PA 173
179, 195, 196	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX READING PA 195
180, 181, 183	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX LEHIGH VALLEY PA 180
182, 186, 187	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX WILKES-BARRE PA 186
184, 185, 188	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX SCRANTON PA 184
189, 193, 194	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX SOUTHEASTERN PA 189

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
190-192	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX PHILADELPHIA PA 190
197-199	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX WILMINGTON DE 197
200, 202-209	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX WASHINGTON DC 200
201, 220-223, 226, 227	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX DULLES VA 201
210-212, 214, 219	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX BALTIMORE MD 212
215, 267	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX CUMBERLAND MD 215
216, 218	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX EASTERN SHORE MD 216
217	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX FREDERICK MD 217
224, 225, 230-232, 238, 239	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX RICHMOND VA 230
228, 229, 244	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX CHARLOTTESVLE VA 229
233-237	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-485, 490, 491, 493-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX NORFOLK VA 233
240, 241, 243	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX ROANOKE VA 240

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
242	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX BRISTOL VA 242
245	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX LYNCHBURG VA 245
246-248	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX BLUEFIELD WV 247
249-253, 266	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX CHARLESTON WV 250
254, 261-265, 268	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX CLARKSBURG WV 263
255-257	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX HUNTINGTON WV 255
258, 259	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX BECKLEY WV 258
270-274	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX GREENSBORO NC 270
275-277	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX RALEIGH NC 275
278, 279	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX ROCKY MOUNT NC 278
280-282, 297	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX CHARLOTTE NC 280
283-285	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX FAYETTEVILLE NC 283

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
286	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX HICKORY NC 286
287-289	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 770-778	OMX ASHEVILLE NC 287
290-292	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX COLUMBIA SC 290
293, 296	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX GREENVILLE SC 296
294	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-749, 755	OMX CHARLESTON SC 294
295	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX FLORENCE SC 295
298, 308, 309	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-764, 770-789, 798-816, 880, 885	OMX AUGUSTA GA 308
299, 304, 313, 314	005, 060-089, 100-119, 124-127, 140-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749	OMX SAVANNAH GA 313
300, 301	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 880, 885	OMX NORTH METRO GA 300
302, 303, 311, 399	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 880, 885	OMX ATLANTA GA 303
305, 306	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-764, 770-789, 798-816, 880, 885	OMX ATHENS GA 306
307, 373, 374	005, 010-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798, 799, 880, 885	OMX CHATTANOOGA TN 373

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
310, 312	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-764, 770-789, 798-816, 880, 885	OMX MACON GA 310
315, 320, 322	005, 070-098, 100-119, 124-127, 140-212, 214-225, 228-260, 267, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749	OMX JACKSONVILLE FL 320
316, 317, 398	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 880, 885	OMX ALBANY GA 317
318, 319	005, 010-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 880, 885	OMX COLUMBUS GA 318
321	005, 070-089, 100-119, 124-127, 140-212, 214-223, 226, 227, 246-260, 267, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749	OMX DAYTONA BEACH FL 321
323	070-089, 100-102, 104, 140-212, 214-223, 226, 227, 240-243, 245-259, 261-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 885	OMX TALLAHASSEE FL 323
324	070-089, 100-102, 104, 140-212, 214-268, 270-279, 285, 298-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 700, 701, 703-708, 716, 717, 719-731, 734-738, 740, 741, 743-749	OMX PANAMA CITY FL 324
325	005, 070-089, 100-119, 124-127, 140-212, 214-268, 270-284, 287-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 880, 885	OMX PENSACOLA FL 325
326, 344	005, 070-089, 100-119, 124-127, 140-212, 214-223, 226, 227, 246-260, 267, 270-285, 287-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749	OMX GAINESVILLE FL 326
327	005, 068-089, 100-119, 124-127, 140-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-497, 500-516, 520-528, 530-532, 534, 549, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX MID-FLORIDA FL 327
328, 329, 347	005, 060-069, 074-089, 100-119, 124-127, 140-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-497, 500-516, 520-528, 530-532, 534, 549, 612-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX ORLANDO FL 328
330	240-243, 245, 270-339, 341, 342, 344, 346, 347, 349-352, 354-374, 384, 385, 390-399, 700, 701, 703-708	OMX SOUTH FLORIDA FL 330
331, 332	240-243, 245, 270-339, 341, 342, 344, 346, 347, 349-352, 354-374, 376-379, 384, 385, 390-399, 700, 701, 703-708	OMX MIAMI FL 331

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
333	240-243, 245, 270-306, 308-339, 341, 342, 344, 346, 347, 349-352, 354-368, 370-372, 384, 385, 394, 395, 398, 399, 700, 701, 703-708	OMX FT LAUDERDALE FL 333
334, 349	298-339, 341, 342, 344, 346, 347, 349-352, 354-406, 411, 412, 420, 423, 424, 471, 476, 477, 705-708, 723	OMX WEST PALM BCH FL 334
335, 336, 346	005, 068-089, 100-119, 124-127, 150-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX TAMPA FL 335
337	005, 068-089, 100-119, 124-127, 130-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX ST PETERSBURG FL 337
338	005, 068-089, 100-119, 124-127, 150-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX LAKE LAND FL 338
339, 341	080-084, 169-212, 214-223, 226, 227, 254, 267, 290-296, 298-339, 341, 342, 344, 346, 347, 349-352, 354-368, 370-374, 376-379, 394, 395, 398, 399, 498, 499, 530-532, 534, 535, 537-539, 541-545, 549, 600-608, 610, 611, 700, 701, 703-708	OMX FT MYERS FL 339
342	005, 068-089, 100-119, 124-127, 130-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX MANASOTA FL 342
350-352, 354, 355, 359, 362	005, 063-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 880, 885	OMX BIRMINGHAM AL 350
356-358	005, 063-089, 100-123, 128-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-764, 770-778	OMX HUNTSVILLE AL 357
360, 361, 363, 364, 367, 368	005, 068-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-738, 740, 741, 743-767, 770-778	OMX MONTGOMERY AL 360
365, 366	005, 070-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-668, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 880, 885	OMX MOBILE AL 365
369, 390-393, 396	005, 010-089, 100-212, 214-268, 270-282, 297-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-452, 456, 457, 459-489, 492, 498-516, 525, 530-532, 534, 539-551, 553-564, 566, 600-611, 613-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820	OMX JACKSON MS 390
370-372, 384, 385	005, 010-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798, 799, 880, 885	OMX NASHVILLE TN 370

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
375, 380, 381, 386, 723	005, 010-089, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 880, 885	OMX MEMPHIS TN 380
376	005, 010-089, 100-212, 214-268, 270-324, 326-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 733-741, 743-767, 770-789, 798, 799, 880, 885	OMX JOHNSON CITY TN 376
377-379	005, 010-089, 100-212, 214-268, 270-324, 326-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-364, 367-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703, 704, 716-731, 733-741, 743-767, 770-789, 798, 799, 880, 885	OMX KNOXVILLE TN 377
382, 383	005, 014-089, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 880, 885	OMX JACKSON TN 383
387, 389, 397	005, 010-089, 100-212, 214-268, 270-289, 293, 296-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820, 822-831	OMX GRENADA MS 389
388	005, 010-089, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 880, 885	OMX TUPELO MS 388
394	005, 070-089, 100-212, 214-232, 238-268, 270-279, 285, 290-296, 298-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-526, 530-532, 534, 535, 537-551, 553-559, 600-611, 613-620, 622-631, 633-639, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 880, 885	OMX HATTIESBURG MS 394
395	005, 070-089, 100-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 600-619, 640, 641, 644-658, 660-662, 680, 681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-738, 740, 741, 743-767, 770-789, 798, 799, 880, 885	OMX GULFPORT MS 395
400-402, 427, 471	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX LOUISVILLE KY 400
403-406, 413, 414	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX LEXINGTON KY 403
407-409, 417, 418, 425, 426	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX LONDON KY 407

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
410, 450-452, 459, 470	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-797	OMX CINCINNATI OH 450
411, 412, 415, 416	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX ASHLAND KY 411
420	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX PADUCAH KY 420
421-423	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX BOWLING GREEN KY 421
424, 476, 477	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	OMX EVANSVILLE IN 476
430-433, 456, 457	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-767	OMX COLUMBUS OH 430
434-436	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-767	OMX TOLEDO OH 434
437, 438	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-767	OMX ZANESVILLE OH 437
439, 444, 445	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX YOUNGSTOWN OH 444
440, 441	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX CLEVELAND OH 440
442, 443	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX AKRON OH 442
446, 447	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX CANTON OH 446

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
448, 449	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX MANSFIELD OH 448
453-455	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789	OMX DAYTON OH 453
458	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789	OMX LIMA OH 458
460-462, 472, 474	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789	OMX INDIANAPOLIS IN 460
463, 464	005, 010-089, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-767, 800-816, 820, 822-831	OMX GARY IN 463
465, 466	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX SOUTH BEND IN 465
467, 468	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755	OMX FORT WAYNE IN 467
469	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789	OMX KOKOMO IN 469
473	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789	OMX MUNCIE IN 473
475, 478	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789, 795-797	OMX TERRE HAUTE IN 478
479	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789, 795-797	OMX LAFAYETTE IN 479
480, 483	005, 010-089, 100-212, 214-268, 270-327, 334-339, 341, 342, 344, 346, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764	OMX METROPLEX MI 480

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
481, 482	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX DETROIT MI 481
484, 485	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX FLINT MI 484
486, 487	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX SAGINAW MI 486
488, 489, 492	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 962-966	OMX LANSING MI 488
490, 491	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX KALAMAZOO MI 490
493-495	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX GRAND RAPIDS MI 493
496	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX TRAVERSE CITY MI 496
497	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX GAYLORD MI 497
498, 499	005, 010-098, 100-119, 124-129, 140-212, 214-268, 270-279, 283-286, 290-296, 298-326, 340, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX IRON MOUNTAIN MI 498
500-503, 508, 509, 525	140-143, 147, 150-168, 179, 189-196, 240-243, 245-253, 255-266, 268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820, 822-831, 840-844	OMX DES MOINES IA 500
504, 506, 507	140-172, 177-196, 240-243, 245-253, 255-266, 268, 270-319, 350-352, 354-364, 367, 368, 370-375, 380-389, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820-831, 840-844	OMX WATERLOO IA 506

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
505	140-143, 147, 150-168, 179, 189-196, 240-243, 245-253, 255-266, 268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820, 822-831	OMX FORT DODGE IA 505
510-513	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 840-847, 856, 857, 880, 885	OMX SIOUX CITY IA 510
514	240-243, 245-253, 255-266, 268, 270-274, 285, 298, 300-303, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 835, 840-847, 885, 898, 994	OMX CARROLL IA 514
515, 516, 680, 681	130-168, 190-192, 240-243, 245-253, 255-266, 268, 270-282, 285, 297, 298, 300-303, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-692, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX OMAHA NE 680
520, 522-524	070-073, 130-172, 177-196, 200-212, 214-268, 270-323, 326, 327, 334-339, 341, 342, 344, 346, 349-352, 354-368, 370-389, 394, 395, 398-418, 420-427, 430-433, 437-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820, 822-831	OMX CEDAR RAPIDS IA 522
521	140-143, 147, 150-168, 179, 189-196, 240-243, 245-253, 255-266, 268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 800-816, 820, 822-831	OMX DECORAH IA 521
526-528, 612	010-089, 105-109, 120-212, 214-268, 270-292, 294, 295, 297-309, 311, 313-315, 320-326, 344, 350-352, 354-397, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX QUAD CITIES IL 612
530-532, 534	005, 010-098, 100-212, 214-268, 270-326, 340, 344, 350-352, 354-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX MILWAUKEE WI 530
535, 537-539	005, 010-098, 100-212, 214-268, 270-326, 340, 344, 350-352, 354-393, 395-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703, 705-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX MADISON WI 535

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
540, 550, 551	005, 060-089, 100-123, 130-168, 200-212, 214-268, 270-277, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 898, 979	OMX ST PAUL MN 550
541-543	005, 010-098, 100-212, 214-268, 270-326, 340, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX GREEN BAY WI 541
544, 545	005, 010-098, 100-212, 214-268, 270-326, 340, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 821, 962-966	OMX WAUSAU WI 544
546	005, 060-079, 085-089, 100-119, 124-127, 130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-831, 840-847, 864, 889-891, 893, 898	OMX LA CROSSE WI 546
547, 548	005, 060-079, 085-089, 100-119, 124-127, 130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX EAU CLAIRE WI 547
549	005, 010-098, 100-212, 214-268, 270-322, 324-326, 340, 344, 350-352, 354-393, 395-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-741, 743-749, 962-966	OMX OSHKOSH WI 549
553-555	005, 060-067, 070-084, 100-119, 130-168, 200-212, 214-268, 270-277, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 898, 979	OMX MINNEAPOLIS MN 553
556-558	130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX DULUTH MN 556
559	005, 060-079, 085-089, 100-119, 124-127, 130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX ROCHESTER MN 559

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
560, 561	005, 060-079, 085-089, 100-119, 124-127, 130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX MANKATO MN 560
562-564	005, 060-079, 085-089, 100-119, 124-127, 130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX ST CLOUD MN 563
565, 580, 581	498-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-619, 680, 681, 683-693, 821, 832-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX FARGO ND 580
566	130-168, 200-212, 214-268, 270-274, 280-282, 285-289, 297, 298, 300-303, 305, 306, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-731, 734-741, 743-764, 800-816, 820-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX BEMIDJI MN 566
567, 582	498-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-599, 612, 613, 680, 681, 683-693, 821	OMX GRAND FORKS ND 582
570, 571	498-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-831, 840-847	OMX SIOUX FALLS SD 570
572, 573	500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-831, 840-847	OMX DAKOTA CENTRAL SD 572
574	500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-576, 580-588, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-831	OMX ABERDEEN SD 574
575	500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-831, 840-847	OMX PIERRE SD 575
576	500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-831, 840-847	OMX MOBRIDGE SD 576
577	245, 510-516, 527, 528, 540, 546-548, 550, 551, 553-564, 566, 570-577, 587, 588, 590-599, 612, 680, 681, 683-693, 800-816, 820-831, 840-847	OMX RAPID CITY SD 577
583	498-516, 520-526, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-599, 680, 681, 683-693, 821, 832-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX DEVILS LAKE ND 583
584	498-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-599, 612, 680, 681, 683-693, 821, 832-834, 836, 837, 840-847, 864, 889-891, 893, 898, 979	OMX JAMESTOWN ND 584
585, 586	540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 821	OMX BISMARCK ND 585
587, 588	540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 821, 988	OMX MINOT ND 587
590, 591, 821	540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 889-891, 893-895, 897, 898, 961, 970-986, 988-994, 998, 999	OMX BILLINGS MT 590

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
592	540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 889-891, 893-895, 897, 898, 961, 970-986, 988-994, 998, 999	OMX WOLF POINT MT 592
593	540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 889-891, 893-895, 897, 898, 961, 970-986, 988-994, 998, 999	OMX MILES CITY MT 593
594	266, 590-599, 779, 800-810, 812-816, 821, 835, 838, 840-847, 898, 988-994	OMX GREAT FALLS MT 594
595	266, 590-599, 800-816, 821, 835, 838, 840-847, 898, 988-994	OMX HAVRE MT 595
596	590-599, 821, 988, 989	OMX HELENA MT 596
597	540, 546-548, 550, 551, 553-564, 566, 590-599, 800-816, 820-832, 834, 835, 838, 840-847, 898, 980-985, 988-994, 998, 999	OMX BUTTE MT 597
598	590-599, 821, 832, 834, 835, 838, 840-847, 898, 980-985, 988-994, 998, 999	OMX MISSOULA MT 598
599	590-599, 821, 835, 838, 988-994	OMX KALISPELL MT 599
600, 602	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX PALATINE IL 600
601, 603	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX CAROL STREAM IL 601
604	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX S SUBURBAN IL 604
605	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX FOX VALLEY IL 605
606-608	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX CHICAGO IL 606
609, 618, 619	005, 010-098, 100-212, 214-268, 270-326, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-729, 733, 739, 750-816, 820, 822-831, 880, 885	OMX CHAMPAIGN IL 618
610, 611	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX ROCKFORD IL 610
613, 617	005, 010-098, 100-212, 214-268, 270-326, 344, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-729, 733, 739, 750-816, 820, 822-831, 880, 885	OMX BLOOMINGTON IL 617

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
614-616	005, 010-098, 100-212, 214-268, 270-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 800-816, 820, 822-831	OMX PEORIA IL 615
620, 622, 630, 631, 633	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX ST LOUIS MO 630
623, 634, 635	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590, 591, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820-831, 880, 885	OMX QUINCY IL 623
624	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 880, 885	OMX EFFINGHAM IL 624
625-627	005, 010-098, 100-212, 214-268, 270-329, 335-339, 341, 342, 344, 346, 347, 350-352, 354-364, 367-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-749, 755-759, 769, 779, 783-785, 797, 800-816, 820, 822-831, 880	OMX SPRINGFIELD IL 625
628	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 880, 885	OMX CENTRALIA IL 628
629	005, 010-098, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 880, 885	OMX CARBONDALE IL 629
636-639	005, 010-089, 100-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 865, 870-875, 877-885	OMX CAPE GIRARDEAU MO 637
640, 641, 644-647, 649, 662	130-168, 190-192, 197-199, 240-243, 245-253, 255-266, 268, 270-323, 326, 335-339, 341, 342, 344, 346, 350-352, 354-359, 362, 369-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-792, 798-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX KANSAS CITY MO 640
648, 654-658	080-084, 130-149, 190-192, 369, 375, 380-384, 386-393, 396, 397, 400-409, 411-418, 420-427, 430-449, 456, 457, 460-469, 471-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 880, 885	OMX SPRINGFIELD MO 656
650-653	005, 010-098, 100-212, 214-268, 270-329, 334-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 962-966	OMX MID-MISSOURI MO 650

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
660, 661	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-323, 326, 335-339, 341, 342, 344, 346, 350-352, 354-359, 362, 369-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-792, 798-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX KANSAS CITY KS 660
664-666, 668	080-084, 130-168, 190-192, 197-199, 240-243, 245-253, 255-266, 268, 270-323, 326, 335-339, 341, 342, 344, 346, 350-352, 354-359, 362, 369-393, 396-409, 411-418, 420-427, 430-449, 453-458, 460-469, 471-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-792, 798-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX TOPEKA KS 664
667	080-084, 130-168, 197-199, 240-243, 245-253, 255-266, 268, 270-323, 326, 335-339, 341, 342, 344, 346, 350-352, 354-359, 362, 369-393, 396-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-792, 798-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX FORT SCOTT KS 667
669, 674	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-303, 307-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX SALINA KS 674
670-672	080-084, 130-199, 224, 225, 228-253, 255-266, 268, 270-303, 307-309, 311, 313-315, 320-324, 350-352, 354-359, 362, 369-375, 380-393, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX WICHITA KS 670
673	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-303, 307-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX INDEPENDENCE KS 673
675	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-303, 307-309, 311, 320-324, 350-352, 354-359, 362, 369-375, 380-393, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX HUTCHINSON KS 675
676	080-084, 130-199, 224, 225, 228-253, 255-266, 268, 270-298, 300-303, 307-309, 311, 320-322, 350-352, 354-359, 362, 369-375, 380-393, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX HAYS KS 676

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
677	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-303, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX COLBY KS 677
678	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-303, 307-309, 311, 362, 370-375, 380-389, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 530-532, 534, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX DODGE CITY KS 678
679, 739	080-084, 130-199, 240-243, 245-253, 255-266, 268, 270-298, 300-309, 311, 350-352, 354-359, 362, 370-375, 380-389, 399-418, 420-427, 430-433, 437-497, 500-516, 520-528, 535, 537-540, 544-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-791, 798-816, 820-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX LIBERAL KS 679
683-685	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 394, 395, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX LINCOLN NE 683
686, 687	130-168, 190-192, 240-243, 245-253, 255-266, 268, 270-282, 285, 297, 298, 300-304, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 394, 395, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-692, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX NORFOLK NE 687
688, 689	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308-312, 316-319, 350-352, 354-359, 362, 370-372, 375, 380-389, 394, 395, 398-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX GRAND ISLAND NE 688
690-692	310, 312, 316-319, 398, 500-516, 520-528, 530-532, 534, 549, 565, 567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-879, 881-884, 898, 900-908, 910-928, 930-935, 979	OMX NORTH PLATTE NE 691
693	130-168, 240-243, 245-253, 255-266, 268, 270-279, 285, 298, 300-304, 308, 309, 311, 350-352, 354-359, 362, 370-372, 375, 380-389, 399-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820-831, 835, 838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 990-994	OMX ALLIANCE NE 693

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
700, 701, 703, 704	005, 010-039, 050-098, 100-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 514, 520-528, 530-532, 534, 535, 537-551, 553-566, 576, 600-620, 622-631, 633-641, 644-658, 660-662, 664-679, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-768, 770-789, 795, 796, 798-816, 820, 822-831, 880, 885, 962-966	OMX NEW ORLEANS LA 700
705, 706	150-172, 177, 178, 180-188, 190-192, 200-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 498-516, 520-526, 530-532, 534, 535, 537-551, 553-564, 566, 613-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 812-816, 820, 822-828, 865, 870-875, 877-884	OMX LAFAYETTE LA 705
707, 708	005, 010-029, 055, 060-098, 100-128, 130-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 514, 520-528, 530-532, 534, 535, 537-546, 549-551, 553-566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-679, 686, 687, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789, 792, 795-813, 820, 822, 826, 865, 870-875, 877-879, 881-885, 962-966	OMX BATON ROUGE LA 707
710-712	005, 010-013, 060-089, 100-128, 130-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-587, 593, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 919-921	OMX SHREVEPORT LA 710
713, 714	005, 010-017, 027-029, 060-098, 100-128, 130-212, 214-244, 246-257, 260-265, 267, 268, 270-292, 294, 295, 297, 299, 304, 307, 313-315, 320-342, 344, 346, 347, 349, 365, 366, 369-397, 400-418, 425, 426, 430-475, 478-503, 505, 508, 509, 515, 516, 525, 527, 528, 530-532, 534, 535, 537-545, 549-551, 553-566, 574, 600-619, 623, 625-627, 634, 635, 646, 676-681, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 870-872, 875, 877, 880, 885, 917, 918, 962-966	OMX ALEXANDRIA LA 713
716, 719-722	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX LITTLE ROCK AR 720
717	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX CAMDEN AR 717
718, 755	283-296, 298-329, 334, 337-339, 341, 342, 344, 347, 349-352, 354-418, 420-427, 450-455, 458-478, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 590, 591, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820-832, 834, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885	OMX TEXARKANA TX 755
724	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-789, 795-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX ARKANSAS AR 724

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
725	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX BATESVILLE AR 725
726	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX HARRISON AR 726
727	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX NW ARKANSAS AR 727
728, 729	070-089, 130-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-767, 770-789, 798-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX FORT SMITH AR 729
730, 731, 734-738, 747, 748	070-079, 085-098, 140-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX OKLAHOMA CITY OK 730
733, 786, 787, 789	298-326, 335-339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 570-574, 576, 577, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX AUSTIN TX 786
740, 741, 743-746, 749	070-079, 140-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 570-577, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX TULSA OK 740
750, 754	005, 068-079, 085-089, 100-119, 124-127, 150-168, 179-212, 214-223, 226, 227, 240, 241, 243, 250-254, 267, 280-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-497, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898, 900-908, 910-928, 930-934	OMX NORTH TEXAS TX 750
751-753	005, 068-079, 085-089, 100-119, 124-127, 150-168, 179-212, 214-223, 226, 227, 240, 241, 243, 250-254, 267, 280-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-497, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898, 900-908, 910-928, 930-934	OMX DALLAS TX 752

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
756-758	280-284, 286-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX EAST TEXAS TX 757
759	280-282, 287-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-587, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 865, 870-875, 877-885	OMX LUFKIN TX 759
760-762, 764	005, 100-119, 124-127, 150-168, 179-212, 214-223, 226, 227, 254, 260, 267, 280-282, 286-292, 297-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-497, 500-516, 520-528, 540, 546, 547, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898, 900-908, 910-928, 930-935	OMX FT WORTH TX 760
763	150-168, 179-199, 260, 280-285, 287-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-489, 492, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 900-908, 910-928, 930-948, 950-953, 956-958, 970-986, 988-999	OMX WICHITA FALLS TX 763
765-767	298-326, 335, 336, 339, 341, 342, 344, 346, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 570-577, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX WACO TX 766
768, 795, 796	298-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-479, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885	OMX ABILENE TX 795
769, 797	298-326, 335-338, 342, 344, 346, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 570-577, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX MIDLAND TX 797
770-772	240-243, 245, 270-286, 290-292, 294, 295, 297-327, 334, 344, 349-352, 354-418, 420-427, 450-455, 458-479, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX HOUSTON TX 770
773-775	240-243, 245, 270-327, 334, 337-339, 341, 342, 344, 349-352, 354-418, 420-427, 450-455, 458-479, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX NORTH HOUSTON TX 773

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
776, 777	240, 241, 243, 245, 270-279, 283-285, 294, 316-319, 325, 334, 349, 387-389, 396, 398, 410-416, 450-455, 458-470, 472-474, 479, 504, 506, 507, 510-514, 520-524, 527, 528, 530-532, 534, 535, 537-551, 553-564, 566, 600-617, 646, 686, 687, 690-693, 700, 701, 703-708, 710-714, 716-722, 724-731, 733-738, 740, 741, 743-768, 770-796, 800-816, 820, 822, 823, 825-827, 850, 852, 853, 855-857, 859, 860, 863-865, 873, 874, 878	OMX BEAUMONT TX 776
778	240, 241, 243, 245, 270-292, 294, 295, 297-299, 304, 308, 309, 313, 314, 316-319, 321, 325, 327-329, 334, 347, 349, 376, 387-389, 398, 410-418, 425, 426, 450-455, 458-470, 472-474, 479, 504, 506, 507, 520-524, 527, 528, 530-532, 534, 535, 537-543, 546-551, 553-564, 600-617, 646, 692, 693, 700, 701, 703-708, 710-714, 716-722, 724-731, 733-738, 740, 741, 743-768, 770-796, 800-807, 814-816, 820, 822, 823, 825-831, 850, 852, 853, 855-857, 859, 860, 863, 874	OMX BRYAN TX 778
779, 783, 784	298-326, 344, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-582, 584, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX CORPUS CHRISTI TX 783
780-782, 788	298-326, 344, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-567, 570-577, 580-586, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX SAN ANTONIO TX 780
785	298-326, 344, 350-352, 354-418, 420-427, 450-455, 458-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 570-577, 580, 581, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 885	OMX MCALLEN TX 785
790-792	298-326, 344, 350-352, 354-364, 367, 368, 370-384, 386, 398-410, 413-418, 420-427, 430-479, 500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885, 898	OMX AMARILLO TX 790
793, 794	298-327, 344, 350-352, 354-418, 420-427, 430-479, 498-516, 520-528, 530-532, 534, 535, 537-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 733-741, 743-816, 820-837, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 979, 994	OMX LUBBOCK TX 793
798, 799, 885	718, 733-738, 750-769, 779-799, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885	OMX EL PASO TX 798
800-807	500-516, 520-528, 530-532, 534, 540, 546-551, 553-567, 570-577, 580-588, 590-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 716-722, 724-731, 733-741, 743-797, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893, 898, 900-908, 910-928, 930-960, 970-986, 988-994, 998, 999	OMX DENVER CO 800
808-810	500-516, 520-528, 540, 547, 548, 550, 551, 553-564, 570-577, 590-619, 640, 641, 644-658, 660-662, 664-681, 683-693, 716-722, 724-731, 733-741, 743-767, 770-789, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-961, 970-986, 988-994	OMX COLORADO SPGS CO 808
811	500-516, 520-528, 530-532, 534, 540, 546-551, 553-564, 566, 590-619, 640, 641, 644-658, 660-662, 664-681, 683-693, 720-722, 724-731, 734-741, 743-749, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-884, 898, 900-908, 910-928, 930-935, 979	OMX ALAMOSA CO 811

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
812	500-516, 520-528, 530-532, 534, 549, 590-619, 640, 641, 644-658, 660-662, 664-681, 683-693, 720-722, 724-731, 734-741, 743-749, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-884, 898, 900-908, 910-928, 930-935, 979	OMX SALIDA CO 812
813	500-509, 515, 516, 520-528, 612, 680, 681, 683-693, 800-816, 820, 822-834, 836, 837, 840-847, 865, 870-875, 877-879, 881-884, 898, 900-908, 910-928, 930-935, 979	OMX DURANGO CO 813
814, 815	500-509, 520-528, 530-532, 534, 549, 600-605, 609-619, 693, 800-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 864, 889-891, 893, 898, 900-908, 910-928, 930-935	OMX GRAND JUNCTION CO 814
816	500-509, 520-528, 530-532, 534, 549, 600-605, 609-619, 677, 800-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863, 864, 874, 889-891, 893, 898, 900-908, 910-928, 930-935	OMX GLENWOOD SPGS CO 816
820	500-516, 520-528, 530-532, 534, 549, 590-608, 612, 620, 622-631, 633-639, 680, 681, 683-693, 800-816, 820-834, 836, 837, 840-847, 856, 857, 865, 870-875, 877-884, 898, 900-904, 979	OMX CHEYENNE WY 820
822	500-516, 520-528, 530-532, 534, 549, 590-608, 612, 620, 622-631, 633-639, 680, 681, 683-693, 800-816, 820-831, 840-847, 856, 857, 865, 870-875, 877-884, 898	OMX WEATLAND WY 822
823	500-516, 520-528, 530-532, 534, 590-608, 612, 620, 622-631, 633-639, 680, 681, 683-693, 800-816, 820-831, 840-847, 856, 857, 865, 870-875, 877-884, 898	OMX RAWLINS WY 823
824-826, 828	510-513, 515, 516, 590-608, 680, 681, 683-693, 800-816, 820-831, 840-847, 870-872, 874, 875, 877, 881, 884, 898	OMX CASPER WY 826
827	514-516, 590-608, 680, 681, 683-689, 692, 693, 800-816, 820-831, 840-847, 856, 857, 865, 870-875, 877-884, 898	OMX GILLETTE WY 827
829-831	500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 750-754, 760-762, 764, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-961, 970-986, 988-994	OMX ROCK SPRINGS WY 829
832, 834	540, 546-548, 550, 551, 553-564, 566, 590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX POCATELLO ID 832
833	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 940-951, 954-966, 970-986, 988-994, 998, 999	OMX TWIN FALLS ID 833
835, 838, 990-992, 994	590-599, 821, 832-838, 840-847, 864, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-916, 919-921, 930-966, 970-986, 988-994, 998, 999	OMX SPOKANE WA 990
836, 837, 979	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 889-891, 893-895, 897, 898, 940-966, 970-986, 988-994, 998, 999	OMX BOISE ID 836
840-844	540, 546-548, 550, 551, 553-564, 566, 570-577, 590-599, 750-754, 756-759, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SALT LAKE CITY UT 840
845-847	500-509, 520-528, 540, 546-548, 550, 551, 553-564, 566, 570-577, 590-599, 612, 640, 641, 644-658, 660-662, 664-679, 739, 750-754, 760-762, 764, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX PROVO UT 845
850, 852, 853, 855, 859, 860, 863	590-599, 640, 641, 644-658, 660-662, 664-668, 718, 730, 731, 733-738, 740, 741, 743-767, 770-789, 798-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994	OMX PHOENIX AZ 852

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
856, 857	640, 641, 644-658, 660-662, 664-668, 718, 730, 731, 733-738, 740, 741, 743-816, 820, 822-831, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966	OMX TUCSON AZ 856
864, 889-891, 893	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994	OMX LAS VEGAS NV 890
865, 870-875, 877-879, 881-884	590-599, 700, 701, 703-708, 710-714, 716-722, 724-731, 733-738, 740, 741, 743-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-885, 889-891, 893, 898, 900-908, 910-928, 930-960, 970-986, 988-994, 998, 999	OMX ALBUQUERQUE NM 870
880	718, 733, 750-769, 779-799, 850, 852, 853, 855-857, 859, 860, 863, 865, 870-875, 877-885	OMX LAS CRUCES NM 880
894, 895, 897, 961	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX RENO NV 894
898	500-516, 520-528, 540, 546-548, 550, 551, 553-564, 566, 590-599, 612, 640, 641, 644-658, 660-662, 664-681, 683-693, 739, 750-754, 760-762, 764, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX ELKO NV 898
900-904	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX LOS ANGELES CA 900
905-908	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX LONG BEACH CA 907
910, 917, 918	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX INDUSTRY CA 917
911-916	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX VAN NUYS CA 913
919-921	590-599, 718, 750-755, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SAN DIEGO CA 920
922-925	590-599, 718, 750-755, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SN BERNARDINO CA 923
926-928	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SANTA ANA CA 926
930	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX OXNARD CA 930
931, 934	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SANTA BARBARA CA 931

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

L201

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
932, 933, 935	590-599, 750-754, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX BAKERSFIELD CA 932
936-938	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX FRESNO CA 936
939, 950, 951	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SAN JOSE CA 950
940, 941, 943, 944	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SAN FRANCISCO CA 940
942, 956-958	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SACRAMENTO CA 956
945-948	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX OAKLAND CA 945
949, 954	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX NORTH BAY CA 949
952, 953	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX STOCKTON CA 952
955	832-834, 836, 837, 840-847, 850, 852, 853, 856, 857, 859, 860, 863-865, 873, 874, 877-879, 881, 882, 884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-974, 976-986, 988, 989, 993	OMX EUREKA CA 955
959	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX MARYSVILLE CA 959
960	590-599, 800-816, 820-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX REDDING CA 960
967, 968	967, 968	OMX HONOLULU HI 967
970-972, 986	590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX PORTLAND OR 970
973	590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SALEM OR 973
974	575, 590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX EUGENE OR 974
975	832-838, 894, 895, 897, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX MEDFORD OR 975
976	590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX KLAMATH FALLS OR 976
977	590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-961, 970-986, 988-994, 998, 999	OMX BEND OR 977
978	590-599, 800-816, 821, 832-838, 840-847, 850, 852, 853, 855, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-961, 970-986, 988-994	OMX PENDLETON OR 978

Labeling Lists: Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

Column A Entry ZIP Codes	Column B 3-Digit Zip Code Destinations	Column C Label Container To
980, 981, 998, 999	590-599, 821, 832-838, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 900-908, 910-928, 930-961, 970-986, 988-994	OMX SEATTLE WA 980
982	590-599, 821, 832-838, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 900-908, 910-928, 930-961, 970-986, 988-994	OMX EVERETT WA 982
983-985	590-599, 821, 832-838, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 900-908, 910-928, 930-966, 970-986, 988-994	OMX TACOMA WA 983
988	590-593, 596-599, 821, 832-838, 840-847, 864, 889-891, 893-895, 897, 898, 900-908, 910-916, 919-921, 930-966, 970-986, 988-994, 998, 999	OMX WENATCHEE WA 988
989	590-593, 596-599, 821, 832-838, 840-847, 864, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-916, 919-921, 930-966, 970-986, 988-994, 998, 999	OMX YAKIMA WA 989
993	590-593, 596-599, 821, 832-838, 840-847, 864, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-916, 919-921, 930-961, 970-986, 988-994	OMX PASCO WA 993
995-997	995-997	OMX ANCHORAGE AK 995

L601 BMCs

[6-5-08] L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to BMC destinations.

Use this list for:

- a. Standard Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to BMC destinations.

For labeling mixed BMC sacks and pallets, mailers must add “MXD” before the Column B information of the BMC serving the 3-digit ZIP Code prefix of the Post Office at which the mail is entered.

Column A Destination ZIP Codes	Column B Label To
005, 068-079, 085-119, 124-127	BMC NEW JERSEY NJ 00102
006-009	SCF SAN JUAN PR 006 1
006-009, 299, 313-316, 320-342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
010-067, 120-123, 128, 129	BMC SPFLD MA 05500
080-084, 137-139, 169-199	BMC PHILA PA 19205
130-136, 140-168, 260-266, 439-449	BMC PITTSBURGH PA 15195
200-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27075
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC CINCINN OH 45900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31195
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38999

Column A Destination ZIP Codes	Column B Label To
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC ST LOUIS MO 63299
434-436, 465-468, 480-497	BMC DETROIT MI 48399
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC CHICAGO IL 60808
498, 499, 540-551, 553-567, 580-588	BMC MPLS/STP MN 55202
500-516, 520-528, 570-577, 612, 680, 681, 683-689	BMC DES MOINES IA 50999
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	BMC DENVER CO 80088 2
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 64399
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 880, 885	BMC DALLAS TX 75199
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894, 895, 897, 936-969	BMC SAN FRAN CA 94850

1. Mailed from ZIP Code areas 006-009.

2. Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 894, 895, 897, 889-891, 893, 900-908, 910-928, 930-935, 936-969 and the destination Post Office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, label the mail to the Los Angeles BMC rather than the Denver BMC as follows: BMC LOS ANGELES CA 90901.

L602 ASFs

L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail and Package Services mail that must be sorted to ASFs.

Use this list for:

- a. Standard Mail machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#).
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#).
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#). Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC under [L601](#) if bedloaded and presented with machinable parcels.

Column A Destination ZIP Codes	Column B Label To
130-136, 140-149	ASF BUFFALO NY 140
565, 567, 580-588	ASF FARGO ND 580
570-577	ASF SIOUX FALLS SD 570
590-599, 821	ASF BILLINGS MT 590
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF OKLAHOMA CITY OK 730
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-879, 881-884	ASF ALBUQUERQUE NM 870

L603 ADCs—Irregular Standard Mail Parcels

[6-5-08] L603 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail irregular parcels.

005, 068-079, 085-089, 103-119, 124-127	DIS DV DANIELS NJ 07099
006-009	SCF SAN JUAN PR 006 1
006-009, 299, 313-316, 320-342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
010-067, 120-123, 128, 129	BMC SPRINGFIELD MA 05500
080-084, 169-199	BMC PHILA PA 19204
090-099	MILITARY CENTER NY 090
100-102	NEW YORK NY 100
130-149	DIS BUFFALO NY 140
150-168, 260-266, 439-449	BMC PITTSBURGH PA 15194
200, 201, 206-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
202-205	SCF WASHINGTON DC 202
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27076
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC CINCINN OH 42900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31196
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38899
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC ST LOUIS MO 63299
434-436, 465-468, 480-497	BMC DETROIT MI 48399
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC CHICAGO IL 60899
498, 499, 540-551, 553-567, 580-588	BMC MPLS/STP MN 55204
500-516, 520-528, 570-577, 612, 680, 681, 683-689	BMC DES MOINES IA 51799
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	BMC DENVER CO 80077 2
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 66399
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 880, 885	BMC DALLAS TX 75199
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894-897, 936-961, 967-969	BMC SAN FRAN CA 94850
962-966	BMC SAN FRAN CA 94850 3

1. Mailed from ZIP Code areas 006-009.

2. Except for mail prepared for destination entry rates, if the origin entry Post Office is in ZIP Code areas 894, 895, 897, 889-891, 893, 900-908, 910-928, 930-935, 936-969 and the destination Post Office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, label the mail to the Los Angeles BMC rather than the Denver BMC as follows: BMC LOS ANGELES CA 90901.

3. May be combined in the same sack with ADC mail for ZIP Code areas 894-897, 936-961, and 967-969, labeled to BMC SAN FRAN CA 94850.

L603

Labeling Lists: ADCs—Irregular Standard Mail Parcels

L604 Originating ADCs—Standard Mail Irregular Parcels

[6-5-08] L604 describes the service area by individual 3-digit ZIP Code prefix for mixed ADC Standard Mail irregular parcels.

For Line 1 (destination line) for labels for containers of mixed ADC mail: (1) determine the ZIP Code of the origin office (the Post Office where the mail is to be entered and postage paid); (2) find the first three digits of that ZIP Code in Column A; and (3) use the Column B entry as Line 1.

Column A Originating ZIP Codes	Column B Label To
005, 115, 117-119	MXD MID-ISLAND NY 117
006-009	MXD SAN JUAN PR 006
010-067, 120-123, 128, 129	MXD SPRINGFIELD MA 010
070-079, 085-089	MXD BMC NEW JERSEY NJ 07097
080-084, 137-139, 169-199	MXD BMC PHILA PA 19204
100-102, 104	MXD NEW YORK NY 100
103, 110-114, 116	MXD BROOKLYN NY 112
105-109, 124-127	MXD WESTCHESTER NY 105
130-136, 140-149	MXD BUFFALO NY 140
150-168, 260-266, 439-449	MXD BMC PITTSBURGH PA 15194
200-212, 214-239, 244, 254, 267, 268	MXD BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	MXD BMC GREENSBORO NC 27076
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	MXD BMC CINCINN OH 42900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	MXD BMC ATLANTA GA 31196
299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	MXD BMC JAXVILLE FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	MXD BMC MEMPHIS TN 38899
420, 423, 424, 475-479, 614-620, 622-631, 633-639	MXD BMC ST LOUIS MO 63299
434-436, 465-468, 480-497	MXD BMC DETROIT MI 48399
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD BMC CHICAGO IL 60899
498, 499, 540-551, 553-564, 566	MXD BMC MPLS/STP MN 55500
500-516, 520-528, 612, 680, 681, 683-689	MXD BMC DES MOINES IA 51799
565, 567, 580-588	MXD FARGO ND 580
570-577	MXD SIOUX FALLS SD 570
590-599, 821	MXD BILLINGS MT 590
640, 641, 644-658, 660-662, 664-679, 739	MXD BMC KANS CITY KS 66399
690-693, 800-816, 820, 822-831, 865, 870-875, 877-879, 881-884	MXD BMC DENVER CO 80077
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 880, 885	MXD BMC DALLAS TX 75199
832-834, 836, 837, 840-847, 898, 979	MXD SALT LAKE CITY UT 840
835, 838, 970-978, 980-986, 988-999	MXD BMC SEATTLE WA 98000 1

Column A Originating ZIP Codes	Column B Label To
850, 852, 853, 855-857, 859, 860, 863, 864	MXD PHOENIX AZ 852
889-891, 893, 900-908, 910-928, 930-935	MXD BMC LOS ANGELS CA 90901
894, 895, 897, 936-961, 969	MXD BMC SAN FRAN CA 94850 2
967, 968	MXD HONOLULU HI 967

1. Mail that both originates and destines in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
2. Mail that both originates and destines in ZIP Code areas 995, 996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating and destinating in ZIP Code areas 995 or 996 must be labeled to SCF ANCHORAGE AK 995.

L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort

L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.

Column A Destination ZIP Codes	Column B Label To
005, 068-079, 085-119, 124-127	BMC NEW JERSEY NJ 00102
006-009, 299, 313-316, 320-342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
006-009	SCF SAN JUAN PR 006 1
010-067, 120-123, 128, 129	BMC SPRINGFIELD MA 05500
080-084, 137-139, 169-199	BMC PHILA PA 19205
130-136, 140-149	ASF BUFFALO NY 140
150-168, 260-266, 439-449	BMC PITTSBURGH PA 15195
200-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27075
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC CINCINN OH 45900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31195
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38999
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC ST LOUIS MO 63299
434-436, 465-468, 480-497	BMC DETROIT MI 48399
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC CHICAGO IL 60808
498, 499, 540-551, 553-564, 566	BMC MPLS/STP MN 55202
500-516, 520-528, 612, 680, 681, 683-689	BMC DES MOINES IA 50999
565, 567, 580-588	ASF FARGO ND 580
570-577	ASF SIOUX FALLS SD 570
590-599, 821	ASF BILLINGS MT 590
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 64399
690-693, 800-816, 820, 822-831, 856, 857	BMC DENVER CO 80088
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC DALLAS TX 75199
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF OKLAHOMA CITY OK 730
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000

Column A Destination ZIP Codes	Column B Label To
850, 852, 853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-879, 881-884	ASF ALBUQUERQUE NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894, 895, 897, 936-969	BMC SAN FRAN CA 94850

1. Mailed from ZIP Code areas 006-009.

L606 5-Digit Scheme—Standard Mail, First-Class Mail, and Package Services Parcels

[8-14-08] [6-5-08] L606 lists the 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), First-Class Mail Presorted parcels, and Package Services machinable and nonmachinable parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit.

Use of the 5-digit scheme sort for parcels is required for 5-digit price eligibility. When used, all parcels for the 5-digit ZIP Codes shown in Column A must be combined in a 5-digit scheme sack(s) or on a 5-digit scheme pallet(s) labeled to the corresponding destination shown in Column B.

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
00601, 00631	ADJUNTAS PR 00601	00979, 00981-00987	CAROLINA PR 00981
00603-00605	AGUADILLA PR 00603	01002, 01004	AMHERST MA 01002
00612-00614	ARECIBO PR 00612	01013, 01020-01022	CHICOPEE MA 01013
00636, 00680-00682	MAYAGUEZ PR 00680	01038, 01088	HATFIELD MA 01038
00693, 00694	VEGA BAJA PR 00694	01060, 01061, 01063	NORTHAMPTON MA 01060
00716, 00717, 00728, 00730-00734	PONCE PR 00716	01069, 01080	PALMER MA 01069
00721, 00745	RIO GRANDE PR 00745	01083, 01092	WARREN MA 01083
00725-00727	CAGUAS PR 00725	01085, 01086, 01097	WESTFIELD MA 01085
00736, 00737	CAYEY PR 00736	01089, 01107	WEST SPRINGFIELD MA 01089
00784, 00785	GUAYAMA PR 00784	01101, 01102, 01111, 01115, 01133, 01144, 01152, 01199	SPRINGFIELD MA 01101
00791, 00792	HUMACAO PR 00791	01104, 01105	SPRINGFIELD MA 01104
00801, 00802, 00805	ST THOMAS VI 00801	01108, 01138	SPRINGFIELD MA 01108
00820, 00821	ST CROIX VI 00820	01118, 01128	SPRINGFIELD MA 01118
00830, 00831	ST JOHN VI 00830	01201-01203, 01226, 01240	PITTSFIELD MA 01201
00840, 00841	FREDETIKSTED VI 00840	01220, 01256	ADAMS MA 01220
00850, 00851	KINGSHILL VI 00850	01224, 01237	LANESBORO MA 01237
00901, 00902, 00906	SAN JUAN PR 00901	01238, 01264	LEE MA 01238
00907, 00909, 00911-00915	SAN JUAN PR 00914	01262, 01263	STOCKBRIDGE MA 01262
00917-00919	SAN JUAN PR 00918	01331, 01368	ATHOL MA 01331
00920-00922, 00968	SAN JUAN PR 00920	01339, 01343	CHARLEMONT MA 01339
00923, 00924, 00929, 00930	SAN JUAN PR 00929	01344, 01349, 01376	TURNERS FALLS MA 01376
00925, 00927, 00928	SAN JUAN PR 00928	01364, 01378	ORANGE MA 01364
00934-00936	SAN JUAN PR 00936	01440, 01441	GARDNER MA 01440
00949-00951	TOA BAJA PR 00949	01450, 01470, 01471	GROTON MA 01450
00953, 00954	TOA ALTA PR 00953	01469, 01474	TOWNSEND MA 01469
00956-00958	BAYAMON PR 00956	01517, 01541	PRINCETON MA 01541
00959-00961	BAYAMON PR 00960	01518, 01521	FISKDALE MA 01518
00962, 00963, 00965	CATANO PR 00962	01527, 01586	MILLBURY MA 01527
00966, 00969-00971	GUAYNABO PR 00970	01570, 01571	WEBSTER MA 01570
00975-00978	TRUJILLO ALTO PR 00976		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
01580-01582	WESTBOROUGH MA 01580	02471, 02472, 02477	WATERTOWN MA 02472
01602, 01612	WORCESTER MA 01602	02474-02476	ARLINGTON MA 02474
01603, 01611	WORCESTER MA 01603	02478, 02479	BELMONT MA 02478
01607, 01610	WORCESTER MA 01607	02492, 02494	NEEDHAM MA 02494
01718-01720	ACTON MA 01720	02532, 02542	BUZZARDS BAY MA 02532
01730, 01731	BEDFORD MA 01730	02540, 02541	FALMOUTH MA 02540
01745, 01772	SOUTHBOROUGH MA 01745	02664, 02673, 02675	S YARMOUTH MA 02664
01801, 01888	WOBURN MA 01801	02721, 02722	FALL RIVER MA 02721
01830-01832	HAVERHILL MA 01830	02725, 02726	SOMERSET MA 02725
01833, 01834	GEORGETOWN MA 01833	02740-02742, 02744	NEW BEDFORD MA 02740
01840-01843	LAWRENCE MA 01840	02745, 02746	NEW BEDFORD MA 02745
01850, 01852, 01853	LOWELL MA 01850	02760, 02761, 02763	NORTH ATTLEBORO MA 02760
01851, 01854	LOWELL MA 01851	02779, 02780, 02783	TAUNTON MA 02780
01901-01904, 01910	LYNN MA 01901	02813, 02836	CHARLESTOWN RI 02813
01930, 01931	GLOUCESTER MA 01930	02816, 02817, 02827	COVENTRY RI 02816
01950-01952	NEWBURYPORT MA 01950	02830, 02858	HARRISVILLE RI 02830
01960, 01961	PEABODY MA 01960	02840, 02841	NEWPORT RI 02840
01970, 01971	SALEM MA 01970	02860, 02862, 02863	PAWTUCKET RI 02860
02026, 02027	DEDHAM MA 02026	02879, 02880	WAKEFIELD RI 02879
02050, 02065	MARSHFIELD MA 02050	02895, 02896	WOONSOCKET RI 02895
02108, 02113, 02133, 02201	BOSTON MA 02108	02901, 02902	PROVIDENCE RI 02901
02110, 02210	BOSTON MA 02110	03034, 03040	CANDIA NH 03034
02111, 02112	BOSTON MA 02111	03045, 03046	GOFFSTOWN NH 03045
02114, 02203, 02222	BOSTON MA 02114	03051, 03052	HUDSON NH 03051
02115, 02123	BOSTON MA 02115	03060, 03061	NASHUA NH 03060
02116, 02117, 02199, 02216, 02217, 02295	BOSTON MA 02116	03062-03064	NASHUA NH 03063
02118-02120	ROXBURY MA 02119	03101, 03105	MANCHESTER NH 03101
02136, 02137	HYDE PARK MA 02136	03102, 03110	MANCHESTER NH 03102
02143-02145	SOMERVILLE MA 02143	03103, 03109	MANCHESTER NH 03103
02153, 02155, 02156	MEDFORD MA 02155	03215, 03223	CAMPTON NH 03223
02169, 02269	QUINCY MA 02169	03218, 03225	CTR BARNSTEAD NH 03225
02184, 02185	BRAINTREE MA 02184	03224, 03276	TILTON NH 03276
02186, 02187	MILTON MA 02186	03234, 03258	EPSOM NH 03234
02301, 02303-02305	BROCKTON MA 02301	03246, 03247, 03249	LACONIA NH 03246
02324, 02325, 02333	BRIDGEWATER MA 02324	03255, 03272	NEWBURY NH 03255
02331, 02332	DUXBURY MA 02331	03262, 03293	NORTH WOODSTOCK NH 03262
02344, 02346, 02347, 02349	MIDDLEBORO MA 02344	03266, 03274	RUMNEY NH 03266
02356, 02357	NORTH EASTON MA 02356	03301, 03303, 03304, 03307	CONCORD NH 03301
02360-02362	PLYMOUTH MA 02360	03440, 03442	ANTRIM NH 03440
02420, 02421	LEXINGTON MA 02420	03445, 03457	SULLIVAN NH 03445
02445, 02446	BROOKLINE MA 02446	03456, 03464	MARLOW NH 03456
02451-02454	WALTHAM MA 02451	03602, 03607	ALSTEAD NH 03602
02457, 02481	WELLESLEY HILLS MA 02481	03604, 03608	WALPOLE NH 03608

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
03745, 03746	CORNISH FLAT NH 03746	05740, 05753, 05766	MIDDLEBURY VT 05753
03766, 03784	LEBANON NH 03766	05741, 05764	POULTNEY VT 05764
03820, 03821	DOVER NH 03820	05822, 05839, 05875	BARTON VT 05822
03839, 03866-03868	ROCHESTER NH 03867	05847, 05874	LOWELL VT 05847
03842, 03843	HAMPTON NH 03842	05901, 05903	CANAAN VT 05901
03886, 03897	TAMWORTH NH 03886	06006, 06095	WINDSOR CT 06095
04008, 04287	BOWDOINHAM ME 04008	06010, 06011	BRISTOL CT 06010
04038, 04093	GORHAM ME 04038	06013, 06085, 06087	BURLINGTON CT 06013
04096, 04097	YARMOUTH ME 04096	06018, 06024	CANAAN CT 06018
04105, 04110	FALMOUTH ME 04105	06019, 06020, 06022	CANTON CT 06019
04106, 04107	SOUTH PORTLAND ME 04106	06030, 06032, 06034	FARMINGTON CT 06032
04122-04124	PORTLAND ME 04122	06040, 06043, 06045	MANCHESTER CT 06040
04210-04212	AUBURN ME 04210	06050-06053	NEW BRITAIN CT 06050
04222, 04250, 04252	LISBON ME 04250	06063, 06094, 06098	WINSTED CT 06098
04330, 04332, 04336, 04338	AUGUSTA ME 04330	06078, 06080, 06093	SUFFIELD CT 06078
04344-04346	GARDINER ME 04345	06082, 06083	ENFIELD CT 06082
04411, 04428	BRADLEY ME 04411	06101, 06102, 06141-06147, 06150-06156, 06160, 06176, 06180, 06183, 06199	HARTFORD CT 06101
04412, 04474	BREWER ME 04412	06103, 06123	HARTFORD CT 06103
04419, 04434	CARMEL ME 04419	06106, 06112, 06126	HARTFORD CT 06106
04426, 04481	DOVER FOXCROFT ME 04426	06107, 06127	W HARTFORD CT 06107
04554, 04558	NEW HARBOR ME 04554	06108, 06128	EAST HARTFORD CT 06108
04741, 04743	FORT KENT ME 04743	06109, 06114	HARTFORD CT 06114
04841, 04856	ROCKLAND ME 04841	06110, 06133	W HARTFORD CT 06110
04843, 04847	CAMDEN ME 04843	06111, 06131	NEWINGTON CT 06111
04901, 04903, 04937	WATERVILLE ME 04901	06118, 06138	EAST HARTFORD CT 06118
05001, 05009	WHITE RIVER JCT VT 05001	06120, 06140	HARTFORD CT 06120
05040, 05076	EAST CORINTH VT 05040	06232, 06248	HEBRON CT 06248
05301-05304	BRATTLEBORO VT 05301	06268, 06269	STORRS MANSFIELD CT 06268
05350, 05352	READSBORO VT 05350	06281, 06282	WOODSTOCK CT 06281
05351, 05362	WILLIAMSVILLE VT 05362	06334, 06360, 06365	NORWICH CT 06360
05401, 05405, 05439	BURLINGTON VT 05401	06335, 06338, 06339	LEDYARD CT 06339
05403, 05407	SOUTH BURLINGTON VT 05403	06340, 06349	GROTON CT 06340
05442, 05492	WATERVILLE VT 05492	06370, 06382	UNCASVILLE CT 06382
05446, 05449	COLCHESTER VT 05446	06378, 06379	PAWCATUCK CT 06379
05451-05453	ESSEX JUNCTION VT 05452	06417, 06419	DEEP RIVER CT 06417
05478, 05479	SAINT ALBANS VT 05478	06450, 06451, 06454	MERIDEN CT 06450
05601-05604, 05609, 05620, 05633	MONTPELIER VT 05602	06478, 06483	SEYMOUR CT 06483
05657, 05661	MORRISVILLE VT 05661	06487, 06488	SOUTHBURY CT 06488
05671, 05676	WATERBURY VT 05676	06510, 06511, 06519, 06530-06536, 06538, 06540	NEW HAVEN CT 06511
05701, 05702	RUTLAND VT 05701	06512, 06513	EAST HAVEN CT 06512
05731, 05743	FAIR HAVEN VT 05743	06524, 06525	NEW HAVEN CT 06524

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
06601, 06602, 06650, 06673, 06699	BRIDGEPORT CT 06602	08540, 08541, 08543, 08544	PRINCETON NJ 08540
06604, 06606	BRIDGEPORT CT 06604	08601-08607	TRENTON NJ 08601
06607, 06610, 06614, 06615	STRATFORD CT 06614	08608, 08609	TRENTON NJ 08608
06701, 06702, 06720-06726	WATERBURY CT 06701	08611, 08619, 08620	TRENTON NJ 08619
06703, 06705, 06716	WATERBURY CT 06705	08638, 08648	TRENTON NJ 08638
06706, 06708, 06710	WATERBURY CT 06708	08640, 08641	TRENTON NJ 08640
06762, 06779	OAKVILLE CT 06779	08690, 08691	TRENTON NJ 08690
06824, 06825, 06828	FAIRFIELD CT 06824	08723, 08724	BRICK NJ 08723
06870, 06878	OLD GREENWICH CT 06870	08733, 08759	LAKEHURST NJ 08733
07004, 07006, 07007	WEST CALDWELL NJ 07006	08753, 08755	TOMS RIVER NJ 08753
07011-07013, 07015	CLIFTON NJ 07015	08754, 08756, 08757	TOMS RIVER NJ 08754
07017-07019	EAST ORANGE NJ 07019	08817, 08818, 08820	EDISON NJ 08817
07031, 07032	KEARNY NJ 07032	08834, 08848	MILFORD NJ 08848
07060, 07061	PLAINFIELD NJ 07060	08854, 08855	PISCATAWAY NJ 08854
07065-07067	RAHWAY NJ 07065	08861, 08862	PERTH AMBOY NJ 08861
07090-07092	WESTFIELD NJ 07090	08871, 08872	SAYREVILLE NJ 08872
07112, 07114	NEWARK NJ 07114	08873, 08875, 08890	SOMERSET NJ 08873
07450, 07451	RIDGEWOOD NJ 07450	10001, 10043, 10099, 10116, 10118-10123, 10199	NEW YORK NY 10001
07470, 07474	WAYNE NJ 07470	10003, 10276	NEW YORK NY 10003
07502, 07511, 07512	PATERSON NJ 07502	10004, 10041, 10274	NEW YORK NY 10004
07506, 07507	PATERSON NJ 07506	10005, 10045, 10265, 10271	NEW YORK NY 10005
07508, 07538	PATERSON NJ 07508	10006, 10280	NEW YORK NY 10006
07631, 07632	ENGLEWOOD CLIFFS NJ 07632	10007, 10015, 10080, 10242, 10249, 10258, 10261, 10278, 10279, 10281, 10282	NEW YORK NY 10007
07652, 07653	PARAMUS NJ 07652	10008, 10203	NEW YORK NY 10008
07701-07704	RED BANK NJ 07701	10010, 10159	NEW YORK NY 10010
07709, 07711	ALLENHURST NJ 07711	10016, 10158	NEW YORK NY 10016
07715, 07719	BELMAR NJ 07719	10017, 10165-10179	NEW YORK NY 10017
07753, 07754	NEPTUNE NJ 07753	10019, 10101, 10103-10107	NEW YORK NY 10019
07801, 07803	DOVER NJ 07801	10020, 10111, 10112	NEW YORK NY 10020
07826, 07827, 07890	BRANCHVILLE NJ 07826	10021, 10162	NEW YORK NY 10021
07851, 07881	LAYTON NJ 07851	10022, 10055, 10150-10155	NEW YORK NY 10022
07901, 07902	SUMMIT NJ 07901	10023, 10069	NEW YORK NY 10023
07960-07963	MORRISTOWN NJ 07960	10027, 10115	NEW YORK NY 10027
07981, 07983	WHIPPANY NJ 07981	10028, 10128	NEW YORK NY 10028
08002, 08034	CHERRY HILL NJ 08034	10036, 10108, 10110	NEW YORK NY 10036
08030, 08031	BELLMAWR NJ 08031	10038, 10272	NEW YORK NY 10038
08076, 08077	RIVERTON NJ 08077	10311, 10313, 10314	STATEN ISLAND NY 10314
08096, 08097	DEPTFORD NJ 08096	10514, 10546	CHAPPAQUA NY 10514
08102, 08103	CAMDEN NJ 08102	10520, 10521	CROTON ON HUDSON NY 10520
08106, 08107	AUDUBON NJ 08106	10550-10553	MOUNT VERNON NY 10550
08201, 08205	ABSECON NJ 08201	10566, 10567	PEEKSKILL NY 10566
08232, 08234	PLEASANTVILLE NJ 08232	10570-10572	PLEASANTVILLE NY 10570
08360-08362	VINELAND NJ 08360		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
10601, 10602	WHITE PLAINS NY 10601	11553, 11555, 11556	UNIONDALE NY 11553
10604, 10605	WHITE PLAINS NY 10604	11568, 11590	WESTBURY NY 11590
10606, 10607	WHITE PLAINS NY 10606	11570, 11571	ROCKVILLE CENTRE NY 11570
10701, 10703	YONKERS NY 10703	11580-11582	VALLEY STREAM NY 11580
10707, 10709	TUCKAHOE NY 10707	11692, 11695, 11697	ARVERNE NY 11692
10801, 10802, 10805	NEW ROCHELLE NY 10801	11704, 11707	WEST BABYLON NY 11704
10910, 10987	TUXEDO PARK NY 10987	11722, 11749, 11760	CENTRAL ISLIP NY 11722
10925, 10979	GREENWOOD LAKE NY 10925	11732, 11773, 11791, 11797	SYOSSET NY 11791
10940, 10941, 10943	MIDDLETOWN NY 10940	11741, 11742	HOLBROOK NY 11741
10996, 10997	WEST POINT NY 10996	11746, 11747	HUNTINGTON STATION NY 11746
11001, 11002, 11004, 11005	FLORAL PARK NY 11001	11753, 11801, 11802, 11815	HICKSVILLE NY 11801
11020-11022, 11026	GREAT NECK NY 11021	11776, 11777	PORT JEFFERSON NY 11777
11023, 11024	GREAT NECK NY 11023	11787, 11788	SMITHTOWN NY 11787
11040, 11042, 11043	NEW HYDE PARK NY 11040	11790, 11794	STONY BROOK NY 11790
11050-11055	PORT WASHINGTON NY 11050	11968, 11969	SOUTHAMPTON NY 11968
11096, 11690, 11691	FAR ROCKAWAY NY 11691	12016, 12072	FULTONVILLE NY 12072
11101, 11109, 11120	LONG ISLAND CITY NY 11101	12019, 12027	BURNT HILLS NY 12027
11201, 11202, 11241, 11242, 11245, 11248	BROOKLYN NY 11201	12028, 12057	EAGLE BRIDGE NY 12057
11205, 11251	BROOKLYN NY 11205	12051, 12192	COXSACKIE NY 12051
11209, 11252	BROOKLYN NY 11209	12055, 12193	WESTERLO NY 12193
11216, 11247	BROOKLYN NY 11216	12058, 12176	EARLTON NY 12058
11217, 11240, 11243	BROOKLYN NY 11217	12168, 12169	STEPHENTOWN NY 12168
11236, 11239	BROOKLYN NY 11236	12180, 12181	TROY NY 12180
11352, 11355	FLUSHING NY 11355	12202, 12207, 12210	ALBANY NY 12207
11359-11361	BAYSIDE NY 11360	12301, 12305, 12308, 12345	SCHENECTADY NY 12305
11362, 11363	LITTLE NECK NY 11362	12401, 12402	KINGSTON NY 12401
11365, 11366	FRESH MEADOWS NY 11365	12413, 12470	CAIRO NY 12413
11369-11371	EAST ELMHURST NY 11369	12528, 12542, 12547	HIGHLAND NY 12528
11373, 11380	ELMHURST NY 11373	12533, 12540, 12570	HOPEWELL JUNCTION NY 12533
11379, 11381	MIDDLE VILLAGE NY 11379	12550-12552	NEWBURGH NY 12550
11385, 11386	RIDGEWOOD NY 11385	12601, 12602	POUGHKEEPSIE NY 12601
11405, 11431-11433, 11439, 11451	JAMAICA NY 11432	12603, 12604	POUGHKEEPSIE NY 12603
11415, 11424	KEW GARDENS NY 11415	12701, 12777	MONTICELLO NY 12701
11416, 11417	OZONE PARK NY 11416	12852, 12879	NEWCOMB NY 12852
11420, 11436	SOUTH OZONE PARK NY 11420	12901, 12903	PLATTSBURGH NY 12901
11425, 11434	JAMAICA NY 11434	12911, 12924, 12944	KEESEVILLE NY 12944
11427-11429	QUEENS VILLAGE NY 11427	12949, 12967	NORTH LAWRENCE NY 12967
11530, 11531	GARDEN CITY NY 11530	12952, 12955	LYON MOUNTAIN NY 12952
11549-11551	HEMPSTEAD NY 11550	12956, 12998	MINEVILLE NY 12956
		13021, 13022, 13024	AUBURN NY 13021
		13039, 13041	CLAY NY 13041

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
13056, 13158	TRUXTON NY 13158	15548, 15563	STOYSTOWN PA 15563
13089, 13090	LIVERPOOL NY 13090	15558, 15565	SALISBURY PA 15558
13209, 13219	SYRACUSE NY 13209	15701, 15705	INDIANA PA 15701
13220, 13221	SYRACUSE NY 13220	15713, 15748	HOMER CITY PA 15748
13308, 13401	BLOSSVALE NY 13308	15714, 15760	NORTHERN CAMBRIA PA 15714
13315, 13415	BURLINGTON FLATS NY 13315	15717, 15750	BLAIRSVILLE PA 15717
13440, 13441	ROME NY 13440	15721, 15724	CHERRY TREE PA 15724
13504, 13599	UTICA NY 13504	15728, 15761	CLYMER PA 15728
13634, 13657	DEXTER NY 13634	15730, 15740, 15763, 15767, 15776, 15784	PUNXSUTAWNEY PA 15767
13676, 13699	POTSDAM NY 13676	15732, 15739	CREEKSIDE PA 15732
13752, 13753	DELHI NY 13753	15758, 15771	ROCHESTER MILLS PA 15771
13850, 13851	VESTAL NY 13850	15822, 15853	RIDGWAY PA 15853
14011, 14037	ATTICA NY 14011	15828, 15860	SIGEL PA 15860
14020, 14021	BATAVIA NY 14020	15848, 15866	LUTHERSBURG PA 15848
14028, 14108	NEWFANE NY 14108	15901, 15902, 15904-15907, 15909, 15915, 15945	JOHNSTOWN PA 15901
14031, 14032	CLARENCE NY 14031	15935, 15953	HOLLSOPPLE PA 15935
14048, 14166	DUNKIRK NY 14048	15957, 15960	TWIN ROCKS PA 15960
14065, 14133	FREEDOM NY 14065	16001-16003	BUTLER PA 16001
14094, 14095	LOCKPORT NY 14094	16016-16018, 16020	BOYERS PA 16020
14150, 14151	TONAWANDA NY 14150	16021, 16057	SLIPPERY ROCK PA 16057
14201, 14202	BUFFALO NY 14202	16101, 16102, 16105	NEW CASTLE PA 16101
14203, 14205, 14263	BUFFALO NY 14203	16107, 16108	NEW CASTLE PA 16108
14221, 14231	BUFFALO NY 14221	16142, 16172	NEW WILMINGTON PA 16142
14233, 14240, 14264, 14267, 14270, 14272, 14273	BUFFALO NY 14240	16201, 16215	KITTANNING PA 16201
14301-14303, 14305	NIAGARA FALLS NY 14302	16226, 16228	FORD CITY PA 16226
14418, 14478	KEUKA PARK NY 14478	16235, 16257	LUCINDA PA 16235
14443, 14469	BLOOMFIELD NY 14469	16242, 16253	NEW BETHLEHEM PA 16242
14462, 14545	GROVELAND NY 14462	16259, 16261	TEMPLETON PA 16259
14486, 14525	PAVILION NY 14525	16321, 16322	ENDEAVOR PA 16322
14650, 14652, 14653	ROCHESTER NY 14650	16329, 16368	IRVINE PA 16329
14692, 14694	ROCHESTER NY 14692	16335, 16388	MEADVILLE PA 16335
14701, 14702	JAMESTOWN NY 14701	16365-16367	WARREN PA 16365
14850-14853, 14882	ITHACA NY 14850	16401, 16475	ALBION PA 16401
15205, 15275-15277	PITTSBURGH PA 15205	16404, 16432	CENTERVILLE PA 16404
15213, 15260, 15261	PITTSBURGH PA 15213	16411, 16430	EAST SPRINGFIELD PA 16411
15220, 15242	PITTSBURGH PA 15220	16412, 16444	EDINBORO PA 16412
15250-15255, 15257, 15258, 15262-15265, 15267, 15268, 15270, 15272, 15274, 15278, 15279, 15281, 15282, 15285, 15286, 15290, 15295	PITTSBURGH PA 15290	16501, 16502, 16507, 16512, 16522, 16534, 16538, 16541, 16544, 16550	ERIE PA 16501
15501, 15502, 15510, 15555	SOMERSET PA 15501	16503, 16504, 16509-16511, 16514, 16515, 16530-16532, 16546, 16563, 16565	ERIE PA 16515
15531, 15546	BOSWELL PA 15531		
15541, 15549	FREIDENS PA 15541		
15545, 15564	HYNDMAN PA 15545		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
16505, 16506, 16553	ERIE PA 16506	17738, 17760	NORTH BEND PA 17760
16601-16603	ALTOONA PA 16601	17747, 17773	LOGANTON PA 17747
16613, 16629	ASHVILLE PA 16613	17751, 17767	MILL HALL PA 17751
16621, 16685	BROADTOP PA 16621	17801, 17877	SUNBURY PA 17801
16625, 16670, 16682	CLAYSBURG PA 16625	17812, 17843	BEAVER SPRINGS PA 17812
16630, 16699	CRESSON PA 16630	17814, 17878	BENTON PA 17814
16638, 16657	JAMES CREEK PA 16657	17815, 17839	BLOOMSBURG PA 17815
16645, 16656	IRVONA PA 16656	17821, 17822	DANVILLE PA 17821
16646, 16675	HASTINGS PA 16646	17823, 17836	DORNSIFE PA 17823
16651, 16698	HOUTZDALE PA 16651	17856, 17886	WEST MILTON PA 17886
16652, 16654	HUNTINGDON PA 16652	17866, 17872	SHAMOKIN PA 17872
16666, 16667	OSCEOLA MILLS PA 16666	17901, 17974	POTTSVILLE PA 17901
16728, 16735	KANE PA 16735	17931, 17932	FRACKVILLE PA 17931
16801-16805	STATE COLLEGE PA 16801	17963, 17966	PINE GROVE PA 17963
16822, 16864	BEECH CREEK PA 16822	18010, 18013, 18050	BANGOR PA 18013
16836, 16850	FRENCHVILLE PA 16836	18015-18017, 18020, 18025	BETHLEHEM PA 18016
16837, 16863	OLANTA PA 16863	18049, 18098, 18099	EMMAUS PA 18049
16839, 16858, 16860	MORRISDALE PA 16858	18201, 18202	HAZELTON PA 18201
16845, 16871	KARTHAUS PA 16845	18347, 18348	POCONO LAKE PA 18347
16923, 16941	GENESEE PA 16923	18428, 18438	HAWLEY PA 18428
16927, 16950	WESTFIELD PA 16950	18441, 18446	NICHOLSON PA 18446
17008, 17027	GRANTHAM PA 17027	18501, 18503	SCRANTON PA 18501
17013, 17015	CARLISLE PA 17013	18505, 18517, 18518	SCRANTON PA 18505
17016, 17083	CORNWALL PA 17016	18612, 18690	DALLAS PA 18612
17042, 17046	LEBANON PA 17042	18815, 18845	STEVENSVILLE PA 18845
17050, 17055	MECHANICSBURG PA 17050	18924, 18969	TELFORD PA 18969
17101, 17103-17105	HARRISBURG PA 17101	18954, 18966	SOUTHAMPTON PA 18966
17102, 17110	HARRISBURG PA 17110	18974, 18991	WARMINSTER PA 18974
17106, 17107, 17120-17130	HARRISBURG PA 17107	19019, 19092, 19093, 19099, 19101-19104, 19110, 19161, 19162, 19170-19173, 19175, 19177, 19178, 19181, 19183-19185, 19187, 19188, 19191-19193, 19196, 19197, 19244, 19255	PHILADELPHIA PA 19104
17109, 17112	HARRISBURG PA 17112	19020, 19021	BENSALEM PA 19020
17212, 17238	NEEDMORE PA 17238	19025, 19034	FT WASHINGTON PA 19034
17219, 17220	DRY RUN PA 17220	19029, 19113	ESSINGTON PA 19029
17223, 17233	MC CONNELLSBURG PA 17233	19043, 19074	NORWOOD PA 19074
17228, 17229	HUSTONTOWN PA 17229	19080, 19087-19089	WAYNE PA 19087
17325, 17326	GETTYSBURG PA 17325	19112, 19145	PHILADELPHIA PA 19145
17331-17333	HANOVER PA 17331	19122, 19123	PHILADELPHIA PA 19122
17354, 17362	SPRING GROVE PA 17362	19124, 19137	PHILADELPHIA PA 19124
17401, 17403, 17407	YORK PA 17401	19142, 19153	PHILADELPHIA PA 19142
17402, 17406	YORK PA 17402	19331, 19339, 19340	CONCORDVILLE PA 19331
17404, 17408	YORK PA 17404	19335, 19372	DOWNINGTON PA 19335
17518, 17532	HOLTWOOD PA 17532	19341, 19353	EXTON PA 19341
17572, 17573	RONKS PA 17572		
17723, 17740	JERSEY SHORE PA 17740		
17724, 17768	CANTON PA 17724		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
19342, 19373	GLEN MILLS PA 19342	20170, 20172	HERNDON VA 20170
19397-19399	SOUTHEASTERN PA 19399	20175-20177	LEESBURG VA 20175
19401, 19404, 19405	NORRISTOWN PA 19401	20181, 20182	NOKESVILLE VA 20181
19406, 19484, 19485	KING OF PRUSSIA PA 19406	20184, 20185	UPPERVILLE VA 20184
19422, 19424	BLUE BELL PA 19422	20186-20188	WARRENTON VA 20186
19438, 19441	HARLEYSVILLE PA 19438	20190, 20195	RESTON VA 20190
19454, 19455	NORTH WALES PA 19454	20601-20603	WALDORF MD 20601
19604, 19605	READING PA 19604	20645, 20682	ISSUE MD 20645
19610, 19611	READING PA 19610	20703, 20706	LANHAM MD 20706
19711, 19712, 19714-19718, 19725, 19726	NEWARK DE 19711	20704, 20705	BELTSVILLE MD 20704
19720, 19721	NEW CASTLE DE 19720	20707, 20708, 20723, 20724	LAUREL MD 20707
19850, 19880, 19884-19887, 19889, 19891-19893, 19895-19898	WILMINGTON DE 19850	20715, 20720, 20721	BOWIE MD 20715
19890, 19894, 19899	WILMINGTON DE 19890	20716, 20717	MITCHELLVILLE MD 20716
19901-19904	DOVER DE 19901	20731, 20743	CAPITOL HEIGHTS MD 20743
19905, 19906	DOVER DE 19905	20737, 20781-20784	HYATTSVILLE MD 20782
19940, 21875	DELMAR DE 19940	20740, 20741	COLLEGE PARK MD 20740
19944, 19975	SELBYVILLE DE 19975	20744, 20749	FORT WASHINGTON MD 20744
19967, 19970	OCEAN VIEW DE 19970	20745, 20750	OXON HILL MD 20745
20003, 20024	WASHINGTON DC 20024	20746, 20752	SUITLAND MD 20746
20004, 20005, 20045	WASHINGTON DC 20004	20747, 20753	DISTRICT HEIGHTS MD 20747
20006, 20052	WASHINGTON DC 20006	20748, 20757	TEMPLE HILLS MD 20748
20007, 20057	WASHINGTON DC 20007	20768, 20770	GREENBELT MD 20770
20011, 20039	WASHINGTON DC 20011	20772, 20773	UPPER MARLBORO MD 20772
20019, 20029	WASHINGTON DC 20019	20774, 20792	LARGO MD 20774
20020, 20030	WASHINGTON DC 20020	20815, 20816, 20889, 20894	CHEVY CHASE MD 20815
20036, 20037	WASHINGTON DC 20036	20817, 20827	WEST BETHESDA MD 20817
20059, 20060, 20066, 20071, 20076, 20080, 20081	WASHINGTON DC 20066	20830, 20832	OLNEY MD 20832
20108-20110	MANASSAS VA 20109	20847, 20852	ROCKVILLE MD 20847
20111, 20112	MANASSAS VA 20111	20848, 20851, 20853	ROCKVILLE MD 20851
20115, 20116	MARSHALL VA 20115	20849, 20850	ROCKVILLE MD 20850
20117, 20118	MIDDLEBURG VA 20117	20854, 20859	POTOMAC MD 20854
20121, 20122	CENTREVILLE VA 20121	20861, 20862	ASHTON MD 20861
20132, 20134	PURCELLVILLE VA 20132	20874-20876	GERMANTOWN MD 20874
20141, 20142	ROUND HILL VA 20141	20877, 20884	GAITHERSBURG MD 20877
20146-20148	ASHBURN VA 20147	20878, 20885	GAITHERSBURG MD 20878
20151-20153	CHANTILLY VA 20151	20879, 20882, 20886	MONTGOMERY VILLAGE MD 20879
20155, 20156	GAINESVILLE VA 20155	20891, 20895	KENSINGTON MD 20895
20158, 20159	HAMILTON VA 20158	20897, 20898	SUBURBAN MD FAC MD 20898
20164, 20167	STERLING VA 20164	20902, 20915	WHEATON MD 20902
20165, 20166	POTOMAC FALLS VA 20165	20905, 20914	COLESVILLE MD 20905
20168, 20169	HAYMARKET VA 20169	20906, 20916	ASPEN HILL MD 20906

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
20907, 20910, 20911	SILVER SPRING MD 20907	22403, 22405, 22406	FALMOUTH VA 22403
20912, 20918	SILVER SPRING MD 20912	22404, 22407	FREDERICKSBURG VA 22404
21014, 21015	BEL AIR MD 21014	22432, 22456	BURGESS VA 22432
21030, 21031	COCKEYSVILLE MD 21030	22438, 22509	CHAMPLAIN VA 22438
21042, 21043	ELLCOTT CITY MD 21043	22472, 22570	HAYNESVILLE VA 22472
21044-21046	COLUMBIA MD 21045	22485, 22544	KING GEORGE VA 22485
21060, 21061	GLEN BURNIE MD 21061	22520, 22558, 22581	MONTROSS VA 22520
21075-21077	ELKRIDGE MD 21075	22554, 22555	STAFFORD VA 22554
21088, 21102	MANCHESTER MD 21102	22601-22604	WINCHESTER VA 22601
21093, 21094	LUTHERVILLE MD 21093	22801, 22802, 22807	HARRISONBURG VA 22801
21104, 21163	WOODSTOCK MD 21163	22901-22906, 22911	CHARLOTTESVILLE VA 22906
21157, 21158	WESTMINSTER MD 21157	22960, 22989	ORANGE VA 22960
21204, 21286	TOWSON MD 21286	22967, 22976	ROSELAND VA 22967
21205, 21213	BALTIMORE MD 21205	23001, 23155	ACHILLES VA 23001
21210, 21211	ROLAND PARK MD 21210	23014, 23063, 23065, 23067, 23153	GOOCHLAND VA 23063
21219, 21222	DUNDALK MD 21222	23023, 23148, 23161	ST STEPHENS CHURCH VA 23148
21225, 21226	BROOKLYN MD 21225	23031, 23149	SALUDA VA 23149
21501, 21502	CUMBERLAND MD 21502	23032, 23079, 23175, 23180	URBANNA VA 23175
21540, 21562	WESTERNPORT MD 21562	23045, 23119	MOON VA 23119
21624, 21647, 21663	SAINT MICHAELS MD 21663	23058-23060	GLEN ALLEN VA 23060
21626, 21675	CRAPO MD 21626	23072, 23107	HAYES VA 23072
21648, 21677	WOOLFORD MD 21677	23075, 23231, 23250	RICHMOND VA 23231
21701-21705	FREDERICK MD 21701	23091, 23181	WEST POINT VA 23181
21716, 21758	BRUNSWICK MD 21716	23093, 23170	LOUISA VA 23093
21723, 21738	GLENWOOD MD 21738	23101, 23139	POWHATAN VA 23139
21740, 21742	HAGERSTOWN MD 21742	23102, 23160	MAIDENS VA 23102
21754, 21774	NEW MARKET MD 21774	23108, 23156	SHACKLEFORDS VA 23156
21801-21804	SALISBURY MD 21801	23113, 23114	MIDLOTHIAN VA 23113
21850, 21852	PITTSVILLE MD 21850	23185-23187	WILLIAMSBURG VA 23185
21857, 21871	WESTOVER MD 21871	23218, 23219	RICHMOND VA 23219
22009, 22015	BURKE VA 22015	23229, 23255, 23294	RICHMOND VA 23229
22040, 22046	FALLS CHURCH VA 22040	23232, 23260, 23261, 23284, 23285, 23298	RICHMOND VA 23232
22079, 22199	LORTON VA 22079	23233, 23238, 23242	RICHMOND VA 23233
22101, 22106	MCLEAN VA 22101	23234, 23237	RICHMOND VA 23234
22124, 22181	OAKTON VA 22124	23303, 23483	ATLANTIC VA 23303
22191, 22194	WOODBIDGE VA 22191	23308, 23409	BLOXOM VA 23308
22192, 22195	WOODBIDGE VA 22192	23310, 23419, 23429	CAPE CHARLES VA 23310
22201, 22210	ARLINGTON VA 22201	23320, 23326, 23327	CHESAPEAKE VA 23320
22205, 22213	ARLINGTON VA 22205	23322, 23328	CHESAPEAKE VA 23322
22209, 22219	ROSSLYN VA 22209	23336, 23337	CHINCOTEAGUE IS VA 23336
22301, 22313	ALEXANDRIA VA 22301	23341, 23345	CRADDOCKVILLE VA 23341
22306, 22308	COMMUNITY VA 22306		
22311, 22312	ALEXANDRIA VA 22311		
22401, 22408	FREDERICKSBURG VA 22401		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
23396, 23416	OAK HALL VA 23416	24210-24212	ABINGDON VA 24210
23398, 23482	JAMESVILLE VA 23398	24401, 24402	STAUNTON VA 24401
23399, 23442	TEMPERANCEVILLE VA 23442	24437, 24467	MOUNT SIDNEY VA 24467
23412, 23414	NELSONIA VA 23414	24465, 24468	MONTEREY VA 24465
23430, 23431	SMITHFIELD VA 23430	24505, 24506, 24512-24515	LYNCHBURG VA 24505
23432, 23433, 23435, 23436	SUFFOLK VA 23435	24541, 24543	DANVILLE VA 24541
23434, 23437-23439	SUFFOLK VA 23434	24605, 24701	BLUEFIELD WV 24701
23450, 23452	VIRGINIA BEACH VA 23450	24714, 24733	LASHMEET WV 24733
23451, 23459	VIRGINIA BEACH VA 23451	24715, 24724	BRAMWELL WV 24715
23453, 23456	VIRGINIA BEACH VA 23456	24716, 24726	BUD WV 24716
23455, 23471	VIRGINIA BEACH VA 23455	24801, 24824	WELCH WV 24801
23462, 23466	VIRGINIA BEACH VA 23462	24846, 24872	PANTHER WV 24872
23463, 23465	VIRGINIA BEACH VA 23463	24854, 24870	OCEANA WV 24870
23464, 23467	VIRGINIA BEACH VA 23464	24859, 24874	PINEVILLE WV 24874
23502, 23506, 23541	NORFOLK VA 23502	24915, 24944	GREEN BANK WV 24944
23504, 23509	NORFOLK VA 23509	24941, 24984	GAP MILLS WV 24941
23507, 23517	NORFOLK VA 23517	24961, 24986	WHITE SULPHUR SPGS WV 24986
23508, 23529	NORFOLK VA 23508	25007, 25180	ARNETT WV 25007
23602, 23609	NEWPORT NEWS VA 23602	25025, 25201	TAD WV 25201
23603, 23604	FORT EUSTIS VA 23604	25085, 25115	GAULEY BRIDGE WV 25085
23606, 23612	NEWPORT NEWS VA 23606	25239, 25264	COTTAGEVILLE WV 25239
23651, 23663	HAMPTON VA 23663	25245, 25271	RIPLEY WV 25271
23690-23693	YORKTOWN VA 23690	25301, 25311	CHARLESTON WV 25301
23701, 23702	PORTSMOUTH VA 23701	25302, 25312, 25362	CHARLESTON WV 25302
23704, 23707	PORTSMOUTH VA 23707	25303, 25309	CHARLESTON WV 25303
23801, 23803, 23804	PETERSBURG VA 23803	25304, 25315	CHARLESTON WV 25304
23822, 23850	FORD VA 23850	25313, 25356	CHARLESTON WV 25313
23824, 23825	BLACKSTONE VA 23824	25321-25339	CHARLESTON WV 25321
23831, 23836	CHESTER VA 23831	25401, 25402	MARTINSBURG WV 25401
23832, 23838	CHESTERFIELD VA 23832	25420, 25421	GERRARDSTOWN WV 25420
23839, 23846	DENDRON VA 23839	25431, 25434	PAW PAW WV 25434
23867, 23870	JARRATT VA 23867	25501, 25572	ALKOL WV 25501
23890, 23891	WAVERLY VA 23890	25601, 25654	LOGAN WV 25601
23901, 23943	FARMVILLE VA 23901	25701, 25703-25705	HUNTINGTON WV 25704
23924, 23941	CHASE CITY VA 23924	25706-25729	HUNTINGTON WV 25706
24001-24010	ROANOKE VA 24001	25801, 25802	BECKLEY WV 25801
24011, 24016	ROANOKE VA 24011	25813, 25816	BEAVER WV 25813
24022-24038, 24040, 24042-24044, 24048	ROANOKE VA 24022	25846, 25936	GLEN JEAN WV 25846
24060-24062	BLACKSBURG VA 24060	25875, 25876	MC GRAWS WV 25875
24068, 24073	CHRISTIANSBURG VA 24073	25901, 25914	OAK HILL WV 25901
24112-24115	MARTINSVILLE VA 24112	25965, 25976	MEADOW BRIDGE WV 25976
24141-24143	RADFORD VA 24141	26138, 26148, 26152	MACFARLAN WV 26148
24201, 24202, 24209	BRISTOL VA 24201		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
26155, 26162	NEW MARTINSVILLE WV 26155	27709, 27711, 27713	DURHAM NC 27709
26161, 26337	CAIRO WV 26337	27801, 27803, 27804	ROCKY MOUNT NC 27801
26215, 26234, 26236	ROCK CAVE WV 26234	27833, 27834	GREENVILLE NC 27833
26327, 26421	PULLMAN WV 26421	27835, 27858	GREENVILLE NC 27835
26343, 26447	WALKERSVILLE WV 26447	27893-27896	WILSON NC 27893
26374, 26410	NEWBURG WV 26410	27968, 27972, 27982	RODANTHE NC 27968
26501, 26505, 26508	MORGANTOWN WV 26501	28001, 28002	ALBEMARLE NC 28001
26554, 26555	FAIRMONT WV 26554	28025, 28026	CONCORD NC 28025
26581, 26586	LITTLETON WV 26581	28052, 28053	GASTONIA NC 28052
27103, 27104, 27114	WINSTON SALEM NC 27103	28054-28056	GASTONIA NC 28054
27105, 27106, 27116	WINSTON SALEM NC 27105	28070, 28078	HUNTERSVILLE NC 28078
27107, 27117, 27127	WINSTON SALEM NC 27107	28081-28083	KANNAPOLIS NC 28081
27203, 27204	ASHEBORO NC 27203	28092, 28093	LINCOLNTON NC 28092
27212, 27379	YANCEYVILLE NC 27379	28104-28106	MATTHEWS NC 28104
27215-27217, 27220	BURLINGTON NC 27215	28110-28112	MONROE NC 28110
27228, 27312	PITTSBORO NC 27312	28144-28147	SALISBURY NC 28144
27260-27262, 27265	HIGH POINT NC 27260	28150-28152	SHELBY NC 28150
27284, 27285	KERNERSVILLE NC 27284	28203, 28204	CHARLOTTE NC 28203
27288, 27289	EDEN NC 27288	28208, 28214, 28266	CHARLOTTE NC 28208
27292-27295	LEXINGTON NC 27292	28210, 28287	CHARLOTTE NC 28210
27320, 27323	REIDSVILLE NC 27320	28211, 28222	CHARLOTTE NC 28211
27330, 27331	SANFORD NC 27330	28213, 28256	CHARLOTTE NC 28213
27360, 27361	THOMASVILLE NC 27360	28226, 28247	CHARLOTTE NC 28226
27405, 27415	GREENSBORO NC 27405	28230-28237	CHARLOTTE NC 28230
27406, 27416	GREENSBORO NC 27406	28241, 28273	CHARLOTTE NC 28273
27502, 27523, 27539	APEX NC 27502	28270, 28277	CHARLOTTE NC 28270
27511-27513	CARY NC 27511	28301, 28311, 28312	FAYETTEVILLE NC 28301
27514, 27515, 27599	CHAPEL HILL NC 27514	28328, 28329	CLINTON NC 28328
27522, 27564	CREEDMOOR NC 27522	28334, 28335	DUNN NC 28334
27530, 27533	GOLDSBORO NC 27530	28352, 28353	LAURINBURG NC 28352
27532, 27534	GOLDSBORO NC 27534	28358-28360	LUMBERTON NC 28358
27536, 27537	HENDERSON NC 27536	28379, 28380	ROCKINGHAM NC 28379
27573, 27574	ROXBORO NC 27573	28387, 28388	SOUTHERN PINES NC 28387
27587, 27588	WAKE FOREST NC 27587	28401, 28402	WILMINGTON NC 28401
27603, 27606, 27627	RALEIGH NC 27603	28403, 28406	WILMINGTON NC 28403
27604, 27616, 27629	RALEIGH NC 27604	28404, 28411	WILMINGTON NC 28404
27610, 27620	RALEIGH NC 27610	28408, 28409, 28412	WILMINGTON NC 28408
27612, 27613, 27617	RALEIGH NC 27612	28461, 28465	SOUTHPORT NC 28461
27615, 27624	RALEIGH NC 27615	28467-28469	CALABASH NC 28467
27701, 27703	DURHAM NC 27701	28501-28504	KINSTON NC 28501
27704, 27712, 27722	DURHAM NC 27722	28540, 28541, 28545	JACKSONVILLE NC 28540
27705, 27715	DURHAM NC 27705	28542, 28547	CAMP LEJEUNE NC 28542
27707, 27717	DURHAM NC 27707	28543, 28544, 28546	JACKSONVILLE NC 28546
		28560-28564	NEW BERN NC 28562
		28601-28603	HICKORY NC 28601

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
28655, 28680	MORGANTON NC 28655	29575, 29587	SURFSIDE BEACH SC 29575
28734, 28744	FRANKLIN NC 28734	29577, 29578	MYRTLE BEACH SC 29577
28737, 28752	MARION NC 28752	29582, 29597, 29598	NORTH MYRTLE BEACH SC 29582
28739, 28792	HENDERSONVILLE NC 28739	29606, 29607	GREENVILLE SC 29606
28785, 28786	WAYNESVILLE NC 28785	29609, 29613, 29614	GREENVILLE SC 29609
28804, 28814	ASHEVILLE NC 28804	29610, 29611, 29617	GREENVILLE SC 29610
28806, 28816	ASHEVILLE NC 28806	29615, 29616	GREENVILLE SC 29615
29006, 29070	LEESVILLE SC 29070	29621, 29626	ANDERSON SC 29621
29015, 29065	JENKINSVILLE SC 29065	29631-29634	CLEMSON SC 29631
29033, 29169-29172	CAYCE SC 29033	29640-29642	EASLEY SC 29640
29051, 29143	GABLE SC 29051	29646-29649	GREENWOOD SC 29649
29061, 29209, 29290	COLUMBIA SC 29209	29650-29652	GREER SC 29650
29067, 29175	KERSHAW SC 29067	29653, 29695	HODGES SC 29653
29071-29073	LEXINGTON SC 29072	29672, 29678, 29679	SENECA SC 29678
29115-29118	ORANGEBURG SC 29115	29708, 29715, 29716	FORT MILL SC 29708
29150-29154	SUMTER SC 29150	29720-29722	LANCASTER SC 29720
29201, 29211	COLUMBIA SC 29201	29730, 29731, 29733, 29734	ROCK HILL SC 29730
29204, 29240	COLUMBIA SC 29204	29801, 29802, 29805	AIKEN SC 29801
29206, 29260	COLUMBIA SC 29206	29803, 29804, 29808	AIKEN SC 29803
29210, 29221	COLUMBIA SC 29210	29812, 29813	BARNWELL SC 29812
29223, 29224	COLUMBIA SC 29223	29835, 29899	MC CORMICK SC 29835
29302-29304, 29306, 29307, 29318, 29319	SPARTANBURG SC 29302	29841, 29842, 29860, 29861	NORTH AUGUSTA SC 29841
29334, 29390, 29391, 29698	DUNCAN SC 29334	29901, 29902, 29907	BEAUFORT SC 29902
29340-29342	GAFFNEY SC 29341	29903-29906	BEAUFORT SC 29903
29353, 29395	JONESVILLE SC 29353	29912, 29936	RIDGELAND SC 29936
29401, 29403, 29409, 29413, 29424, 29425	CHARLESTON SC 29401	29913, 29924	HAMPTON SC 29924
29405, 29415	CHARLESTON SC 29405	29914, 29940	SEABROOK SC 29940
29406, 29410, 29419, 29492	CHARLESTON SC 29406	29915, 29928, 29938	HILTON HEAD ISLAND SC 29928
29407, 29417	CHARLESTON SC 29407	29918, 29939	ESTILL SC 29918
29412, 29422	CHARLESTON SC 29412	29925, 29926	HILTON HEAD ISLAND SC 29926
29414, 29416	CHARLESTON SC 29414	30003, 30093	NORCROSS GA 30093
29418, 29420, 29423	CHARLESTON SC 29418	30004, 30009	ALPHARETTA GA 30004
29440, 29442	GEORGETOWN SC 29440	30005, 30022, 30023	ALPHARETTA GA 30005
29455, 29457	JOHNS ISLAND SC 29455	30006, 30007, 30065, 30067	MARIETTA GA 30067
29456, 29485	SUMMERVILLE SC 29485	30008, 30060, 30061, 30063, 30069	MARIETTA GA 30060
29464-29466	MOUNT PLEASANT SC 29464	30010, 30092	NORCROSS GA 30092
29483, 29484	SUMMERVILLE SC 29483	30013, 30094	CONYERS GA 30013
29501, 29502	FLORENCE SC 29501	30014, 30016	COVINGTON GA 30014
29504-29506	FLORENCE SC 29505	30028, 30040	CUMMING GA 30028
29511, 29544	AYNOR SC 29511	30034-30036	DECATUR GA 30034
29526-29528	CONWAY SC 29526	30038, 30058	LITHONIA GA 30038
29532, 29540	DARLINGTON SC 29532		
29550, 29551	HARTSVILLE SC 29550		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
30042, 30044	LAWRENCEVILLE GA 30044	30458, 30459, 30461	STATESBORO GA 30458
30043, 30049	LAWRENCEVILLE GA 30043	30474, 30475	VIDALIA GA 30474
30045, 30046	LAWRENCEVILLE GA 30045	30501, 30503, 30507	GAINESVILLE GA 30501
30047, 30048	LILBURN GA 30047	30504, 30506	GAINESVILLE GA 30504
30080-30082	SMYRNA GA 30080	30510, 30596	ALTO GA 30510
30083, 30086, 30088	STONE MOUNTAIN GA 30083	30512, 30514	BLAIRSVILLE GA 30512
30084, 30085	TUCKER GA 30084	30515, 30518	BUFORD GA 30518
30095, 30096, 30098, 30099	DULUTH GA 30096	30529, 30530, 30599	COMMERCE GA 30529
30101, 30102	ACWORTH GA 30101	30533, 30597	DEHLONEGA GA 30533
30106, 30168	AUSTELL GA 30106	30604, 30606	ATHENS GA 30604
30112, 30116, 30119	CARROLLTON GA 30116	30655, 30656	MONROE GA 30655
30114, 30115	CANTON GA 30114	30701, 30703	CALHOUN GA 30701
30117, 30118	CARROLLTON GA 30117	30720-30722	DALTON GA 30720
30120, 30121	CARTERSVILLE GA 30120	30750, 37350	LOOKOUT MOUNTAIN TN 37350
30132, 30157	DALLAS GA 30132	30811, 30816	KEYSVILLE GA 30816
30133, 30134	DOUGLASVILLE GA 30133	30818, 30833	WRENS GA 30833
30135, 30154	DOUGLASVILLE GA 30135	30901, 30903, 30904, 30911-30913, 30999	AUGUSTA GA 30901
30144, 30156	KENNESAW GA 30144	30906, 30916	AUGUSTA GA 30906
30161-30165	ROME GA 30161	30907, 30917	AUGUSTA GA 30907
30223, 30224	GRIFFIN GA 30223	30909, 30919	AUGUSTA GA 30909
30236-30238	JONESBORO GA 30236	31010, 31015	CORDELE GA 31015
30240, 30241, 30261	LAGRANGE GA 30240	31021, 31027, 31040	DUBLIN GA 31021
30252, 30253	MCDONOUGH GA 30253	31028, 31088, 31093, 31095, 31098, 31099	WARNER ROBINS GA 31088
30263, 30265, 30271	NEWNAN GA 30263	31050, 31066	MUSELLA GA 31066
30297, 30298	FOREST PARK GA 30297	31059, 31061, 31062	MILLEDGEVILLE GA 31061
30301, 30370, 30371	ATLANTA GA 30301	31201, 31204, 31211, 31217	MACON GA 31201
30303, 30312	ATLANTA GA 30303	31205, 31206, 31216	MACON GA 31206
30308, 30379	ATLANTA GA 30308	31210, 31220, 31221	MACON GA 31210
30309, 30357, 30361, 30363	ATLANTA GA 30309	31310, 31313-31315	HINESVILLE GA 31313
30313, 30314	ATLANTA GA 30313	31401, 31402, 31407, 31408, 31415, 31421	SAVANNAH GA 31401
30318, 30377	ATLANTA GA 30318	31403, 31405	SAVANNAH GA 31403
30324, 30376	ATLANTA GA 30324	31404, 31414	SAVANNAH GA 31404
30325, 30327	ATLANTA GA 30325	31406, 31411, 31416	SAVANNAH GA 31406
30326, 31119	ATLANTA GA 30326	31419, 31420	SAVANNAH GA 31419
30331, 31131	ATLANTA GA 30331	31501-31503	WAYCROSS GA 31501
30338, 30346, 30356	DUNWOODY GA 30338	31513, 31515	BAXLEY GA 31513
30340, 30360, 30362	DORAVILLE GA 30340	31520, 31521, 31523, 31525, 31527	BRUNSWICK GA 31520
30341, 30366	CHAMBLEE GA 30341	31522, 31524, 31561	BRUNSWICK GA 31522
30344, 30364	EAST POINT GA 30344	31533-31535	DOUGLAS GA 31533
30345, 30359	ATLANTA GA 30345	31545, 31546, 31598, 31599	JESUP GA 31545
30350, 31150	ATLANTA GA 30350	31601, 31603, 31606, 31698, 31699	VALDOSTA GA 31601
30414, 30417, 30438	CLAXTON GA 30417		
30453, 30499	REIDSVILLE GA 30453		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
31602, 31604, 31605	VALDOSTA GA 31602	32212, 32214, 32222, 32230, 32244	JACKSONVILLE FL 32244
31701, 31705, 31707, 31721	ALBANY GA 31701	32216, 32245, 32246, 32255	JACKSONVILLE FL 32216
31702-31704, 31706, 31708	ALBANY GA 31702	32217, 32223, 32237, 32241, 32257	JACKSONVILLE FL 32217
31709, 31719	AMERICUS GA 31709	32218, 32226	JACKSONVILLE FL 32218
31757, 31758, 31792, 31799	THOMASVILLE GA 31757	32221, 32254	JACKSONVILLE FL 32221
31768, 31776, 31788	MOULTRIE GA 31768	32224, 32227, 32233, 32266	ATLANTIC BEACH FL 32233
31793, 31794	TIFTON GA 31794	32225, 32235	JACKSONVILLE FL 32225
31820, 31829	MIDLAND GA 31820	32239, 32277	JACKSONVILLE FL 32277
31901, 31902	COLUMBUS GA 31901	32240, 32250	JACKSONVILLE BEACH FL 32250
31903-31907, 31909	COLUMBUS GA 31903	32256, 32258, 32259	JACKSONVILLE FL 32258
31908, 31914, 31917, 31993, 31995, 31997-31999	COLUMBUS GA 31908	32301, 32305, 32311, 32314	TALLAHASSEE FL 32301
32003, 32030, 32065	ORANGE PARK FL 32065	32303, 32312, 32318	TALLAHASSEE FL 32303
32004, 32082	PONTE VEDRA FL 32082	32304, 32310, 32316	TALLAHASSEE FL 32304
32024, 32025, 32055, 32056	LAKE CITY FL 32055	32306, 32313	TALLAHASSEE FL 32306
32034, 32035	FERNANDINA BEACH FL 32034	32320, 32329	APALACHICOLA FL 32320
32041, 32097	YULEE FL 32097	32326, 32327	CRAWFORDVILLE FL 32327
32050, 32068	MIDDLEBURG FL 32068	32340, 32341	MADISON FL 32340
32054, 32061	LAKE BUTLER FL 32054	32344, 32345	MONTICELLO FL 32344
32060, 32064	LIVE OAK FL 32060	32347, 32348	PERRY FL 32348
32067, 32073	ORANGE PARK FL 32073	32351-32353	QUINCY FL 32351
32080, 32086	SAINT AUGUSTINE FL 32086	32395, 32399	TALLAHASSEE FL 32399
32084, 32085, 32092, 32095	SAINT AUGUSTINE FL 32084	32401, 32402	PANAMA CITY FL 32401
32114, 32120, 32124	DAYTONA BEACH FL 32114	32405, 32406, 32409	PANAMA CITY FL 32405
32115, 32118	DAYTONA BEACH FL 32115	32407, 32408, 32413, 32417	PANAMA CITY BEACH FL 32407
32117, 32119	DAYTONA BEACH FL 32117	32433, 32435	DEFUNIAK SPRINGS FL 32433
32127-32129	PORT ORANGE FL 32127	32446-32448	MARIANNA FL 32446
32132, 32141	EDGEWATER FL 32132	32456, 32457	PORT SAINT JOE FL 32456
32135, 32137, 32142, 32164	PALM COAST FL 32137	32501, 32503, 32513	PENSACOLA FL 32503
32158, 32159, 32162	LADY LAKE FL 32159	32504, 32524	PENSACOLA FL 32504
32168-32170	NEW SMYRNA BEACH FL 32168	32505, 32507, 32508	PENSACOLA FL 32507
32173, 32174	ORMOND BEACH FL 32173	32506, 32516, 32526	PENSACOLA FL 32506
32175, 32176	ORMOND BEACH FL 32175	32514, 32534	PENSACOLA FL 32514
32177, 32178	PALATKA FL 32177	32522, 32523	PENSACOLA FL 32522
32179, 32183	OCKLAWAHA FL 32179	32536, 32539	CRESTVIEW FL 32536
32202, 32206	JACKSONVILLE FL 32206	32540, 32541	DESTIN FL 32540
32203, 32231, 32232	JACKSONVILLE FL 32231	32544, 32569	PENSACOLA FL 32569
32204, 32205, 32220, 32236	JACKSONVILLE FL 32205	32547-32549	FORT WALTON BEACH FL 32548
32207, 32247	JACKSONVILLE FL 32207	32561-32563	GULF BREEZE FL 32561
32208, 32219	JACKSONVILLE FL 32208	32570, 32572, 32583	MILTON FL 32570
32210, 32238	JACKSONVILLE FL 32210	32578, 32588	NICEVILLE FL 32578

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
32601, 32602, 32641	GAINESVILLE FL 32601	32907, 32909	MELBOURNE FL 32907
32603, 32604	GAINESVILLE FL 32603	32908, 32911	MELBOURNE FL 32908
32605, 32606, 32609, 32627, 32653	GAINESVILLE FL 32605	32922, 32923, 32926, 32927	COCOA FL 32922
32607, 32608	GAINESVILLE FL 32607	32925, 32937	MELBOURNE FL 32937
32610-32612, 32614	GAINESVILLE FL 32610	32934, 32936	MELBOURNE FL 32934
32615, 32616	ALACHUA FL 32615	32940, 32941	MELBOURNE FL 32940
32626, 32644	CHIEFLAND FL 32626	32952-32954	MERRITT ISLAND FL 32952
32643, 32655	HIGH SPRINGS FL 32643	32955, 32956	ROCKLEDGE FL 32955
32703, 32704	APOPKA FL 32703	32958, 32976, 32978	SEBASTIAN FL 32958
32707, 32718, 32730	CASSELBERRY FL 32707	32961, 32967	VERO BEACH FL 32967
32708, 32719	WINTER SPRINGS FL 32708	32962, 32965	VERO BEACH FL 32962
32714, 32716	ALTAMONTE SPRINGS FL 32714	32966, 32968, 32969	VERO BEACH FL 32966
32720, 32724	DELAND FL 32720	33008, 33009	HALLANDALE FL 33009
32725, 32728	DELTONA FL 32725	33010, 33011	HIALEAH FL 33010
32726, 32727, 32736	EUSTIS FL 32726	33015, 33017	HIALEAH FL 33015
32738, 32739	DELTONA FL 32738	33019, 33020, 33022	HOLLYWOOD FL 33020
32746, 32795	LAKE MARY FL 32746	33021, 33081	HOLLYWOOD FL 33021
32750, 32752	LONGWOOD FL 32750	33024, 33084	PEMBROKE PINES FL 33024
32751, 32794	MAITLAND FL 32751	33027, 33028	HOLLYWOOD FL 33028
32756, 32757	MOUNT DORA FL 32757	33030, 33033, 33090	HOMESTEAD FL 33030
32763, 32774	ORANGE CITY FL 32763	33031, 33032, 33039, 33092	PRINCETON FL 33032
32771, 32773	SANFORD FL 32771	33034, 33035	FLORIDA CITY FL 33034
32779, 32791	LONGWOOD FL 32779	33040, 33041, 33045	KEY WEST FL 33040
32780, 32796	TITUSVILLE FL 32780	33063, 33093	MARGATE FL 33063
32789, 32790	WINTER PARK FL 32789	33065, 33075	POMPANO BEACH FL 33065
32804, 32854	ORLANDO FL 32804	33067, 33073, 33097	POMPANO BEACH FL 33073
32806, 32856	ORLANDO FL 32806	33071, 33077	POMPANO BEACH FL 33071
32807, 32857	ORLANDO FL 32807	33102, 33152	MIAMI FL 33102
32809, 32839, 32859	ORLANDO FL 32809	33109, 33119, 33139	MIAMI BEACH FL 33139
32810, 32860	ORLANDO FL 32810	33114, 33134	MIAMI FL 33134
32811, 32861	ORLANDO FL 32811	33116, 33176	MIAMI FL 33116
32812, 32827	ORLANDO FL 32812	33122, 33172	MIAMI FL 33172
32817, 32867	ORLANDO FL 32817	33125, 33135	MIAMI FL 33125
32818, 32868	ORLANDO FL 32818	33128, 33132, 33136	MIAMI FL 33128
32819, 32869	ORLANDO FL 32819	33129, 33130	MIAMI FL 33129
32820, 32825, 32833	ORLANDO FL 32825	33133, 33233	COCONUT GROVE FL 33133
32821, 32836	ORLANDO FL 32821	33138, 33150, 33151, 33238	MIAMI FL 33138
32824, 32837, 32877	ORLANDO FL 32824	33142, 33242	MIAMI FL 33142
32826, 32828, 32831	ORLANDO FL 32826	33143, 33243	SOUTH MIAMI FL 33143
32829, 32832, 32872	ORLANDO FL 32829	33147, 33247	MIAMI FL 33147
32902, 32919	MELBOURNE FL 32902	33153, 33161, 33162, 33164, 33181, 33261	NORTH MIAMI FL 33161
32904, 32912	MELBOURNE FL 32904		
32905, 32906	MELBOURNE FL 32905		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
33155, 33255	MIAMI FL 33155	33441, 33443	DEERFIELD BEACH FL 33441
33156, 33158, 33256	KENDALL FL 33156	33444, 33447, 33483	DELRAY BEACH FL 33444
33157, 33189, 33190, 33197	MIAMI FL 33157	33445, 33482	DELRAY BEACH FL 33445
33160, 33163	NORTH MIAMI BEACH FL 33160	33446, 33448, 33484	DELRAY BEACH FL 33446
33165, 33265	MIAMI FL 33165	33454, 33463	LAKE WORTH FL 33463
33167, 33168	MIAMI FL 33168	33455, 33475	HOBE SOUND FL 33455
33170, 33177, 33187	MIAMI FL 33177	33458, 33468	JUPITER FL 33458
33173, 33183, 33193, 33283	MIAMI FL 33173	33461, 33466	LAKE WORTH FL 33461
33174, 33182, 33184, 33194	MIAMI FL 33174	33477, 33478	JUPITER FL 33477
33175, 33185	OLYMPIA HEIGHTS FL 33175	33508, 33509	BRANDON FL 33509
33301-33303, 33394	FORT LAUDERDALE FL 33301	33523, 33525, 33526	DADE CITY FL 33525
33304, 33305	OAKLAND PARK FL 33304	33540, 33541	ZEPHYRHILLS FL 33540
33306, 33334	FORT LAUDERDALE FL 33306	33543, 33544	ZEPHYRHILLS FL 33543
33307, 33308	OAKLAND PARK FL 33307	33548, 33549, 33558, 33559	LUTZ FL 33549
33310, 33337, 33340	FORT LAUDERDALE FL 33310	33563-33567	PLANT CITY FL 33566
33314, 33328, 33329	DAVIE FL 33314	33568, 33569	RIVERVIEW FL 33569
33315, 33316, 33335	FORT LAUDERDALE FL 33315	33570-33573	RUSKIN FL 33570
33317, 33318	PLANTATION FL 33317	33583, 33584	SEFFNER FL 33584
33320, 33321, 33351	TAMARAC FL 33320	33594, 33595	VALRICO FL 33594
33322, 33323, 33345	SUNRISE FL 33322	33602, 33672	TAMPA FL 33602
33324, 33388	PLANTATION FL 33324	33603, 33673	TAMPA FL 33603
33325, 33330, 33355	DAVIE FL 33355	33604, 33674	TAMPA FL 33604
33326, 33327	WESTON FL 33326	33610, 33680	TAMPA FL 33610
33331, 33332	FORT LAUDERDALE FL 33331	33611, 33681	TAMPA FL 33611
33404, 33412, 33419	WEST PALM BEACH FL 33404	33612, 33682, 33697	TAMPA FL 33612
33414, 33421	WEST PALM BEACH FL 33414	33614, 33684	TAMPA FL 33614
33417, 33422	WEST PALM BEACH FL 33417	33615, 33635, 33685	TAMPA FL 33615
33418, 33420	WEST PALM BEACH FL 33418	33616, 33621, 33686	TAMPA FL 33616
33424, 33436	BOYNTON BEACH FL 33436	33617, 33637	TAMPA FL 33617
33425, 33435	BOYNTON BEACH FL 33435	33618, 33688	TAMPA FL 33618
33429, 33432	BOCA RATON FL 33432	33622, 33623, 33650, 33655	TAMPA FL 33622
33431, 33464, 33481, 33487, 33499	BOCA RATON FL 33431	33624, 33626	TAMPA FL 33624
33433, 33488	BOCA RATON FL 33433	33625, 33694	TAMPA FL 33625
33437, 33474	BOYNTON BEACH FL 33437	33629, 33690	TAMPA FL 33629
33438, 33439	CANAL POINT FL 33438	33630, 33631	TAMPA FL 33630
		33660-33664	TAMPA FL 33660
		33701, 33731	ST PETERSBURG FL 33701
		33702, 33716, 33729, 33742	ST PETERSBURG FL 33702
		33704, 33734	ST PETERSBURG FL 33704
		33706, 33736, 33740	ST PETERSBURG FL 33706
		33707, 33711, 33737, 33747	ST PETERSBURG FL 33711
		33708, 33738	ST PETERSBURG FL 33708
		33709, 33743	ST PETERSBURG FL 33709
		33714, 33784	ST PETERSBURG FL 33714
		33730, 33733	ST PETERSBURG FL 33730

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
33755, 33757	CLEARWATER FL 33755	34134-34136	BONITA SPRINGS FL 34134
33758, 33759, 33769	CLEARWATER FL 33758	34142, 34143	IMMOKALEE FL 34142
33760, 33762	CLEARWATER FL 33760	34145, 34146	MARCO ISLAND FL 34145
33770, 33779	LARGO FL 33770	34201, 34203, 34204	BRADENTON FL 34201
33772, 33775	SEMINOLE FL 33772	34202, 34211, 34212	BRADENTON FL 34203
33776, 33777	SEMINOLE FL 33776	34205, 34206, 34208	BRADENTON FL 34205
33780-33782	PINELLAS PARK FL 33781	34207, 34210, 34281, 34282	BRADENTON FL 34210
33785, 33786	INDIAN ROCKS BEACH FL 33785	34209, 34280	BRADENTON FL 34209
33801, 33802, 33815	LAKELAND FL 33801	34217, 34218	BRADENTON BEACH FL 34217
33805, 33810	LAKELAND FL 33805	34220, 34221	PALMETTO FL 34220
33807, 33811, 33813	LAKELAND FL 33813	34223, 34224, 34295	ENGLEWOOD FL 34223
33825, 33826	AVON PARK FL 33825	34230, 34234, 34243, 34278	SARASOTA FL 34230
33830, 33831	BARTOW FL 33830	34232, 34233, 34235, 34240	SARASOTA FL 34232
33836, 33837, 33896, 33897	DAVENPORT FL 33837	34236, 34237	SARASOTA FL 34236
33844, 33845	HAINES CITY FL 33844	34238, 34241	SARASOTA FL 34238
33852, 33862	LAKE PLACID FL 33852	34239, 34277	SARASOTA FL 34239
33853, 33867, 33898	LAKE WALES FL 33853	34242, 34276	SARASOTA FL 34242
33854-33856, 33859	LAKE WALES FL 33854	34265, 34266, 34269	ARCADIA FL 34265
33870, 33871, 33876	SEBRING FL 33870	34274, 34275	NOKOMIS FL 34274
33872, 33875	SEBRING FL 33872	34284, 34285, 34292	VENICE FL 34285
33880, 33882, 33883, 33888	WINTER HAVEN FL 33880	34286-34289	NORTH PORT FL 34287
33881, 33884, 33885	WINTER HAVEN FL 33881	34420, 34421	BELLEVIEW FL 34420
33901, 33902	FORT MYERS FL 33901	34423, 34428, 34429	CRYSTAL RIVER FL 34428
33903, 33917, 33918	FORT MYERS FL 33903	34430-34434	DUNNELLON FL 34430
33904, 33915	CAPE CORAL FL 33904	34446, 34448	HOMOSASSA FL 34446
33905, 33994	FORT MYERS FL 33905	34450-34453	INVERNESS FL 34450
33906, 33907, 33919	FORT MYERS FL 33906	34460, 34461	LECANTO FL 34460
33908, 33912	FORT MYERS FL 33908	34464, 34465	BEVERLY HILLS FL 34464
33909, 33914, 33991, 33993	CAPE CORAL FL 33909	34470, 34471, 34475, 34478, 34479	OCALA FL 34470
33911, 33916	FORT MYERS FL 33911	34472, 34480, 34483	OCALA FL 34472
33931, 33932	FORT MYERS BEACH FL 33931	34473, 34474, 34476, 34477, 34481, 34482	OCALA FL 34473
33935, 33975	LABELLE FL 33935	34488, 34489	SILVER SPRINGS FL 34488
33936, 33970-33972	LEHIGH ACRES FL 33936	34491, 34492	SUMMERFIELD FL 34491
33946, 33947	PLACIDA FL 33946	34601, 34602, 34605	BROOKSVILLE FL 34601
33948, 33953, 33981	PORT CHARLOTTE FL 33948	34603, 34613, 34614	BROOKSVILLE FL 34603
33950, 33955	PUNTA GORDA FL 33950	34604, 34609, 34610	BROOKSVILLE FL 34604
33980, 33982, 33983	PORT CHARLOTTE FL 33980	34606-34608, 34611	SPRING HILL FL 34607
34102, 34103	NAPLES FL 34102	34637-34639	LAND O LAKES FL 34637
34104, 34112	NAPLES FL 34104	34652, 34653, 34656	NEW PORT RICHEY FL 34652
34105, 34113, 34114	NAPLES FL 34113	34654, 34655	TRINITY FL 34655
34109, 34110	NAPLES FL 34109	34667, 34669, 34674	HUDSON FL 34667
34116, 34119	NAPLES FL 34116	34668, 34673	PORT RICHEY FL 34668
34117, 34120	NAPLES FL 34117	34682, 34684	PALM HARBOR FL 34682

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
34683, 34685	PALM HARBOR FL 34683	35457, 35458	ELROD AL 35458
34688, 34689	TARPON SPRINGS FL 34688	35473, 35475, 35476	NORTHPORT AL 35476
34690, 34691	HOLIDAY FL 34690	35485, 35486	TUSCALOOSA AL 35486
34697, 34698	DUNEDIN FL 34697	35501-35504	JASPER AL 35501
34711, 34712	CLERMONT FL 34711	35602, 35603, 35609, 35699	DECATUR AL 35602
34741, 34742	KISSIMMEE FL 34742	35611-35614	ATHENS AL 35611
34743-34745	KISSIMMEE FL 34743	35631-35634	FLORENCE AL 35631
34746, 34747	KISSIMMEE FL 34746	35653, 35654	RUSSELLVILLE AL 35653
34748, 34749	LEESBURG FL 34748	35661, 35662	MUSCLE SHOALS AL 35661
34758, 34759	KISSIMMEE FL 34758	35739, 38449, 38453	ARDMORE TN 38449
34769, 34771-34773	SAINT CLOUD FL 34769	35746, 35772	STEVENSON AL 35772
34778, 34787	WINTER GARDEN FL 34787	35756-35758	MADISON AL 35758
34945, 34979, 34981, 34982	FORT PIERCE FL 34945	35768, 35769	SCOTTSBORO AL 35768
34946, 34947, 34949	FORT PIERCE FL 34946	35801, 35804, 35895	HUNTSVILLE AL 35801
34948, 34950, 34951, 34954	FORT PIERCE FL 34950	35802, 35803, 35815	HUNTSVILLE AL 35802
34952, 34984, 34985	FORT PIERCE FL 34952	35805, 35807, 35899	HUNTSVILLE AL 35805
34953, 34987	FORT PIERCE FL 34953	35806, 35814, 35816, 35896	HUNTSVILLE AL 35816
34957, 34958	JENSEN BEACH FL 34957	35810, 35811	HUNTSVILLE AL 35810
34972-34974	OKEECHOBEE FL 34972	35813, 35824, 35894	HUNTSVILLE AL 35813
34983, 34986, 34988	FORT PIERCE FL 34983	35901, 35902, 35906, 35907	GADSDEN AL 35901
34994-34996	STUART FL 34994	35903, 35905	GADSDEN AL 35903
35010, 35011	ALEXANDER CITY AL 35010	35950, 35951	ALBERTVILLE AL 35950
35020-35022	BESSEMER AL 35020	35956, 35957	BOAZ AL 35956
35045, 35046	CLANTON AL 35045	35967, 35968	FORT PAYNE AL 35967
35055-35058	CULLMAN AL 35055	36005, 36061	BANKS AL 36005
35125, 35128	PELL CITY AL 35125	36013, 36052, 36064	PIKE ROAD AL 36064
35150, 35151	SYLACAUGA AL 35150	36023, 36045, 36078	TALLASSEE AL 36078
35160, 35161	TALLADEGA AL 35160	36027, 36072	EUFAULA AL 36027
35201, 35202, 35225, 35229, 35230, 35240, 35245, 35246, 35249, 35254, 35277-35283, 35285-35299	BIRMINGHAM AL 35201	36049, 36062	LUVERNE AL 36049
35203, 35233	BIRMINGHAM AL 35203	36066-36068	PRATTVILLE AL 36068
35204, 35234	BIRMINGHAM AL 35204	36079, 36081, 36082	TROY AL 36081
35206, 35261	BIRMINGHAM AL 35206	36083, 36088	TUSKEGEE AL 36083
35207, 35217	BIRMINGHAM AL 35217	36092, 36093	WETUMPKA AL 36092
35212, 35232	BIRMINGHAM AL 35212	36101-36104	MONTGOMERY AL 36104
35214, 35231	BIRMINGHAM AL 35214	36108, 36113	MONTGOMERY AL 36108
35215, 35220, 35235	BIRMINGHAM AL 35215	36112, 36114, 36119, 36131, 36132, 36135, 36140-36142, 36177, 36191	MONTGOMERY AL 36119
35218, 35224	BIRMINGHAM AL 35218	36116, 36120	MONTGOMERY AL 36116
35221, 35228	BIRMINGHAM AL 35228	36201, 36202, 36206, 36207	ANNISTON AL 36201
35238, 35242	BIRMINGHAM AL 35242	36301, 36305	DOTHAN AL 36301
35401, 35403	TUSCALOOSA AL 35401	36303, 36304	DOTHAN AL 36303
35404, 35406	TUSCALOOSA AL 35404	36322, 36362	DALEVILLE AL 36322
35405, 35407	TUSCALOOSA AL 35405	36330, 36331	ENTERPRISE AL 36330
		36349, 36375	SLOCOMB AL 36375

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
36360, 36361	OZARK AL 36360	37121, 37122	MOUNT JULIET TN 37122
36426, 36427	BREWTON AL 36426	37127, 37130, 37132, 37133	MURFREESBORO TN 37130
36436, 36446	DICKINSON AL 36436	37128, 37129, 37131	MURFREESBORO TN 37129
36449, 36480	URIAH AL 36480	37160-37162	SHELBYVILLE TN 37160
36454, 36473, 36475	REPTON AL 36475	37201, 37219, 37238	NASHVILLE TN 37201
36460-36462	MONROEVILLE AL 36460	37204, 37220	MELROSE TN 37204
36501, 36540	GAINESTOWN AL 36540	37206, 37213	NASHVILLE TN 37206
36502-36504	ATMORE AL 36502	37208, 37218, 37228	NASHVILLE TN 37208
36515, 36545	JACKSON AL 36545	37210, 37224	NASHVILLE TN 37210
36526, 36527	DAPHNE AL 36526	37211, 37222	NASHVILLE TN 37211
36529, 36583	DEER PARK AL 36529	37229, 37230, 37232, 37234-37237, 37240-37250	NASHVILLE TN 37230
36532, 36533	FAIRHOPE AL 36532	37303, 37371	ATHENS TN 37303
36535, 36536	FOLEY AL 36535	37304, 37373	SALE CREEK TN 37373
36542, 36547	GULF SHORES AL 36542	37311, 37312, 37320, 37364	CLEVELAND TN 37311
36567, 36574	ROBERTSDALE AL 36567	37337, 37381	SPRING CITY TN 37381
36582, 36590	THEODORE AL 36582	37349, 37355	MANCHESTER TN 37355
36601-36603, 36621, 36622, 36628, 36633, 36652	MOBILE AL 36601	37360, 37388, 37389	TULLAHOMA TN 37388
36604, 36607, 36640	MOBILE AL 36604	37375, 37383	SEWANEE TN 37375
36605, 36615	MOBILE AL 36605	37379, 37384	SODDY DAISY TN 37379
36606, 36660	MOBILE AL 36606	37401-37403, 37408, 37450	CHATTANOOGA TN 37401
36608, 36689	MOBILE AL 36608	37409, 37410, 37419	CHATTANOOGA TN 37409
36609, 36691, 36693	MOBILE AL 36609	37411, 37414, 37421	CHATTANOOGA TN 37411
36610-36613, 36617	MOBILE AL 36610	37501, 38101, 38142, 38145, 38147, 38148, 38151, 38161, 38165, 38194	MEMPHIS TN 38101
36701-36703	SELMA AL 36701	37601, 37605, 37614	JOHNSON CITY TN 37601
36750, 36793	MAPLESVILLE AL 36750	37602, 37604, 37615	JOHNSON CITY TN 37602
36762, 36784	THOMASVILLE AL 36784	37616, 37641	CHUCKEY TN 37641
36801-36804	OPELIKA AL 36801	37620, 37621	BRISTOL TN 37620
36830-36832	AUBURN AL 36830	37642, 37645	CHURCH HILL TN 37642
36851, 36859	COTTONTON AL 36851	37643, 37644	ELIZABETHTON TN 37644
36854, 36872	VALLEY AL 36872	37660, 37662, 37665	KINGSPORT TN 37660
36867-36870	PHENIX CITY AL 36867	37680, 37683	MOUNTAIN CITY TN 37683
37011, 37013	ANTIOCH TN 37013	37686, 37699	PINEY FLATS TN 37686
37024, 37027	BRENTWOOD TN 37027	37707, 37752, 37867	HARROGATE TN 37752
37040, 37041, 37044	CLARKSVILLE TN 37040	37716, 37717	CLINTON TN 37716
37052, 37171	CUNNINGHAM TN 37052	37729, 37766	LA FOLLETTE TN 37766
37055, 37056	DICKSON TN 37055	37732, 37733	ELGIN TN 37732
37064, 37065, 37067-37069	FRANKLIN TN 37064	37743-37745	GREENEVILLE TN 37743
37070, 37072	GOODLETTSVILLE TN 37072	37762, 37819	JELLYCO TN 37762
37075, 37077	HENDERSONVILLE TN 37075	37771, 37772	LENOIR CITY TN 37771
37085, 37118	LASCASSAS TN 37085	37773, 37824, 37825, 37879	NEW TAZEVELL TN 37825
37087, 37090	LEBANON TN 37087	37801-37804, 37878	MARYVILLE TN 37804
37110, 37111	MC MINNVILLE TN 37110	37809, 37818	MOSHEIM TN 37818
37115, 37116	MADISON TN 37115		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
37813-37816	MORRISTOWN TN 37814	38555, 38557, 38558, 38571, 38572	CROSSVILLE TN 38555
37821, 37822	NEWPORT TN 37821	38634, 38635	HOLLY SPRINGS MS 38634
37848, 37888	POWDER SPRINGS TN 37848	38655, 38675	OXFORD MS 38655
37862, 37864, 37876	SEVIERVILLE TN 37862	38671, 38672	SOUTHAVEN MS 38671
37863, 37868	PIGEON FORGE TN 37863	38701, 38702	GREENVILLE MS 38701
37901, 37902, 37916, 37929	KNOXVILLE TN 37901	38732, 38733	CLEVELAND MS 38732
37909, 37912, 37921	KNOXVILLE TN 37912	38749, 38751	INDIANOLA MS 38749
37914, 37924	KNOXVILLE TN 37914	38801, 38804	TUPELO MS 38801
37915, 37917, 37927	KNOXVILLE TN 37917	38829, 38859	BOONEVILLE MS 38829
37918, 37928	KNOXVILLE TN 37918	38834, 38835	CORINTH MS 38834
37919, 37939	KNOXVILLE TN 37919	38901, 38902	GRENADA MS 38901
37920, 37940, 37998	KNOXVILLE TN 37920	38913, 38915, 38949	BRUCE MS 38915
37922, 37933	CONCORD TN 37922	38916, 38955	CALHOUN CITY MS 38916
37923, 37930-37932	KNOXVILLE TN 37923	39042, 39043	BRANDON MS 39042
37950, 37990, 37995-37997	KNOXVILLE TN 37950	39056, 39060	CLINTON MS 39056
38016, 38018, 38088	CORDOVA TN 38018	39110, 39130	MADISON MS 39110
38017, 38027	COLLIERVILLE TN 38017	39120, 39121	NATCHEZ MS 39120
38024, 38025	DYERSBURG TN 38024	39157, 39158	RIDGELAND MS 39157
38053-38055, 38083	MILLINGTON TN 38053	39180, 39182, 39183	VICKSBURG MS 39180
38103, 38136, 38173	MEMPHIS TN 38103	39201, 39202, 39216	JACKSON MS 39201
38104, 38105, 38163, 38174	MEMPHIS TN 38104	39203, 39209, 39289	JACKSON MS 39203
38106, 38126	MEMPHIS TN 38106	39204, 39284	JACKSON MS 39204
38108, 38112	MEMPHIS TN 38108	39205, 39207, 39215, 39225	JACKSON MS 39205
38109, 38190	MEMPHIS TN 38109	39206, 39286	JACKSON MS 39206
38111, 38114, 38152	MEMPHIS TN 38114	39208, 39288	PEARL MS 39208
38115, 38181, 38193	MEMPHIS TN 38115	39211, 39236	JACKSON MS 39211
38116, 38131, 38132, 38186	MEMPHIS TN 38116	39212, 39282	JACKSON MS 39212
38117, 38137, 38157, 38177	MEMPHIS TN 38117	39213, 39283	JACKSON MS 39213
38118, 38130	MEMPHIS TN 38118	39301, 39302	MERIDIAN MS 39301
38119, 38120, 38166, 38187, 38197	MEMPHIS TN 38119	39303, 39305	MERIDIAN MS 39303
38125, 38141, 38175, 38188	HICKORY HILL TN 38125	39304, 39307	MERIDIAN MS 39304
38127, 38167	MEMPHIS TN 38127	39401, 39403	HATTIESBURG MS 39401
38128, 38168	MEMPHIS TN 38128	39402, 39404, 39407	HATTIESBURG MS 39402
38133, 38135	BARTLETT TN 38133	39426, 39466	PICAYUNE MS 39466
38134, 38184	BARTLETT TN 38134	39440-39443	LAUREL MS 39440
38138, 38139, 38183	GERMANTOWN TN 38138	39501, 39502	GULFPORT MS 39501
38237, 38238	MARTIN TN 38237	39503, 39505	GULFPORT MS 39503
38257, 42041	FULTON KY 42041	39506, 39507	GULFPORT MS 39507
38261, 38281	UNION CITY TN 38261	39520, 39521, 39576	BAY SAINT LOUIS MS 39520
38301, 38302, 38314	JACKSON TN 38301	39530, 39533	BILOXI MS 39530
38305, 38308	JACKSON TN 38305	39531, 39535	BILOXI MS 39531
38401, 38402	COLUMBIA TN 38401	39532, 39540	DIBERVILLE MS 39540
38476, 38487	PRIMM SPRINGS TN 38476	39562, 39563	MOSS POINT MS 39563
38501-38503, 38505, 38506	COOKEVILLE TN 38501		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
39564, 39566	OCEAN SPRINGS MS 39564	40445, 40460	LIVINGSTON KY 40445
39567, 39568, 39581	PASCAGOULA MS 39567	40475, 40476	RICHMOND KY 40475
39601, 39603	BROOKHAVEN MS 39601	40502, 40523, 40524	LEXINGTON KY 40502
39648, 39649	MCCOMB MS 39648	40503, 40591	LEXINGTON KY 40503
39701-39705	COLUMBUS MS 39701	40504, 40510, 40533, 40544	LEXINGTON KY 40504
39759, 39760	STARKVILLE MS 39759	40505, 40509, 40516, 40555	LEXINGTON KY 40505
39817-39819	BAINBRIDGE GA 39817	40506, 40512, 40526, 40536, 40546, 40550, 40574-40583, 40598	LEXINGTON KY 40506
39827, 39828	CAIRO GA 39827	40507, 40588	LEXINGTON KY 40507
40011, 40075	CAMPBELLSBURG KY 40011	40508, 40511	LEXINGTON KY 40511
40031, 40032	LA GRANGE KY 40031	40513, 40514	LEXINGTON KY 40513
40036, 40057	PLEASUREVILLE KY 40057	40601-40604, 40618-40622	FRANKFORT KY 40601
40065, 40066	SHELBYVILLE KY 40065	40701, 40702, 40737	CORBIN KY 40701
40108, 40161	BRANDENBURG KY 40108	40741-40745	LONDON KY 40741
40143, 40171	HARDINSBURG KY 40143	40754, 40763, 40769	WILLIAMSBURG KY 40769
40144, 40178	HARNED KY 40144	40815, 40830, 40831, 40840, 40964	HARLAN KY 40831
40159, 40160	RADCLIFF KY 40160	40823, 40865, 40870	CUMBERLAND KY 40823
40201, 40270	LOUISVILLE KY 40201	40931, 40962	MANCHESTER KY 40962
40206, 40280	LOUISVILLE KY 40206	40935, 40982	FLAT LICK KY 40935
40207, 40257	LOUISVILLE KY 40207	40972, 40981	ONEIDA KY 40972
40208, 40210	LOUISVILLE KY 40208	40977, 40988	PINEVILLE KY 40977
40209, 40214	LOUISVILLE KY 40214	41011, 41012, 41014, 41016	COVINGTON KY 41011
40211, 40212, 40251	LOUISVILLE KY 40211	41022, 41042	FLORENCE KY 41042
40216, 40256	LOUISVILLE KY 40216	41071-41074	NEWPORT KY 41071
40219, 40259	LOUISVILLE KY 40219	41101, 41102, 41105, 41114	ASHLAND KY 41101
40220, 40250	LOUISVILLE KY 40220	41132, 41146	HITCHINS KY 41146
40222, 40252	LOUISVILLE KY 40222	41135, 41179	VANCEBURG KY 41179
40223, 40245	LOUISVILLE KY 40223	41159, 41226	MARTHA KY 41159
40225, 40231-40233, 40281-40283, 40285, 40287, 40289, 40290, 40292-40298	LOUISVILLE KY 40231	41201, 41230	LOUISA KY 41230
40241, 40242	LOUISVILLE KY 40241	41307, 41310, 41339, 41366	JACKSON KY 41339
40243, 40253	LOUISVILLE KY 40243	41314, 41351	BOONEVILLE KY 41314
40258, 40266, 40268	LOUISVILLE KY 40258	41472, 41477	WEST LIBERTY KY 41472
40269, 40299	LOUISVILLE KY 40299	41501, 41502, 41571	PIKEVILLE KY 41501
40311, 40350	CARLISLE KY 40311	41514, 41567	BELFRY KY 41514
40336, 40472	IRVINE KY 40336	41537, 41563	JENKINS KY 41537
40340, 40356	NICHOLASVILLE KY 40356	41612, 41650	MELVIN KY 41650
40360, 40366	OWINGSVILLE KY 40360	41630, 41632	GARRETT KY 41630
40361, 40362	PARIS KY 40361	41701, 41702	HAZARD KY 41701
40376, 41301	CAMPTON KY 41301	41731, 41819	CORNETTSVILLE KY 41731
40383, 40384, 40386	VERSAILLES KY 40383	41759, 41773	VICCO KY 41773
40391, 40392	WINCHESTER KY 40391	41828, 41859	KITE KY 41828
40403, 40404	BEREA KY 40403	41844, 41861	PIPPA PASSES KY 41844
40422, 40423	DANVILLE KY 40422	42001, 42003	PADUCAH KY 42003
40444, 40446	LANCASTER KY 40444	42101-42104, 42122, 42128	BOWLING GREEN KY 42101

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
42129, 42154, 42214	EDMONTON KY 42129	43551, 43552	PERRYSBURG OH 43551
42130, 42166	SUMMER SHADE KY 42166	43603, 43604	TOLEDO OH 43604
42131, 42141, 42142, 42156	GLASGOW KY 42141	43609, 43614	TOLEDO OH 43614
42134, 42135	FRANKLIN KY 42134	43610, 43620	TOLEDO OH 43610
42153, 42164	SCOTTSVILLE KY 42164	43615, 43617, 43635	TOLEDO OH 43615
42204, 42220, 42280	ELKTON KY 42220	43616, 43618, 43619	OREGON OH 43616
42210, 42275, 42285	BROWNSVILLE KY 42210	43701, 43702	ZANESVILLE OH 43701
42219, 42252, 42261, 42287	MORGANTOWN KY 42261	43735, 43738	EAST FULTONHAM OH 43735
42240, 42241	HOPKINSVILLE KY 42240	43736, 43773, 43778	QUAKER CITY OH 43773
42301-42304, 42375	OWENSBORO KY 42301	43747, 43757	JERUSALEM OH 43747
42321, 42337	DRAKESBORO KY 42337	43754, 43786, 43789	LEWISVILLE OH 43754
42327, 42371	CALHOUN KY 42327	43803, 43840	STONE CREEK OH 43840
42338, 42347	HARTFORD KY 42347	43805, 43844	WARSAW OH 43844
42403, 42404	CLAY KY 42404	43812, 43836	COSHOCTON OH 43812
42419, 42420	HENDERSON KY 42420	43902, 43933	JACOBSBURG OH 43933
42431, 42436	MADISONVILLE KY 42431	44004, 44005	ASHTABULA OH 44004
42501-42503	SOMERSET KY 42501	44035, 44036	ELYRIA OH 44035
42539, 42565	LIBERTY KY 42539	44052-44055	LORAIN OH 44052
42603, 42633	MONTICELLO KY 42633	44056, 44067	NORTHFIELD OH 44067
42635, 42649	PINE KNOT KY 42635	44060, 44061	MENTOR OH 44060
42701, 42702	ELIZABETHTOWN KY 42701	44072, 44073	NOVELTY OH 44072
42716, 42764	BUFFALO KY 42716	44094, 44096	WILLOUGHBY OH 44094
42717, 42731	BURKSVILLE KY 42717	44095, 44097	WILLOWICK OH 44095
42718, 42719, 42733	CAMPBELLSVILLE KY 42718	44101, 44178, 44185, 44189-44195, 44197-44199	CLEVELAND OH 44101
42728, 42741, 42753	COLUMBIA KY 42728	44103, 44104	CLEVELAND OH 44103
42740, 42788	GLENDALE KY 42740	44105, 44127	NEWBURG HEIGHTS OH 44105
42754, 42755	LEITCHFIELD KY 42754	44106, 44112	CLEVELAND OH 44112
43009, 43078	URBANA OH 43078	44113-44115	CLEVELAND OH 44113
43025, 43098	HEBRON OH 43025	44123, 44132	CLEVELAND OH 44132
43040, 43041	MARYSVILLE OH 43040	44136, 44149	STRONGSVILLE OH 44136
43055, 43056, 43058, 43093	NEWARK OH 43055	44141, 44147	BRECKSVILLE OH 44141
43081, 43082, 43086	WESTERVILLE OH 43082	44181, 44188	CLEVELAND OH 44181
43085, 43240	WORTHINGTON OH 43085	44211, 44240, 44242, 44243	KENT OH 44240
43150, 43163	RUSHVILLE OH 43150	44221, 44222	CUYAHOGA FALLS OH 44221
43206, 43217	COLUMBUS OH 43206	44256, 44258	MEDINA OH 44256
43222, 43223	COLUMBUS OH 43223	44281, 44282	WADSWORTH OH 44281
43234, 43235	COLUMBUS OH 43235	44301, 44319	AKRON OH 44319
43301, 43302, 43306	MARION OH 43302	44302, 44304, 44308	AKRON OH 44302
43331, 43348	RUSSELLS POINT OH 43348	44303, 44307, 44311	AKRON OH 44303
43446, 43452	PORT CLINTON OH 43452	44309, 44315-44317, 44325, 44326, 44328, 44393, 44398, 44399	AKRON OH 44309
43519, 43557	STRYKER OH 43557	44313, 44333, 44334, 44372	FAIRLAWN OH 44333
43523, 43534	MC CLURE OH 43534		
43545, 43550	NAPOLEON OH 43545		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
44320, 44322	AKRON OH 44320	45348, 45362	ROSSBURG OH 45362
44481-44483, 44486, 44488	WARREN OH 44481	45402, 45406, 45423	DAYTON OH 45406
44502, 44503	YOUNGSTOWN OH 44502	45403, 45404	DAYTON OH 45404
44504, 44506, 44510	YOUNGSTOWN OH 44504	45405, 45415	DAYTON OH 45405
44512, 44513	YOUNGSTOWN OH 44512	45408, 45417, 45418, 45427, 45428	DAYTON OH 45417
44621, 44683	UHRICHSVILLE OH 44683	45409, 45419	DAYTON OH 45409
44646-44648	MASSILLON OH 44646	45410, 45430, 45434	DAYTON OH 45434
44679, 44699	STILLWATER OH 44679	45413, 45414	DAYTON OH 45414
44701-44704, 44707, 44709	CANTON OH 44702	45416, 45426	DAYTON OH 45426
44705, 44714, 44721	CANTON OH 44705	45439, 45449	DAYTON OH 45439
44706, 44710	CANTON OH 44706	45440, 45441	DAYTON OH 45440
44711, 44750, 44767, 44799	CANTON OH 44711	45458, 45459, 45475	DAYTON OH 45459
44718, 44735	CANTON OH 44718	45501-45506	SPRINGFIELD OH 45501
44845, 44883	TIFFIN OH 44883	45613, 45683	BEAVER OH 45613
44856, 44881	SULPHUR SPRINGS OH 44881	45622, 45654	NEW PLYMOUTH OH 45654
44870, 44871	SANDUSKY OH 44870	45662, 45663	PORTSMOUTH OH 45662
44901-44903, 44905-44907	MANSFIELD OH 44901	45701, 45776	ATHENS OH 45701
45003, 47003	COLLEGE CORNER OH 45003	45711, 45777	AMESVILLE OH 45711
45011, 45012	HAMILTON OH 45011	45712, 45729, 45784	VINCENT OH 45784
45014, 45015, 45018	FAIRFIELD OH 45014	45727, 45746	DEXTER CITY OH 45727
45030, 47060	HARRISON OH 45030	45734, 45767, 45789	NEW MATAMORAS OH 45767
45042, 45044	MIDDLETOWN OH 45042	45801, 45802, 45804, 45805	LIMA OH 45801
45069, 45071	WEST CHESTER OH 45069	45807, 45809	LIMA OH 45807
45111, 45140	LOVELAND OH 45140	45808, 45817	BLUFFTON OH 45817
45150, 45174	MILFORD OH 45150	45815, 45856	LEIPSIC OH 45856
45201, 45202	CINCINNATI OH 45202	45819, 45895	WAPAKONETA OH 45895
45203, 45204, 45214	CINCINNATI OH 45203	45822, 45826	CELINA OH 45822
45206, 45226	CINCINNATI OH 45206	45831, 45837	CONTINENTAL OH 45831
45207, 45212, 45237	CINCINNATI OH 45212	45839, 45840	FINDLAY OH 45840
45209, 45227	CINCINNATI OH 45227	46011-46018	ANDERSON IN 46011
45211, 45248	CINCINNATI OH 45211	46032, 46082	CARMEL IN 46032
45213, 45236	CINCINNATI OH 45236	46037, 46038	FISHERS IN 46038
45216, 45217, 45232	CINCINNATI OH 45217	46045, 46072	TIPTON IN 46072
45218, 45240, 45246	CINCINNATI OH 45240	46060-46062	NOBLESVILLE IN 46060
45219, 45220	CINCINNATI OH 45219	46129, 46130	FOUNTAIN TOWN IN 46130
45223, 45225	CINCINNATI OH 45223	46131, 46162	FRANKLIN IN 46131
45228, 45230	CINCINNATI OH 45230	46142, 46143	GREENWOOD IN 46142
45233, 45238	CINCINNATI OH 45238	46155, 46173	RUSHVILLE IN 46173
45239, 45252	CINCINNATI OH 45239	46204, 46244	INDIANAPOLIS IN 46204
45241, 45262	CINCINNATI OH 45241	46307, 46308	CROWN POINT IN 46307
45244, 45245, 45254, 45255	CINCINNATI OH 45255	46320, 46325, 46327	HAMMOND IN 46320
45247, 45251	CINCINNATI OH 45247	46350, 46352	LA PORTE IN 46350
45325, 45327	GERMANTOWN OH 45325	46360, 46361	MICHIGAN CITY IN 46360
45342, 45343	MIAMISBURG OH 45342		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
46380, 46392	WHEATFIELD IN 46392	47546, 47547, 47549	JASPER IN 47546
46383-46385	VALPARAISO IN 46383	47613, 47647	ELBERFELD IN 47613
46401, 46402, 46407	GARY IN 46401	47629, 47630	NEWBURGH IN 47630
46408, 46409	GARY IN 46408	47701-47706, 47708, 47713, 47721, 47722, 47727, 47730-47737, 47739-47741, 47744, 47747, 47750	EVANSVILLE IN 47701
46410, 46411	MERRILLVILLE IN 46410	47710, 47711, 47724, 47725	EVANSVILLE IN 47710
46515-46517	ELKHART IN 46516	47712, 47719, 47720	EVANSVILLE IN 47712
46526-46528	GOSHEN IN 46526	47714, 47728	EVANSVILLE IN 47714
46544, 46546	MISHAWAKA IN 46544	47715, 47716	EVANSVILLE IN 47715
46580-46582	WARSAW IN 46580	47801, 47805, 47808, 47809, 47811, 47812	TERRE HAUTE IN 47801
46601, 46617, 46624, 46634	SOUTH BEND IN 46601	47802, 47807	TERRE HAUTE IN 47802
46613, 46614, 46680	SOUTH BEND IN 46614	47803, 47804	TERRE HAUTE IN 47803
46615, 46635, 46637, 46660	SOUTH BEND IN 46615	47856, 47872	ROCKVILLE IN 47872
46616, 46619, 46628	SOUTH BEND IN 46616	47864, 47882	SULLIVAN IN 47882
46802, 46803	FORT WAYNE IN 46802	47901-47905, 47909	LAFAYETTE IN 47901
46804, 46814	FORT WAYNE IN 46804	47906, 47996	WEST LAFAYETTE IN 47906
46805, 46895	FORT WAYNE IN 46805	47933-47939	CRAWFORDSVILLE IN 47933
46806, 46816, 46896	FORT WAYNE IN 46806	48001, 48028	ALGONAC MI 48001
46807, 46809, 46819	FORT WAYNE IN 46807	48007, 48099	TROY MI 48007
46808, 46818, 46898	FORT WAYNE IN 46808	48009, 48012	BIRMINGHAM MI 48009
46815, 46835, 46885	FORT WAYNE IN 46815	48015, 48090	CENTER LINE MI 48015
46825, 46845	FORT WAYNE IN 46825	48026, 48066	ROSEVILLE MI 48066
46850-46869	FORT WAYNE IN 46850	48035, 48036, 48043	CLINTON TOWNSHIP MI 48035
46901-46904	KOKOMO IN 46902	48037, 48086	SOUTHFIELD MI 48037
46952, 46953	MARION IN 46952	48042, 48044	MACOMB MI 48042
46970, 46971	PERU IN 46970	48045, 48046	MOUNT CLEMENS MI 48046
47104, 47162	NEW WASHINGTON IN 47162	48047, 48051	NEW BALTIMORE MI 48047
47110, 47142	MAUCKPORT IN 47142	48048, 48050	NEW HAVEN MI 48048
47118, 47123, 47174, 47175	ENGLISH IN 47118	48049, 48059-48061, 48074	PORT HURON MI 48060
47126, 47177	HENRYVILLE IN 47126	48054, 48079	SAINT CLAIR MI 48079
47132-47134, 47144, 47199	JEFFERSONVILLE IN 47132	48062-48064	RICHMOND MI 48062
47150, 47151	NEW ALBANY IN 47150	48065, 48096	ROMEO MI 48065
47201-47203	COLUMBUS IN 47201	48067, 48068	ROYAL OAK MI 48067
47232, 47236	ELIZABETHTOWN IN 47232	48069, 48070	PLEASANT RIDGE MI 48069
47240, 47261	GREENSBURG IN 47240	48080-48082	SAINT CLAIR SHORES MI 48080
47302, 47303	MUNCIE IN 47302	48094, 48095	WASHINGTON MI 48094
47304, 47305	MUNCIE IN 47304	48103, 48104, 48106, 48109	ANN ARBOR MI 48103
47306-47308	MUNCIE IN 47307	48105, 48113	ANN ARBOR MI 48105
47371, 47381	PORTLAND IN 47371	48107, 48108	ANN ARBOR MI 48107
47374, 47375	RICHMOND IN 47374	48111, 48112	BELLEVILLE MI 48111
47401, 47407, 47408	BLOOMINGTON IN 47401		
47402-47404	BLOOMINGTON IN 47403		
47421, 47430	BEDFORD IN 47421		
47513, 47580	BIRDSEYE IN 47513		
47520, 47574, 47576	CANNELTON IN 47520		
47531, 47536, 47550	LAMAR IN 47550		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
48114, 48116	BRIGHTON MI 48116	48501, 48502	FLINT MI 48501
48120-48122, 48126	DEARBORN MI 48120	48506, 48509	FLINT MI 48506
48123-48125	DEARBORN MI 48124	48519, 48529	BURTON MI 48519
48135, 48136	GARDEN CITY MI 48135	48601, 48607	SAGINAW MI 48601
48150, 48151, 48154	LIVONIA MI 48150	48602, 48609	SAGINAW MI 48602
48152, 48153	LIVONIA MI 48152	48603, 48604, 48638	SAGINAW MI 48603
48161, 48162	MONROE MI 48161	48613, 48652	RHODES MI 48652
48167, 48168, 48175	NORTHVILLE MI 48167	48640-48642, 48667, 48670, 48674, 48686	MIDLAND MI 48640
48174, 48180	TAYLOR MI 48180	48706-48708	BAY CITY MI 48706
48185, 48186	WESTLAND MI 48185	48734, 48787	FRANKENMUTH MI 48734
48187, 48188	CANTON MI 48188	48763, 48764	TAWAS CITY MI 48763
48197, 48198	YPSILANTI MI 48197	48768, 48769	VASSAR MI 48768
48201, 48202, 48206, 48211	DETROIT MI 48202	48804, 48858, 48859	MOUNT PLEASANT MI 48804
48208, 48216, 48226, 48243	DETROIT MI 48216	48805, 48840, 48864	OKEMOS MI 48864
48214, 48215	DETROIT MI 48214	48817, 48841, 48867	OWOSSO MI 48867
48217, 48218, 48229	RIVER ROUGE MI 48218	48823-48826	EAST LANSING MI 48823
48220, 48221	DETROIT MI 48221	48834, 48870	FENWICK MI 48834
48225, 48230	HARPER WOODS MI 48225	48843, 48844, 48855, 48863	HOWELL MI 48843
48239, 48240	REDFORD MI 48239	48901, 48933	LANSING MI 48901
48302-48304	BLOOMFIELD HILLS MI 48302	48909, 48913, 48919, 48924, 48930, 48937, 48956, 48980	LANSING MI 48924
48306-48308	ROCHESTER MI 48306	48910-48912	LANSING MI 48910
48309, 48363	ROCHESTER MI 48309	48915, 48917	LANSING MI 48915
48310-48312	STERLING HEIGHTS MI 48310	49002, 49024	PORTAGE MI 49002
48313, 48314	STERLING HEIGHTS MI 48313	49006, 49007, 49009, 49019	KALAMAZOO MI 49006
48315-48318	SHELBY TWP MI 48318	49008, 49048	KALAMAZOO MI 49008
48320, 48341	PONTIAC MI 48341	49014-49018	BATTLE CREEK MI 49015
48322-48325	WEST BLOOMFIELD MI 48322	49022, 49023	BENTON HARBOR MI 49022
48327-48329	WATERFORD MI 48327	49068, 49069	MARSHALL MI 49068
48331, 48333, 48334	FARMINGTON HILLS MI 48331	49103, 49104	BERRIEN SPRINGS MI 49103
48332, 48335, 48336	FARMINGTON HILLS MI 48335	49120, 49121	NILES MI 49120
48346-48348	CLARKSTON MI 48346	49301, 49355-49357	ADA MI 49301
48356, 48357	HIGHLAND MI 48356	49341, 49351	ROCKFORD MI 49341
48359-48362	LAKE ORION MI 48360	49412, 49413	FREMONT MI 49412
48370, 48371	OXFORD MI 48370	49422-49424	HOLLAND MI 49423
48374, 48375, 48377	NOVI MI 48374	49428, 49429	JENISON MI 49428
48380, 48381	MILFORD MI 48380	49440-49443	MUSKEGON MI 49440
48382, 48390, 48391	WALLED LAKE MI 48390	49501, 49502, 49530, 49555, 49560	GRAND RAPIDS MI 49501
48383, 48386	WHITE LAKE MI 48383	49504, 49514, 49534, 49544	GRAND RAPIDS MI 49504
48421, 48446	LAPEER MI 48446	49505, 49515, 49525	GRAND RAPIDS MI 49505
48433, 48504, 48531	FLINT MI 48504	49506, 49516	GRAND RAPIDS MI 49506
48456, 48465	MINDEN CITY MI 48456	49507, 49510	GRAND RAPIDS MI 49507

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
49508, 49512	GRAND RAPIDS MI 49512	53187, 53188	WAUKESHA WI 53187
49518, 49548	GRAND RAPIDS MI 49548	53202, 53203	MILWAUKEE WI 53202
49684-49686	TRAVERSE CITY MI 49684	53205, 53233	MILWAUKEE WI 53205
49734, 49735	GAYLORD MI 49734	53207, 53235	MILWAUKEE WI 53207
49738, 49739	GRAYLING MI 49738	53213, 53226	MILWAUKEE WI 53213
49784, 49785, 49788	KINCHELOE MI 49788	53215, 53219, 53234	MILWAUKEE WI 53215
49801, 49802	IRON MOUNTAIN MI 49801	53220, 53228	MILWAUKEE WI 53220
49849, 49865	ISHPEMING MI 49849	53222, 53225	MILWAUKEE WI 53222
49921, 49931	HOUGHTON MI 49931	53223, 53224	MILWAUKEE WI 53223
50266, 50325	DES MOINES IA 50325	53401, 53403	RACINE WI 53403
50317, 50327	DES MOINES IA 50317	53402, 53404	RACINE WI 53402
50702, 50706	WATERLOO IA 50702	53405, 53406, 53408	RACINE WI 53406
50703, 50707	WATERLOO IA 50703	53511, 53512	BELOIT WI 53511
51101, 51105, 51111	SIOUX CITY IA 51101	53545-53548	JANESVILLE WI 53545
51103, 51109	SIOUX CITY IA 51103	53704, 53718	MADISON WI 53704
51104, 51108	SIOUX CITY IA 51104	53707, 53708	MADISON WI 53707
51501-51503	COUNCIL BLUFFS IA 51501	53711, 53744	MADISON WI 53711
51510, 68110, 68111	OMAHA NE 68111	53713, 53715, 53725	MADISON WI 53713
51520, 51528	DOW CITY IA 51528	53714, 53716	MADISON WI 53714
51526, 51542	CRESCENT IA 51526	53717, 53719	MADISON WI 53717
51537, 51593	HARLAN IA 51537	54010, 54011	ELLSWORTH WI 54011
51541, 51549	MACEDONIA IA 51549	54016, 54082	HUDSON WI 54016
51545, 51557	MONDAMIN IA 51557	54119, 54156	PEMBINE WI 54156
51546, 51550	LOGAN IA 51546	54127, 54137, 54171	KRAKOW WI 54137
51548, 51559	MC CLELLAND IA 51548	54130, 54131	KAUKAUNA WI 54130
51562, 51578	PANAMA IA 51562	54220, 54221	MANITOWOC WI 54220
51566, 51591	RED OAK IA 51566	54301, 54302, 54308, 54311	GREEN BAY WI 54301
51601-51603	SHENANDOAH IA 51601	54303, 54304, 54307, 54313	GREEN BAY WI 54303
51631, 51632	BRADDYVILLE IA 51631	54401-54403	WAUSAU WI 54401
52240, 52242-52244	IOWA CITY IA 52240	54409, 54418, 54430	ANTIGO WI 54409
52401, 52403	CEDAR RAPIDS IA 52401	54424, 54462	DEERBROOK WI 54424
52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52404	54427, 54429	ELAND WI 54427
52406, 52407, 52498, 52499	CEDAR RAPIDS IA 52406	54432, 54499	WITTENBERG WI 54499
52732, 52733, 52736	CLINTON IA 52732	54433, 54439	GILMAN WI 54433
52801-52803, 52808	DAVENPORT IA 52802	54441, 54449	MARSHFIELD WI 54449
52804, 52806, 52807, 52809	DAVENPORT IA 52806	54494, 54495	WISCONSIN RAPIDS WI 54494
53005, 53008, 53045	BROOKFIELD WI 53005	54525, 54550, 54565	MONTREAL WI 54550
53081-53083	SHEBOYGAN WI 53081	54601-54603	LA CROSSE WI 54601
53090, 53095	WEST BEND WI 53090	54618, 54637	CAMP DOUGLAS WI 54618
53092, 53097	MEQUON WI 53092	54620, 54656	SPARTA WI 54656
53094, 53098	WATERTOWN WI 53094	54628, 54640	FERRYVILLE WI 54628
53141, 53144	KENOSHA WI 53141	54701, 54703, 54720	EAU CLAIRE WI 54703
53142, 53158	KENOSHA WI 53142	54729, 54774	CHIPPEWA FALLS WI 54729
53146, 53151	NEW BERLIN WI 53151	54755, 54764	MONDOVI WI 54755
53186, 53189	WAUKESHA WI 53186		

Column A Destination ZIP Codes	Column B Label Container To
54814, 54841, 54868	RICE LAKE WI 54868
54816, 54856	MASON WI 54856
54817, 54834, 54857	BIRCHWOOD WI 54817
54836, 54880	SUPERIOR WI 54880
54838, 54890	GORDON WI 54838
54845, 54871	SHELL LAKE WI 54871
54846, 54855	MARENGO WI 54855
54862, 54896	WINTER WI 54896
54901, 54902, 54904	OSHKOSH WI 54901
54935-54937	FOND DU LAC WI 54935
54956, 54957	NEENAH WI 54956
55030, 55036	GRASSTON MN 55030
55042, 55082, 55083	STILLWATER MN 55082
55067, 55069	RUSH CITY MN 55069
55075-55077	SOUTH ST PAUL MN 55075
55078, 55079	STACY MN 55079
55101, 55102	SAINT PAUL MN 55101
55103, 55117	SAINT PAUL MN 55117
55104, 55114	SAINT PAUL MN 55104
55105, 55116	SAINT PAUL MN 55116
55108, 55113	SAINT PAUL MN 55113
55110, 55115	SAINT PAUL MN 55110
55119, 55128	SAINT PAUL MN 55128
55120-55123	SAINT PAUL MN 55121
55125, 55129	SAINT PAUL MN 55125
55126, 55127	SAINT PAUL MN 55127
55133, 55144, 55146, 55155, 55161, 55164-55166, 55168-55170, 55172, 55175, 55177, 55187, 55188, 55191	SAINT PAUL MN 55164
55305, 55345, 55391, 55392	MINNETONKA MN 55345
55306, 55337	BURNSVILLE MN 55337
55316, 55327	CHAMPLIN MN 55316
55317, 55318, 55331, 55386	CHANHASSEN MN 55317
55344, 55346, 55347	EDEN PRAIRIE MN 55344
55348, 55359, 55393, 55570-55572, 55574, 55576-55579, 55592, 55593	MAPLE PLAIN MN 55359
55349, 55575	HOWARD LAKE MN 55349
55357, 55595-55599	LORETTO MN 55357
55362, 55365, 55561, 55563, 55565, 55580-55582, 55584-55591	MONTICELLO MN 55362
55368, 55394, 55397, 55399, 55550-55554, 55556-55560, 55562, 55564, 55566-55568, 55573, 55583, 55594	NORWOOD MN 55368
55369, 55569	OSSEO MN 55369
55371, 55377	PRINCETON MN 55371

Column A Destination ZIP Codes	Column B Label Container To
55401, 55402, 55415	MINNEAPOLIS MN 55401
55403, 55405	MINNEAPOLIS MN 55403
55404, 55454	MINNEAPOLIS MN 55404
55411, 55412	MINNEAPOLIS MN 55411
55413, 55418	MINNEAPOLIS MN 55418
55414, 55455	MINNEAPOLIS MN 55414
55417, 55450	MINNEAPOLIS MN 55417
55420, 55425	MINNEAPOLIS MN 55420
55424, 55436, 55439	MINNEAPOLIS MN 55439
55428-55430, 55468	MINNEAPOLIS MN 55429
55433, 55448	MINNEAPOLIS MN 55448
55434, 55449	MINNEAPOLIS MN 55449
55437, 55438	MINNEAPOLIS MN 55438
55440, 55458, 55459, 55480, 55488	MINNEAPOLIS MN 55440
55441, 55442, 55446	MINNEAPOLIS MN 55442
55443-55445	MINNEAPOLIS MN 55443
55460, 55470, 55472	MINNEAPOLIS MN 55460
55474, 55478, 55479, 55483-55487	MINNEAPOLIS MN 55474
55607, 55614	SILVER BAY MN 55614
55701, 55801, 55802, 55805, 55806, 55808, 55810-55812, 55814-55816	DULUTH MN 55806
55702, 55779, 55791	SAGINAW MN 55779
55703, 55710	ANGORA MN 55703
55717, 55724, 55766	COTTON MN 55724
55730, 55744, 55745	GRAND RAPIDS MN 55744
55731, 55796	ELY MN 55731
55746, 55747	HIBBING MN 55746
55748, 55785	HILL CITY MN 55748
55749, 55797	WRENSHALL MN 55797
55771, 55772	ORR MN 55771
55777, 55792	VIRGINIA MN 55792
55784, 55793	WARBA MN 55793
55803, 55804	DULUTH MN 55803
55901-55903, 55905	ROCHESTER MN 55901
55904, 55906	ROCHESTER MN 55904
55942, 55987, 55988	WINONA MN 55987
55968, 55981	WABASHA MN 55981
56001-56003, 56006	MANKATO MN 56001
56030, 56073, 56084	NEW ULM MN 56073
56031, 56075	FAIRMONT MN 56031
56047, 56098	WINNEBAGO MN 56098
56101, 56118	WINDOM MN 56101
56132, 56175	TRACY MN 56175
56164, 56177	PIPESTONE MN 56164

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
56165, 56168	RUSHMORE MN 56168	57246, 57252, 57253	MILBANK SD 57252
56210, 56240	GRACEVILLE MN 56240	57256, 57273	WAUBAY SD 57273
56287, 56292	VESTA MN 56292	57264, 57265	STOCKHOLM SD 57264
56301-56304	ST CLOUD MN 56301	57271, 57278	WILLOW LAKE SD 57278
56317, 56338, 56344, 56364	PIERZ MN 56364	57312, 57379	ALPENA SD 57312
56327, 56349	LOWRY MN 56349	57314, 57337	ARTESIAN SD 57314
56329, 56357	FOLEY MN 56329	57325, 57326	CHAMBERLAIN SD 57325
56353, 56363	MILACA MN 56353	57328, 57344	CORSICA SD 57328
56362, 56371	PAYNESVILLE MN 56362	57339, 57361, 57380	WAGNER SD 57380
56372, 56387, 56393, 56395-56399	ST CLOUD MN 56372	57345, 57346, 57540	HIGHMORE SD 57345
56374, 56375	SAINT JOSEPH MN 56374	57358, 57385	WOONSOCKET SD 57385
56378, 56389	SAUK CENTRE MN 56378	57401, 57402, 57474	ABERDEEN SD 57401
56401, 56425, 56449	BRAINERD MN 56401	57420, 57472	SELBY SD 57472
56430, 56436, 56484	WALKER MN 56484	57421, 57432	CLAREMONT SD 57432
56456, 56474	PINE RIVER MN 56474	57433, 57449	COLUMBIA SD 57433
56477, 56478	SEBEKA MN 56477	57501, 57537	PIERRE SD 57501
56501, 56502, 56577, 56578	DETROIT LAKES MN 56501	57529, 57533	GREGORY SD 57533
56522, 56565, 56583	CAMPBELL MN 56522	57538, 57571	HERRICK SD 57538
56533, 56537, 56538	FERGUS FALLS MN 56537	57547, 57551	MARTIN SD 57551
56544, 56593	FRAZEE MN 56544	57601, 57659	MOBRIDGE SD 57601
56560-56563	MOORHEAD MN 56560	57620, 57650	BISON SD 57620
56601, 56619, 56658	BEMIDJI MN 56601	57622, 57623	DUPREE SD 57623
56626, 56641	BENA MN 56626	57701-57703, 57709	RAPID CITY SD 57701
56628, 56639	BIGFORK MN 56628	57706, 57719	BOX ELDER SD 57719
56630, 56663	BLACKDUCK MN 56630	57724, 59319	CAMP CROOK SD 57724
56634, 56652	CLEARBROOK MN 56634	57763, 57782	OELRICHS SD 57763
56636, 56637, 56659, 56688	DEER RIVER MN 56636	57767, 57791	WASTA SD 57791
56649, 56679	INTL FALLS MN 56649	57783, 57799	SPEARFISH SD 57783
56653, 56669	LITTLEFORK MN 56653	58004, 58012, 58079	CASSELTON ND 58012
56673, 56682	ROOSEVELT MN 56673	58005, 58042	HARWOOD ND 58042
56678, 56687	SOLWAY MN 56678	58007, 58029	ERIE ND 58029
56724, 56737	MIDDLE RIVER MN 56737	58008, 58081	WYNDMERE ND 58081
56728, 56740, 56755	NOYES MN 56740	58009, 58045	HILLSBORO ND 58045
56741, 56756, 56763	WARROAD MN 56763	58040, 58069	GWINNER ND 58040
57005, 57056	BRANDON SD 57005	58046, 58056, 58065	HOPE ND 58046
57006, 57007	BROOKINGS SD 57006	58074-58076	WAHPETON ND 58075
57020, 57055	CROOKS SD 57020	58102, 58105, 58107, 58108, 58121, 58122, 58124-58126	FARGO ND 58102
57043, 57047	MARION SD 57043	58103, 58104, 58106, 58109	FARGO ND 58103
57050, 57057	NUNDA SD 57050	58201-58208	GRAND FORKS ND 58201
57078, 57079	YANKTON SD 57078	58218, 58219, 58223	BUXTON ND 58218
57103, 57104, 57110, 57117, 57118, 57186, 57188, 57189, 57192, 57194-57198	SIOUX FALLS SD 57104	58224, 58259	MICHIGAN ND 58259
57105-57108	SIOUX FALLS SD 57106	58239, 58282	WALHALLA ND 58282
57233, 57249	LAKE PRESTON SD 57249	58249, 58255, 58281	LANGDON ND 58249
		58301, 58362, 58382	DEVILS LAKE ND 58301
		58310, 58317	BISBEE ND 58317

Column A Destination ZIP Codes	Column B Label Container To
58319, 58356	NEW ROCKFORD ND 58356
58339, 58365	ROCKLAKE ND 58365
58353, 58363	MYLO ND 58353
58401, 58402, 58405, 58476	JAMESTOWN ND 58401
58418, 58422	BOWDON ND 58418
58430, 58444	GOODRICH ND 58444
58479, 58480	SANBORN ND 58480
58501-58507	BISMARCK ND 58501
58528, 58538	FORT YATES ND 58538
58532, 58572	STERLING ND 58572
58535, 58564, 58566, 58569	FLASHER ND 58535
58549, 58561	NAPOLEON ND 58561
58601, 58602	DICKINSON ND 58601
58622, 58627	BELFIELD ND 58622
58623, 58643	BOWMAN ND 58623
58630, 58641	GLADSTONE ND 58630
58701-58703, 58705, 58707, 58768	MINOT ND 58701
58710, 58758	ANAMOOSSE ND 58710
58712, 58736	DRAKE ND 58736
58801, 58802	WILLISTON ND 58801
59107, 59114-59117	BILLINGS MT 59107
59601, 59602, 59620, 59625, 59626	HELENA MT 59601
59701, 59707, 59750	BUTTE MT 59701
59801, 59803, 59867	MISSOULA MT 59801
60001, 60033	HARVARD IL 60033
60004-60006	ARLINGTON HEIGHTS IL 60004
60007, 60009	ELK GROVE VILLAGE IL 60007
60010, 60011	BARRINGTON IL 60010
60012, 60014, 60039	CRYSTAL LAKE IL 60014
60016, 60017	DES PLAINES IL 60016
60020, 60041	FOX LAKE IL 60020
60025, 60026	GLENVIEW IL 60026
60035, 60037	HIGHLAND PARK IL 60035
60047, 60049	LAKE ZURICH IL 60047
60048, 60092	LIBERTYVILLE IL 60048
60050, 60051	MCHENRY IL 60050
60062, 60065	NORTHBROOK IL 60062
60074, 60078	PALATINE IL 60074
60076, 60077	SKOKIE IL 60076
60079, 60085	WAUKEGAN IL 60085
60102, 60156	ALGONQUIN IL 60102

Column A Destination ZIP Codes	Column B Label Container To
60116, 60117, 60122, 60125, 60128, 60132, 60197, 60199	CAROL STREAM IL 60199
60120, 60121	ELGIN IL 60120
60131, 60176	FRANKLIN PARK IL 60131
60137, 60138	GLEN ELLYN IL 60137
60159, 60168, 60196	SCHAUMBURG IL 60159
60160, 60161, 60165	MELROSE PARK IL 60160
60162, 60163	HILLSIDE IL 60162
60174, 60175	SAINT CHARLES IL 60174
60179, 60192, 60195	HOFFMAN ESTATES IL 60195
60185, 60186	WEST CHICAGO IL 60185
60187, 60189	WHEATON IL 60187
60201, 60203	EVANSTON IL 60201
60301-60303	OAK PARK IL 60301
60403, 60404, 60431, 60435	JOLIET IL 60431
60411, 60412	CHICAGO HEIGHTS IL 60411
60426, 60428	HARVEY IL 60426
60432, 60433, 60436	JOLIET IL 60432
60440, 60490	BOLINGBROOK IL 60440
60453, 60459	OAK LAWN IL 60453
60455-60458	BRIDGEVIEW IL 60455
60462, 60467	ORLAND PARK IL 60462
60465, 60482	PALOS HILLS IL 60465
60477, 60487	TINLEY PARK IL 60477
60502-60506	AURORA IL 60505
60515, 60516	DOWNERS GROVE IL 60515
60521-60523	OAK BROOK IL 60521
60540, 60563, 60565	NAPERVILLE IL 60540
60544, 60586	PLAINFIELD IL 60544
61021, 61058	DIXON IL 61021
61109, 61112	ROCKFORD IL 61109
61111, 61114, 61115	LOVES PARK IL 61111
61125, 61126	ROCKFORD IL 61125
61130-61132	LOVES PARK IL 61130
61201, 61204, 61299	ROCK ISLAND IL 61201
61265, 61266	MOLINE IL 61265
61311, 61364	STREATOR IL 61364
61401, 61402	GALESBURG IL 61401
61413, 61468	ALPHA IL 61413
61420, 61475	BLANDINSVILLE IL 61420
61435, 61462	GERLAW IL 61435
61554, 61555	PEKIN IL 61554
61601, 61650-61656	PEORIA IL 61601
61602, 61603, 61605	PEORIA IL 61602

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
61604, 61606	PEORIA IL 61604	63019, 63028	FESTUS MO 63028
61610, 61611	PEORIA IL 61611	63032-63034	FLORISSANT MO 63033
61612-61616	PEORIA IL 61612	63044, 63045	BRIDGETON MO 63044
61701, 61704	BLOOMINGTON IL 61701	63052, 63053	IMPERIAL MO 63052
61727, 61750	CLINTON IL 61727	63060, 63061	LONEDELL MO 63060
61801, 61802	URBANA IL 61801	63101, 63102, 63169, 63188	SAINT LOUIS MO 63101
61820, 61822, 61824	CHAMPAIGN IL 61820	63104, 63157, 63158	SAINT LOUIS MO 63104
61821, 61826	CHAMPAIGN IL 61821	63105, 63124	SAINT LOUIS MO 63105
61832-61834	DANVILLE IL 61832	63107, 63115	SAINT LOUIS MO 63115
61928, 61957	GAYS IL 61928	63108, 63156	SAINT LOUIS MO 63108
62025, 62026	EDWARDSVILLE IL 62025	63109, 63139	SAINT LOUIS MO 63109
62201, 62202, 62205	EAST SAINT LOUIS IL 62201	63112, 63133	SAINT LOUIS MO 63112
62203, 62206	EAST SAINT LOUIS IL 62203	63113, 63120	SAINT LOUIS MO 63113
62204, 62207	EAST SAINT LOUIS IL 62204	63118, 63163	SAINT LOUIS MO 63118
62220-62222, 62225	BELLEVILLE IL 62220	63126-63128	SAINT LOUIS MO 63126
62223, 62226	BELLEVILLE IL 62223	63129, 63151	SAINT LOUIS MO 63129
62233, 62259	CHESTER IL 62233	63134, 63140	BERKELEY MO 63134
62242, 62297	EVANSVILLE IL 62242	63137, 63138	NORTH COUNTY MO 63137
62261, 62277	MODOC IL 62261	63155, 63166, 63177-63179	SAINT LOUIS MO 63155
62301, 62305, 62306	QUINCY IL 62301	63301, 63302	SAINT CHARLES MO 63301
62311, 62344	AUGUSTA IL 62311	63303, 63304	SAINT CHARLES MO 63303
62373, 62379	SUTTER IL 62373	63330, 63343	ANNADA MO 63330
62414, 62444	BEECHER CITY IL 62414	63357, 63378	MARTHASVILLE MO 63357
62422, 62438	COWDEN IL 62422	63366-63368	O FALLON MO 63366
62423, 62441	DENNISON IL 62423	63431, 63437	CLARENCE MO 63437
62517, 62540	KINCAID IL 62540	63432, 63442	ARBELA MO 63432
62522, 62523, 62525	DECATUR IL 62522	63433, 63459	ASHBURN MO 63433
62524, 62526	DECATUR IL 62524	63434, 63469	BETHEL MO 63434
62650, 62651	JACKSONVILLE IL 62650	63450, 63468	LENTNER MO 63450
62659, 62675	PETERSBURG IL 62675	63601, 63653	PARK HILLS MO 63601
62662, 62692	WAVERLY IL 62692	63626, 63630	CADET MO 63630
62701, 62705	SPRINGFIELD IL 62701	63701-63703	CAPE GIRARDEAU MO 63701
62702, 62703	SPRINGFIELD IL 62702	63747, 63775, 63776	PERRYVILLE MO 63775
62704, 62707, 62711, 62712	SPRINGFIELD IL 62704	63750, 63787	ZALMA MO 63787
62708, 62794	SPRINGFIELD IL 62708	63901, 63902	POPLAR BLUFF MO 63901
62806, 62833, 62843	ALBION IL 62806	63931, 63935, 63942	DONIPHAN MO 63935
62809, 62837	BARNHILL IL 62809	63934, 63964	SILVA MO 63964
62840, 62896	WEST FRANKFORT IL 62896	63938, 63961	QULIN MO 63961
62901-62903	CARBONDALE IL 62901	63939, 63955	FAIRDEALING MO 63939
62988, 62993	TAMMS IL 62988	63944, 63963	GREENVILLE MO 63944
63001, 63025	EUREKA MO 63025	64014, 64015, 64029	BLUE SPRINGS MO 64014
63006, 63017	CHESTERFIELD MO 63017	64024, 64073	EXCELSIOR SPRINGS MO 64024
63011, 63022, 63024	BALLWIN MO 63011	64034, 64063, 64081, 64082	LEES SUMMIT MO 64081

Column A Destination ZIP Codes	Column B Label Container To
64050, 64051, 64056, 64058	INDEPENDENCE MO 64050
64052-64054	INDEPENDENCE MO 64054
64055, 64057	INDEPENDENCE MO 64055
64064, 64086	LEES SUMMIT MO 64064
64068, 64069	LIBERTY MO 64068
64101, 64102	KANSAS CITY MO 64101
64105, 64106, 64108, 64170, 64180, 64184, 64187, 64193, 64194, 64197, 64198, 64944, 64999	KANSAS CITY MO 64108
64109, 64123, 64124, 64127, 64128	KANSAS CITY MO 64127
64110, 64131	KANSAS CITY MO 64131
64111, 64171	KANSAS CITY MO 64111
64114, 64145-64149	KANSAS CITY MO 64114
64116, 64117, 64144, 64161, 64191	N KANSAS CITY MO 64116
64118, 64188	GLADSTONE MO 64118
64119, 64157, 64158, 64167	KANSAS CITY MO 64119
64120, 64125, 64126	KANSAS CITY MO 64126
64129, 64130	KANSAS CITY MO 64129
64133, 64136	KANSAS CITY MO 64133
64134, 64137, 64192	KANSAS CITY MO 64134
64138, 64139	KANSAS CITY MO 64138
64141, 64179	KANSAS CITY MO 64141
64150, 64168	RIVERSIDE MO 64150
64151, 64153-64155, 64163-64166	KANSAS CITY MO 64151
64402, 64438	ALBANY MO 64402
64456, 64458	GRANT CITY MO 64456
64476, 64486	SHERIDAN MO 64486
64482, 64496	ROCK PORT MO 64482
64501, 64502, 64505, 64506	SAINT JOSEPH MO 64501
64601, 64654	CHILLICOTHE MO 64601
64645, 64667	NEWTOWN MO 64667
64656, 64664	LUDLOW MO 64656
64668, 64680	NORBORNE MO 64668
64745, 64779	RICH HILL MO 64779
64759, 64766	LAMAR MO 64759
64801, 64802	JOPLIN MO 64801
64803, 64804	JOPLIN MO 64803
64853, 64866	STARK CITY MO 64866
65014, 65062	BLAND MO 65014
65018, 65042	CALIFORNIA MO 65018
65026, 65072	ELDON MO 65026
65036, 65061	MORRISON MO 65061
65037, 65038	GRAVOIS MILLS MO 65037

Column A Destination ZIP Codes	Column B Label Container To
65102-65104, 65106-65108	JEFFERSON CITY MO 65102
65109, 65110	JEFFERSON CITY MO 65109
65201, 65202, 65212, 65215, 65216	COLUMBIA MO 65201
65203, 65205, 65217, 65218	COLUMBIA MO 65203
65236, 65246, 65286	BRUNSWICK MO 65236
65301, 65302	SEDALIA MO 65301
65305, 65336	KNOB NOSTER MO 65336
65401, 65402, 65409, 65441	ROLLA MO 65401
65436, 65462	EDGAR SPRINGS MO 65462
65444, 65483	HOUSTON MO 65483
65449, 65560	SALEM MO 65560
65468, 65589	EUNICE MO 65468
65473, 65584	FORT LEONARD WOOD MO 65473
65529, 65550	NEWBURG MO 65550
65543, 65552	PLATO MO 65552
65606, 65690	ALTON MO 65606
65607, 65785	STOCKTON MO 65785
65608, 65701, 65715	AVA MO 65608
65609, 65766	BAKERSFIELD MO 65609
65613, 65727	BOLIVAR MO 65613
65622, 65783	BUFFALO MO 65622
65630, 65754	SPOKANE MO 65754
65638, 65768	VANZANT MO 65768
65740, 65771	ROCKAWAY BEACH MO 65740
65775, 65776, 65788, 65789	WEST PLAINS MO 65775
65801, 65814, 65890, 65898, 65899	SPRINGFIELD MO 65801
65802, 65803, 65806	SPRINGFIELD MO 65802
65804, 65808, 65809	SPRINGFIELD MO 65804
65807, 65810	SPRINGFIELD MO 65807
66018, 66019	DESOTO KS 66018
66027, 66043, 66048	LEAVENWORTH KS 66048
66044, 66045, 66049	LAWRENCE KS 66044
66046, 66047	LAWRENCE KS 66046
66051, 66061	OLATHE KS 66061
66062, 66063	OLATHE KS 66062
66085, 66221, 66223, 66224	STILWELL KS 66085
66101, 66115, 66117, 66118	KANSAS CITY KS 66101
66102, 66110	KANSAS CITY KS 66102
66103, 66105, 66160	ROSEDALE KS 66103
66109, 66111, 66112	KANSAS CITY KS 66109

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
66201, 66250, 66276, 66279	SHAWNEE MISSION KS 66201	67205, 67209, 67212, 67215, 67223	WICHITA KS 67205
66202, 66205	SHAWNEE MISSION KS 66202	67208, 67218, 67220, 67260	WICHITA KS 67208
66203, 66216	SHAWNEE MISSION KS 66203	67210, 67211, 67216	WICHITA KS 67216
66204, 66251	SHAWNEE MISSION KS 66204	67213, 67217	WICHITA KS 67217
66207, 66211	SHAWNEE MISSION KS 66207	67276, 67277	WICHITA KS 67276
66209, 66210, 66213, 66225	SHAWNEE MISSION KS 66213	67401, 67402	SALINA KS 67401
66212, 66282	SHAWNEE MISSION KS 66212	67501, 67502, 67504, 67505	HUTCHINSON KS 67501
66214, 66215, 66285	LENEXA KS 66215	67548, 67553	LA CROSSE KS 67548
66217-66220, 66226, 66227	SHAWNEE MISSION KS 66226	67637, 67656	ELLIS KS 67637
66417, 66428	GOFF KS 66428	67639, 67661	PHILLIPSBURG KS 67661
66426, 66549	WESTMORELAND KS 66549	67846, 67868	GARDEN CITY KS 67846
66502, 66503, 66505, 66506	MANHATTAN KS 66502	67901, 67905	LIBERAL KS 67901
66601, 66603, 66606, 66607, 66612, 66614, 66616, 66620, 66625, 66626, 66628, 66629, 66636, 66637, 66642, 66652, 66653, 66675, 66692, 66699	TOPEKA KS 66603	68005, 68147	BELLEVUE NE 68005
66604, 66622, 66647, 66667	TOPEKA KS 66604	68007, 68068	BENNINGTON NE 68007
66605, 66609, 66611, 66619, 66624	TOPEKA KS 66605	68008, 68009	BLAIR NE 68008
66608, 66617, 66618	TOPEKA KS 66608	68014, 68036	BRUNO NE 68014
66610, 66615	TOPEKA KS 66610	68025, 68026	FREMONT NE 68025
66701, 66738	FORT SCOTT KS 66701	68033, 68042	ITHACA NE 68033
66711, 66741	ARCADIA KS 66711	68046, 68128, 68133, 68157	LAVISTA NE 68128
66713, 66778	BAXTER SPRINGS KS 66713	68103, 68108, 68172, 68175, 68176	OMAHA NE 68108
66714, 66736, 66759	FREDONIA KS 66736	68105, 68106	OMAHA NE 68106
66732, 66755	MORAN KS 66755	68112, 68152	OMAHA NE 68112
66754, 66769	REDFIELD KS 66769	68114, 68124	OMAHA NE 68124
66762, 66763	PITTSBURG KS 66762	68116, 68118, 68130, 68154	OMAHA NE 68154
66772, 66775	STARK KS 66775	68117, 68127	RALSTON NE 68127
66842, 66862	CASSODAY KS 66842	68122, 68134, 68142, 68164	OMAHA NE 68134
66930, 66938	CLYDE KS 66938	68131, 68132	OMAHA NE 68132
67012, 67045	EUREKA KS 67045	68135-68139	OMAHA NE 68137
67021, 67124	PRATT KS 67124	68144, 68145	MILLARD HIGHLANDS NE 68144
67038, 67102	DEXTER KS 67038	68309, 68415	ODELL NE 68415
67055, 67206, 67207, 67226, 67228	WICHITA KS 67207	68322, 68444	BRUNING NE 68322
67071, 67143	SUN CITY KS 67143	68323, 68380	BURCHARD NE 68323
67201-67203, 67214	WICHITA KS 67202	68324, 68443	STERLING NE 68443
67204, 67219	WICHITA KS 67204	68335, 68452	DAVENPORT NE 68335
		68342, 68440	DILLER NE 68342
		68362, 68370	HEBRON NE 68370
		68420, 68441	PAWNEE CITY NE 68420
		68501, 68583, 68588	LINCOLN NE 68501
		68502, 68512, 68522, 68523, 68532, 68542	LINCOLN NE 68502
		68503, 68510	LINCOLN NE 68503
		68504, 68507, 68514, 68517, 68521, 68524, 68531	LINCOLN NE 68504
		68505, 68527	LINCOLN NE 68505

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
68506, 68520	LINCOLN NE 68506	70068, 70069	LA PLACE LA 70068
68508, 68528	LINCOLN NE 68508	70072, 70073	MARRERO LA 70072
68516, 68526	LINCOLN NE 68516	70081, 70091	PILOTTOWN LA 70081
68601, 68602	COLUMBUS NE 68601	70094, 70096	WESTWEGO LA 70094
68621, 68648, 68649, 68659	NORTH BEND NE 68649	70112, 70162, 70163	NEW ORLEANS LA 70112
68623, 68638	FULLERTON NE 68638	70114, 70131, 70174	NEW ORLEANS LA 70114
68627, 68655	CEDAR RAPIDS NE 68627	70115, 70175	NEW ORLEANS LA 70115
68667, 68669	ULYSSES KS 68669	70116, 70119, 70122, 70124, 70182, 70184	NEW ORLEANS LA 70116
68701, 68702	NORFOLK NE 68701	70117, 70177	NEW ORLEANS LA 70117
68711, 68713	ATKINSON NE 68713	70118, 70178	NEW ORLEANS LA 70118
68729, 68789	CREIGHTON NE 68729	70121, 70181	NEW ORLEANS LA 70121
68747, 68765	OSMOND NE 68765	70123, 70183	NEW ORLEANS LA 70123
68751, 68757	NEWCASTLE NE 68757	70125, 70185	NEW ORLEANS LA 70125
68801-68803	GRAND ISLAND NE 68801	70126, 70186	NEW ORLEANS LA 70126
68823, 68837	BURWELL NE 68823	70127, 70128, 70187	NEW ORLEANS LA 70128
68834, 68863	OVERTON NE 68863	70129, 70189	NEW ORLEANS LA 70129
68845, 68847-68849	KEARNEY NE 68845	70130, 70139, 70170, 70190	NEW ORLEANS LA 70130
68901, 68902	HASTINGS NE 68901	70145, 70146, 70149	NEW ORLEANS LA 70145
68926, 68946	BEAVER CITY NE 68926	70150-70154	NEW ORLEANS LA 70150
68937, 68976	ELWOOD NE 68937	70156-70158	NEW ORLEANS LA 70156
68944, 68954	HARVARD NE 68944	70160, 70161, 70165	NEW ORLEANS LA 70160
68949, 68969	HOLDREGE NE 68949	70301, 70302, 70310	THIBODAUX LA 70301
68952, 68972	RIVERTON NE 68972	70360, 70363, 70364	HOUMA LA 70360
68961, 68964	NELSON NE 68961	70380, 70381	MORGAN CITY LA 70380
68975, 68979	SUTTON NE 68979	70401, 70403	HAMMOND LA 70401
69026, 69036	DANBURY NE 69026	70421, 70454	PONCHATOULA LA 70454
69101, 69103	NORTH PLATTE NE 69101	70426, 70467	ANGIE LA 70426
69160, 69162	SIDNEY NE 69162	70433-70435	COVINGTON LA 70433
69201, 69220	VALENTINE NE 69201	70448, 70470, 70471	MANDEVILLE LA 70448
69211, 69219	CODY NE 69211	70449, 70462	SPRINGFIELD LA 70462
69334, 69353	BAYARD NE 69334	70458, 70459, 70461	SLIDELL LA 70458
69347, 69367	HAY SPRINGS NE 69347	70501, 70502, 70507	LAFAYETTE LA 70501
69348, 69354	HEMINGFORD NE 69348	70503, 70506, 70596	LAFAYETTE LA 70503
69360, 69365	RUSHVILLE NE 69360	70508, 70598	LAFAYETTE LA 70508
69361, 69363	SCOTTSBLUFF NE 69361	70509, 70595	LAFAYETTE LA 70509
70001, 70004	METAIRIE LA 70001	70510, 70511	ABBEVILLE LA 70510
70002, 70005, 70006	METAIRIE LA 70002	70526, 70527	CROWLEY LA 70526
70009-70011	METAIRIE LA 70009	70560, 70562, 70563	NEW IBERIA LA 70560
70037, 70093	BELLE CHASSE LA 70037	70570, 70571	OPELOUSAS LA 70570
70043, 70044	CHALMETTE LA 70043	70601, 70602	LAKE CHARLES LA 70601
70051, 70076	GARYVILLE LA 70051	70605-70607	LAKE CHARLES LA 70605
70053, 70054, 70056	GRETNA LA 70053	70611, 70612	LAKE CHARLES LA 70611
70058, 70059	HARVEY LA 70058	70637, 70662	DRY CREEK LA 70637
70062, 70063, 70097	KENNER LA 70062	70663-70665	SULPHUR LA 70663
70064, 70065	KENNER LA 70065	70704, 70714	BAKER LA 70714

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
70706, 70726, 70727	DENHAM SPRINGS LA 70726	71913, 71914	HOT SPRINGS AR 71913
70707, 70737	GONZALES LA 70707	71920, 71921	AMITY AR 71921
70723, 70792	CONVENT LA 70723	71923, 71998, 71999	ARKADELPHIA AR 71923
70764, 70765	PLAQUEMINE LA 70764	72015, 72018, 72019, 72022	BENTON AR 72015
70801, 70802, 70825	BATON ROUGE LA 70801	72032, 72033, 72035	CONWAY AR 72032
70805, 70812, 70892	BATON ROUGE LA 70805	72076, 72078	JACKSONVILLE AR 72076
70806, 70896	BATON ROUGE LA 70806	72088, 72153	SHIRLEY AR 72153
70807, 70811, 70818, 70874	BATON ROUGE LA 70807	72101, 72189	MC CRORY AR 72101
70808, 70820, 70898	BATON ROUGE LA 70808	72104, 72105	MALVERN AR 72104
70809, 70810, 70836, 70884	BATON ROUGE LA 70809	72112, 72169	NEWPORT AR 72112
70814, 70895	BATON ROUGE LA 70814	72114, 72115	NORTH LITTLE ROCK AR 72114
70815, 70819	BATON ROUGE LA 70819	72116, 72190	NORTH LITTLE ROCK AR 72116
70816, 70817, 70827, 70833, 70879	BATON ROUGE LA 70817	72118, 72199	NORTH LITTLE ROCK AR 72118
70821-70823, 70883	BATON ROUGE LA 70821	72120, 72124	NORTH LITTLE ROCK AR 72120
70893, 70894	BATON ROUGE LA 70893	72143, 72145, 72149	SEARCY AR 72143
71049, 71050	LOGANSPOUT LA 71049	72201, 72202	LITTLE ROCK AR 72201
71055, 71058	MINDEN LA 71055	72204, 72210, 72214	LITTLE ROCK AR 72204
71105, 71115, 71135	SHREVEPORT LA 71105	72206, 72216	LITTLE ROCK AR 72206
71106, 71136	SHREVEPORT LA 71106	72207, 72217	LITTLE ROCK AR 72207
71108, 71118, 71138, 71148	SHREVEPORT LA 71108	72209, 72219	LITTLE ROCK AR 72209
71109, 71119, 71129, 71149	SHREVEPORT LA 71109	72211, 72221, 72227	LITTLE ROCK AR 72211
71111, 71171, 71172	BOSSIER CITY LA 71111	72212, 72222	LITTLE ROCK AR 72212
71112, 71113	BOSSIER CITY LA 71112	72301, 72303	WEST MEMPHIS AR 72301
71202, 71210	MONROE LA 71202	72315, 72316, 72319	BLYTHEVILLE AR 72315
71208, 71209, 71211-71213	MONROE LA 71211	72335, 72336	FORREST CITY AR 72335
71220, 71221	BASTROP LA 71220	72401, 72404	JONESBORO AR 72401
71270, 71272, 71273	RUSTON LA 71270	72436, 72443	MARMADUKE AR 72443
71282, 71284	TALLULAH LA 71282	72450, 72451	PARAGOULD AR 72450
71291, 71292, 71294	WEST MONROE LA 71291	72455, 72478	POCAHONTAS AR 72455
71301-71303, 71307	ALEXANDRIA LA 71301	72501, 72503	BATESVILLE AR 72501
71343, 71377	JONESVILLE LA 71343	72512, 72536	FRANKLIN AR 72536
71360, 71361	PINEVILLE LA 71360	72515, 72576	SALEM AR 72576
71601, 71611	PINE BLUFF AR 71601	72522, 72579	SULPHUR ROCK AR 72579
71602, 71612	PINE BLUFF AR 71602	72525, 72529, 72542	HARDY AR 72542
71603, 71613	PINE BLUFF AR 71603	72533, 72560	MOUNTAIN VIEW AR 72560
71654, 71666	MC GEHEE AR 71654	72543, 72545	HEBER SPRINGS AR 72543
71655, 71657	MONTICELLO AR 71655	72601, 72602	HARRISON AR 72601
71701, 71711	CAMDEN AR 71701	72617, 72639	HARRIET AR 72639
71753, 71754	MAGNOLIA AR 71753	72630, 72644	LEAD HILL AR 72644
71801, 71802	HOPE AR 71801	72653, 72654	MOUNTAIN HOME AR 72653
71844, 71857	PRESCOTT AR 71857	72701, 72702, 72704	FAYETTEVILLE AR 72701
71901, 71903	HOT SPRINGS AR 71901	72756-72758	ROGERS AR 72756
71909, 71910	HOT SPRINGS VLG AR 71909		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
72762, 72764, 72766	SPRINGDALE AR 72764	74101, 74102, 74121, 74182-74184, 74186, 74187, 74189, 74192-74194	TULSA OK 74101
72801, 72811	RUSSELLVILLE AR 72801	74103, 74119, 74172	TULSA OK 74103
72802, 72812	RUSSELLVILLE AR 72802	74104, 74159	TULSA OK 74104
72828, 72860	ROVER AR 72860	74105, 74170	TULSA OK 74105
72901, 72902, 72916	FORT SMITH AR 72901	74106, 74126, 74148	TULSA OK 74106
72903, 72917	FORT SMITH AR 72903	74107, 74131, 74132, 74157	TULSA OK 74107
72904, 72914	FORT SMITH AR 72904	74108, 74128, 74169	TULSA OK 74108
72905, 72923	BARLING AR 72923	74110, 74130	TULSA OK 74110
72908, 72918	FORT SMITH AR 72908	74112, 74158	TULSA OK 74112
73018, 73023	CHICKASHA OK 73018	74115-74117	TULSA OK 74115
73026, 73069, 73071	NORMAN OK 73026	74120, 74150	TULSA OK 74120
73085, 73099	YUKON OK 73085	74127, 74149	TULSA OK 74127
73103, 73106	OKLAHOMA CITY OK 73103	74129, 74134	TULSA OK 74129
73104, 73111, 73117, 73121, 73141	OKLAHOMA CITY OK 73104	74135, 74153	TULSA OK 74135
73108, 73127, 73128	OKLAHOMA CITY OK 73108	74145-74147, 74155	TULSA OK 74145
73109, 73129, 73149	OKLAHOMA CITY OK 73109	74344, 74345	GROVE OK 74344
73110, 73130, 73150	OKLAHOMA CITY OK 73110	74354, 74355	MIAMI OK 74354
73114, 73116, 73131, 73151	OKLAHOMA CITY OK 73114	74361, 74362	PRYOR OK 74361
73115, 73135, 73165	OKLAHOMA CITY OK 73115	74401-74403	MUSKOGEE OK 74401
73119, 73179	OKLAHOMA CITY OK 73119	74432, 74461	EUFAULA OK 74432
73120, 73134	OKLAHOMA CITY OK 73120	74440, 74462	STIGLER OK 74462
73122, 73132	OKLAHOMA CITY OK 73122	74441, 74452	HULBERT OK 74441
73139, 73159, 73173	OKLAHOMA CITY OK 73139	74444, 74464, 74465	TAHLEQUAH OK 74464
73142, 73162	OKLAHOMA CITY OK 73142	74467, 74477	WAGONER OK 74467
73401-73403	ARDMORE OK 73401	74501, 74502	MCALESTER OK 74501
73501, 73507	LAWTON OK 73501	74528, 74553, 74560, 74576	KIOWA OK 74553
73521, 73522	ALTUS OK 73521	74601, 74602, 74604	PONCA CITY OK 74601
73533, 73534	DUNCAN OK 73533	74701, 74702	DURANT OK 74701
73644, 73648	ELK CITY OK 73644	74801, 74804	SHAWNEE OK 74801
73701, 73703	ENID OK 73701	74818, 74868	SEMINOLE OK 74818
73801, 73802	WOODWARD OK 73801	74820, 74821	ADA OK 74820
74003-74006	BARTLESVILLE OK 74003	75002, 75013	ALLEN TX 75002
74011, 74013	BROKEN ARROW OK 74011	75007, 75010	CARROLLTON TX 75007
74017-74019	CLAREMORE OK 74017	75015, 75061	IRVING TX 75061
74066, 74067	SAPULPA OK 74066	75016, 75038	IRVING TX 75038
74074, 74076	STILLWATER OK 74074	75017, 75060	IRVING TX 75060
74075, 74077, 74078	STILLWATER OK 74075	75020, 75021	DENISON TX 75020
		75022, 75027, 75028	FLOWER MOUND TX 75028
		75026, 75075, 75093	PLANO TX 75075
		75029, 75057, 75067, 75077	LEWISVILLE TX 75067
		75030, 75088, 75089	ROWLETT TX 75088
		75032, 75087	ROCKWALL TX 75087
		75039, 75063	IRVING TX 75039
		75040, 75046	GARLAND TX 75040

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
75041, 75047	GARLAND TX 75041	75401, 75402	GREENVILLE TX 75401
75043, 75049	GARLAND TX 75043	75428, 75429	COMMERCE TX 75428
75044, 75045, 75048	GARLAND TX 75044	75455, 75456	MOUNT PLEASANT TX 75455
75050, 75051, 75053	GRAND PRAIRIE TX 75050	75460-75462	PARIS TX 75460
75052, 75054	GRAND PRAIRIE TX 75052	75482, 75483	SULPHUR SPRINGS TX 75482
75074, 75086, 75094	PLANO TX 75074	75501, 75503	TEXARKANA TX 75501
75080, 75083	RICHARDSON TX 75080	75601-75603, 75607	LONGVIEW TX 75602
75081, 75082, 75085	RICHARDSON TX 75081	75604, 75605, 75608, 75615	LONGVIEW TX 75604
75090-75092	SHERMAN TX 75090	75644, 75645	GILMER TX 75644
75104, 75106	CEDAR HILL TX 75104	75652-75654	HENDERSON TX 75652
75109, 75110, 75151	CORSICANA TX 75110	75662, 75663	KILGORE TX 75662
75115, 75123	DESOTO TX 75115	75670-75672	MARSHALL TX 75670
75116, 75137, 75138	DUNCANVILLE TX 75116	75701, 75707, 75711, 75798, 75799	TYLER TX 75701
75119, 75120	ENNIS TX 75119	75702, 75704-75706, 75708, 75712	TYLER TX 75702
75134, 75146	LANCASTER TX 75134	75703, 75709	TYLER TX 75703
75147, 75156	MABANK TX 75147	75751, 75752	ATHENS TX 75751
75149, 75150, 75181, 75182, 75185	MESQUITE TX 75149	75801-75803, 75882	PALESTINE TX 75801
75160, 75161	TERRELL TX 75160	75848, 75859	KIRVIN TX 75848
75165, 75167, 75168	WAXAHACHIE TX 75165	75880, 75884, 75886	TENNESSEE COLONY TX 75880
75201, 75202, 75221, 75242, 75250, 75270, 75313	DALLAS TX 75202	75901-75904, 75915	LUFKIN TX 75904
75203, 75216, 75339	DALLAS TX 75216	75961-75965	NACOGDOCHES TX 75961
75204, 75210, 75215, 75223, 75226, 75246, 75315	DALLAS TX 75215	75979, 75990	WOODVILLE TX 75979
75205, 75206	DALLAS TX 75205	76020, 76098	AZLE TX 76020
75207, 75212, 75247, 75342, 75356	DALLAS TX 75247	76021, 76022, 76095	BEDFORD TX 76021
75211, 75233, 75236, 75249	DALLAS TX 75211	76028, 76097	BURLESON TX 76028
75214, 75359	DALLAS TX 75214	76031, 76033	CLEBURNE TX 76031
75220, 75354, 75378	DALLAS TX 75220	76039, 76040	EULESS TX 76039
75222, 75260, 75262-75267, 75283, 75284, 75286, 75301, 75303, 75310, 75323, 75326, 75334, 75340, 75343, 75344, 75353, 75398	DALLAS TX 75222	76051, 76099	GRAPEVINE TX 76051
75224, 75232, 75237, 75376	DALLAS TX 75224	76067, 76068	MINERAL WELLS TX 76067
75228, 75357	DALLAS TX 75228	76085-76088	WEATHERFORD TX 76086
75230, 75251	DALLAS TX 75230	76101, 76102, 76104, 76113	FORT WORTH TX 76102
75231, 75382	DALLAS TX 75231	76103, 76105, 76112	FORT WORTH TX 76105
75234, 75244, 75381	DALLAS TX 75234	76107, 76109, 76185	FORT WORTH TX 76109
75235, 75245, 75390	DALLAS TX 75235	76115, 76134	FORT WORTH TX 76115
75238, 75355	DALLAS TX 75238	76116, 76121	FORT WORTH TX 76116
75240, 75254, 75380, 75387	DALLAS TX 75240	76118, 76180-76182	FORT WORTH TX 76118
75243, 75374	DALLAS TX 75243	76120, 76124	FORT WORTH TX 76120
75248, 75252, 75379	DALLAS TX 75248	76122, 76161, 76192, 76193, 76195-76199	FORT WORTH TX 76161
75253, 75336	DALLAS TX 75253	76123, 76132, 76162	FORT WORTH TX 76132
75287, 75370	DALLAS TX 75287	76129, 76130	FORT WORTH TX 76129
		76133, 76163	FORT WORTH TX 76133

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
76135, 76136	FORT WORTH TX 76135	77021, 77221	HOUSTON TX 77021
76240, 76241	GAINESVILLE TX 76240	77022, 77222	HOUSTON TX 77022
76244, 76248	KELLER TX 76248	77024, 77224, 77279	HOUSTON TX 77024
76262, 76299	ROANOKE TX 76262	77025, 77225	HOUSTON TX 77025
76263, 76272	VALLEY VIEW TX 76272	77026, 77226	HOUSTON TX 77026
76302, 76310	WICHITA FALLS TX 76302	77027, 77046, 77227, 77256	HOUSTON TX 77027
76305, 76306, 76309	WICHITA FALLS TX 76305	77028, 77044, 77049, 77078, 77228	HOUSTON TX 77028
76384, 76385	VERNON TX 76384	77030, 77054, 77230	HOUSTON TX 77054
76501-76504	TEMPLE TX 76501	77031, 77071, 77271	HOUSTON TX 77071
76528, 76596-76599	GATESVILLE TX 76528	77032, 77067	HOUSTON TX 77067
76540, 76541, 76543	KILLEEN TX 76540	77033, 77048, 77051, 77233	HOUSTON TX 77051
76542, 76547	KILLEEN TX 76542	77034, 77234	HOUSTON TX 77034
76701, 76703, 76706, 76711	WACO TX 76701	77036, 77236	HOUSTON TX 77036
76704, 76705, 76715	WACO TX 76704	77037, 77076, 77238, 77291	HOUSTON TX 77037
76707, 76708	WACO TX 76707	77038, 77060	HOUSTON TX 77060
76710, 76714	WACO TX 76710	77039, 77093, 77293	HOUSTON TX 77039
76801-76804	BROWNWOOD TX 76801	77042, 77242	HOUSTON TX 77042
76820, 76831, 76856	MASON TX 76856	77043, 77080, 77243, 77280	HOUSTON TX 77080
76821, 76865	BALLINGER TX 76821	77045, 77047, 77053, 77085, 77245	HOUSTON TX 77045
76824, 76853	LOMETA TX 76853	77055, 77255	HOUSTON TX 77055
76825, 76842, 76852, 76869, 76885, 76887	BRADY TX 76825	77057, 77237, 77257	HOUSTON TX 77057
76834, 76873	COLEMAN TX 76834	77058, 77258	HOUSTON TX 77058
76837, 76862	EDEN TX 76837	77059, 77062, 77259, 77289	HOUSTON TX 77062
76841, 76848, 76859	MENARD TX 76859	77063, 77263	HOUSTON TX 77063
76844, 76870, 76880	GOLDTHWAITE TX 76844	77064, 77069, 77070, 77269	HOUSTON TX 77070
76849, 76874, 76883	JUNCTION TX 76849	77072, 77099, 77272	HOUSTON TX 77072
76861, 76886	MILES TX 76861	77073, 77090, 77273, 77290	HOUSTON TX 77090
76901, 76908, 76909	SAN ANGELO TX 76901	77074, 77081, 77274	HOUSTON TX 77074
76903, 76905	SAN ANGELO TX 76903	77075, 77089, 77275	HOUSTON TX 77075
76904, 76906, 76939	SAN ANGELO TX 76904	77077, 77082, 77244, 77282	HOUSTON TX 77077
76945, 76949	ROBERT LEE TX 76945	77079, 77094	HOUSTON TX 77079
77002, 77010	HOUSTON TX 77002	77084, 77284	HOUSTON TX 77084
77003, 77023, 77223, 77261	HOUSTON TX 77023	77086, 77091	HOUSTON TX 77091
77004, 77288	HOUSTON TX 77004	77098, 77254	HOUSTON TX 77098
77006, 77266	HOUSTON TX 77006	77217, 77287	HOUSTON TX 77217
77009, 77249	HOUSTON TX 77009	77231, 77235	HOUSTON TX 77231
77011, 77012	HOUSTON TX 77011	77240, 77241	HOUSTON TX 77240
77013, 77029, 77229	HOUSTON TX 77013	77248, 77270	HOUSTON TX 77248
77014, 77066, 77068, 77268	HOUSTON TX 77014	77265, 77277	HOUSTON TX 77265
77015, 77213	HOUSTON TX 77015	77301, 77302, 77305	CONROE TX 77301
77016, 77050	HOUSTON TX 77016	77303, 77384, 77385	CONROE TX 77303
77017, 77061, 77087	HOUSTON TX 77017	77304, 77306	CONROE TX 77304
77018, 77092, 77292	HOUSTON TX 77018	77316, 77356	MONTGOMERY TX 77356
77019, 77219	HOUSTON TX 77019	77318, 77378	WILLIS TX 77378
77020, 77220	HOUSTON TX 77020		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
77320, 77340	HUNTSVILLE TX 77340	78028, 78029	KERRVILLE TX 78028
77325, 77339, 77345	HUMBLE TX 77339	78041, 78045	LAREDO TX 78041
77327, 77328	CLEVELAND TX 77327	78043, 78046	LAREDO TX 78043
77338, 77346, 77347, 77396	HUMBLE TX 77338	78070, 78163	SPRING BRANCH TX 78070
77351, 77399	LIVINGSTON TX 77351	78102, 78104	BEEVILLE TX 78102
77354, 77355	MAGNOLIA TX 77355	78130-78132	NEW BRAUNFELS TX 78130
77373, 77383, 77388	SPRING TX 77373	78148, 78150	UNIVERSAL CITY TX 78148
77375, 77377	TOMBALL TX 77375	78202, 78204	SAN ANTONIO TX 78202
77379, 77389, 77391	SPRING TX 77379	78203, 78210	SAN ANTONIO TX 78203
77380, 77386, 77387	SPRING TX 77380	78205, 78206	SAN ANTONIO TX 78205
77381, 77382, 77393	SPRING TX 77381	78208, 78209	SAN ANTONIO TX 78209
77401, 77402	BELLAIRE TX 77401	78211, 78225, 78226	SAN ANTONIO TX 78211
77404, 77414	BAY CITY TX 77414	78212, 78215	SAN ANTONIO TX 78212
77406, 77469	RICHMOND TX 77469	78219, 78220	SAN ANTONIO TX 78219
77410, 77429, 77433	CYPRESS TX 77429	78221, 78224, 78264	SAN ANTONIO TX 78221
77449, 77450, 77491	KATY TX 77450	78222, 78244, 78263	SAN ANTONIO TX 78222
77477, 77497	STAFFORD TX 77477	78227, 78242	SAN ANTONIO TX 78227
77478, 77487	SUGAR LAND TX 77478	78230, 78248	SAN ANTONIO TX 78230
77479, 77496	SUGAR LAND TX 77479	78233, 78239, 78266	SAN ANTONIO TX 78233
77492-77494	KATY TX 77492	78245, 78251, 78252	SAN ANTONIO TX 78245
77501, 77502, 77506	PASADENA TX 77501	78249, 78255-78257	SAN ANTONIO TX 78249
77503-77505, 77507, 77508	PASADENA TX 77504	78250, 78253	SAN ANTONIO TX 78250
77510, 77517	SANTA FE TX 77510	78258-78261	SAN ANTONIO TX 78258
77511, 77512	ALVIN TX 77511	78284-78286	SAN ANTONIO TX 78284
77515, 77516	ANGLETON TX 77515	78291-78299	SAN ANTONIO TX 78291
77521, 77522	BAYTOWN TX 77521	78332, 78333	ALICE TX 78332
77541, 77542	FREEPORT TX 77541	78335, 78336	ARANSAS PASS TX 78335
77546, 77549	FRIENDSWOOD TX 77546	78363, 78364	KINGSVILLE TX 78363
77550, 77553, 77555	GALVESTON TX 77550	78381, 78382	ROCKPORT TX 78381
77551, 77552, 77554	GALVESTON TX 77551	78401-78403, 78407, 78408, 78470, 78471, 78473-78477	CORPUS CHRISTI TX 78401
77571, 77572	LA PORTE TX 77571	78404, 78463	CORPUS CHRISTI TX 78404
77573, 77574	LEAGUE CITY TX 77573	78405, 78465	CORPUS CHRISTI TX 78405
77590-77592	TEXAS CITY TX 77590	78406, 78409, 78410, 78426, 78460	CORPUS CHRISTI TX 78406
77630-77632	ORANGE TX 77630	78411, 78466	CORPUS CHRISTI TX 78411
77640-77642	PORT ARTHUR TX 77640	78412, 78414, 78468	CORPUS CHRISTI TX 78412
77662, 77670	VIDOR TX 77662	78413, 78427, 78472	CORPUS CHRISTI TX 78413
77701, 77702	BEAUMONT TX 77701	78415-78417, 78467	CORPUS CHRISTI TX 78415
77703, 77708	BEAUMONT TX 77703	78418, 78480	CORPUS CHRISTI TX 78418
77705, 77725	BEAUMONT TX 77705	78501-78504	MCALLEN TX 78501
77706, 77713, 77726	BEAUMONT TX 77706		
77707, 77720	BEAUMONT TX 77707		
77801-77803, 77805-77808	BRYAN TX 77801		
77833, 77834	BRENHAM TX 77833		
77840, 77842-77845	COLLEGE STATION TX 77840		
78006, 78015	BOERNE TX 78006		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
78613, 78630	CEDAR PARK TX 78613	79077, 79079	SHAMROCK TX 79079
78614, 78629, 78658, 78677	GONZALES TX 78629	79101-79104	AMARILLO TX 79101
78624, 78675	FREDERICKSBURG TX 78624	79106, 79119, 79121, 79124, 79159	AMARILLO TX 79106
78626-78628	GEORGETOWN TX 78626	79107, 79108, 79111	AMARILLO TX 79107
78641, 78646	LEANDER TX 78641	79110, 79118	AMARILLO TX 79110
78660, 78691	PFLUGERVILLE TX 78660	79316, 79376	BROWNFIELD TX 79316
78664, 78682, 78683	ROUND ROCK TX 78664	79320, 79326, 79339, 79353	LITTLEFIELD TX 79339
78666, 78667	SAN MARCOS TX 78666	79324, 79346	MORTON TX 79346
78680, 78681	ROUND ROCK TX 78680	79336, 79338	LEVELLAND TX 79336
78702, 78721, 78722, 78762	AUSTIN TX 78702	79364, 79366	SLATON TX 79364
78703, 78751	AUSTIN TX 78703	79401, 79403, 79405, 79411, 79415	LUBBOCK TX 79401
78705, 78765, 78773	AUSTIN TX 78705	79407, 79414	LUBBOCK TX 79407
78708, 78718, 78728	AUSTIN TX 78728	79412, 79423, 79452	LUBBOCK TX 79412
78711, 78774	AUSTIN TX 78711	79413, 79493	LUBBOCK TX 79413
78712, 78713	AUSTIN TX 78712	79424, 79464	LUBBOCK TX 79424
78714, 78769	AUSTIN TX 78714	79549, 79550	SNYDER TX 79549
78715, 78745	AUSTIN TX 78745	79601, 79604, 79698, 79699	ABILENE TX 79601
78716, 78733, 78746	AUSTIN TX 78733	79602, 79603	ABILENE TX 79602
78717, 78729	AUSTIN TX 78717	79605, 79606, 79608, 79697	ABILENE TX 79605
78719, 78741, 78742, 78744, 78760	AUSTIN TX 78719	79701, 79706	MIDLAND TX 79701
78720, 78759	AUSTIN TX 78759	79703, 79707	MIDLAND TX 79703
78723-78725	AUSTIN TX 78723	79711, 79712	MIDLAND TX 79711
78726, 78750	AUSTIN TX 78750	79763, 79766	ODESSA TX 79763
78727, 78758	AUSTIN TX 78727	79764, 79765	ODESSA TX 79764
78730, 78731, 78755	AUSTIN TX 78730	79903, 79923	EL PASO TX 79903
78732, 78734, 78738	AUSTIN TX 78732	79905, 79995	EL PASO TX 79905
78735-78737	AUSTIN TX 78735	79906, 79908, 79916, 79918	EL PASO TX 79906
78739, 78749	AUSTIN TX 78739	79912, 79913	EL PASO TX 79912
78747, 78748	AUSTIN TX 78747	79914, 79924, 79934	EL PASO TX 79924
78752, 78754, 78761	AUSTIN TX 78752	79915, 79926	EL PASO TX 79915
78756, 78757, 78766	AUSTIN TX 78756	79922, 79932	EL PASO TX 79922
78763, 78779	AUSTIN TX 78763	79927-79929	EL PASO TX 79927
78767, 78768	AUSTIN TX 78767	79930, 79931	EL PASO TX 79930
78801, 78802	UVALDE TX 78801	79935, 79937	EL PASO TX 79935
78840, 78842, 78843, 78847	DEL RIO TX 78840	79938, 79996	EL PASO TX 79938
78852, 78853	EAGLE PASS TX 78852	79940-79955, 79958, 79960, 79961, 79976, 79978, 79980, 79999	EL PASO TX 79940
78934, 78943	COLUMBUS TX 78934	80001, 80002, 80004	ARVADA CO 80001
78945, 78951	LA GRANGE TX 78945	80003, 80005-80007	ARVADA CO 80003
78954, 78961	ROUND TOP TX 78954	80010, 80040, 80045	AURORA CO 80010
79002, 79057	MCLEAN TX 79057	80011, 80042	AURORA CO 80011
79007, 79008	BORGER TX 79007	80012, 80041	AURORA CO 80012
79042, 79094	HAPPY TX 79042	80013, 80017-80019, 80047	AURORA CO 80017
79065, 79066	PAMPA TX 79065	80014, 80044	AURORA CO 80014
79072, 79073	PLAINVIEW TX 79072		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
80015, 80016, 80046	AURORA CO 80015	80601-80603	BRIGHTON CO 80601
80020, 80038	BROOMFIELD CO 80020	80631, 80632, 80639	GREELEY CO 80631
80022, 80037	COMMERCE CITY CO 80022	80633, 80634, 80638	GREELEY CO 80633
80027, 80028	LOUISVILLE CO 80027	80701, 80705	FORT MORGAN CO 80701
80030, 80036	WESTMINSTER CO 80030	80863, 80866	WOODLAND PARK CO 80863
80031, 80035	WESTMINSTER CO 80031	80901, 80903, 80942-80947	COLORADO SPRINGS CO 80903
80033, 80034	WHEAT RIDGE CO 80033	80904, 80905, 80934	COLORADO SPRINGS CO 80904
80104, 80108, 80109	CASTLE ROCK CO 80104	80906, 80926, 80937, 80960	COLORADO SPRINGS CO 80906
80110, 80150	ENGLEWOOD CO 80110	80907, 80933	COLORADO SPRINGS CO 80907
80111, 80155	ENGLEWOOD CO 80111	80908, 80920, 80921, 80924, 80962	COLORADO SPRINGS CO 80920
80120, 80160	LITTLETON CO 80120	80909, 80932, 80950, 80977	COLORADO SPRINGS CO 80909
80121, 80122, 80161	LITTLETON CO 80121	80910, 80916, 80935, 80940, 80941, 80995	COLORADO SPRINGS CO 80910
80123, 80162	LITTLETON CO 80123	80911, 80925, 80928-80931	COLORADO SPRINGS CO 80911
80124, 80126, 80129, 80130, 80163	LITTLETON CO 80124	80912, 80914	COLORADO SPRINGS CO 80914
80125, 80127, 80128	LITTLETON CO 80127	80915, 80922, 80923, 80927, 80938, 80939, 80951, 80970	COLORADO SPRINGS CO 80915
80134, 80138	PARKER CO 80134	80917, 80918, 80936	COLORADO SPRINGS CO 80918
80201, 80202, 80257, 80259, 80265, 80290, 80293, 80294, 80299	DENVER CO 80202	80919, 80949	COLORADO SPRINGS CO 80919
80203, 80264, 80273, 80295	DENVER CO 80203	81003, 81007-81010	PUEBLO CO 81008
80208, 80210, 80250	DENVER CO 80210	81004-81006	PUEBLO CO 81005
80215, 80225, 80226, 80228	LAKEWOOD CO 80215	81147, 81157	PAGOSA SPRINGS CO 81147
80217, 80244, 80252, 80256, 80261, 80263, 80266, 80271, 80274	DENVER CO 80217	81301-81303	DURANGO CO 81301
80220, 80230, 80262, 80279, 80280	DENVER CO 80220	81401, 81402	MONTROSE CO 81401
80222, 80224	DENVER CO 80222	81501, 81502	GRAND JUNCTION CO 81501
80227, 80232, 80235, 80236	DENVER CO 80227	81505, 81506	GRAND JUNCTION CO 81505
80231, 80237, 80247	DENVER CO 80231	81601, 81602	GLENWOOD SPRINGS CO 81601
80233, 80241	NORTHGLENN CO 80233	81611, 81612	ASPEN CO 81611
80238, 80239, 80249	DENVER CO 80239	81625, 81626	CRAIG CO 81625
80301, 80308-80310	BOULDER CO 80301	81657, 81658	VAIL CO 81657
80302, 80306	BOULDER CO 80302	82001-82003, 82005, 82006	CHEYENNE WY 82001
80303, 80304	BOULDER CO 80303	82007-82010	CHEYENNE WY 82007
80305, 80307	BOULDER CO 80305	82071-82073	LARAMIE WY 82071
80321-80323, 80328	BOULDER CO 80321	82501, 82510	RIVERTON WY 82501
80401-80403, 80419	GOLDEN CO 80401	82601, 82602, 82604, 82605, 82609	CASPER WY 82601
80432, 80440	FAIRPLAY CO 80432		
80437, 80439	EVERGREEN CO 80439		
80477, 80487, 80488	STEAMBOAT SPRINGS CO 80488		
80501-80504	LONGMONT CO 80501		
80521-80524	FORT COLLINS CO 80521		
80525-80528, 80553	FORT COLLINS CO 80525		
80538, 80539	LOVELAND CO 80538		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
82716-82718	GILLETTE WY 82716	84034, 84083	WENDOVER UT 84083
82901, 82902	ROCK SPRINGS WY 82901	84036, 84061	KAMAS UT 84036
82930, 82931	EVANSTON WY 82930	84040, 84041	LAYTON UT 84041
83201-83205, 83209	POCATELLO ID 83201	84042, 84062	PLEASANT GROVE UT 84062
83220, 83254	MONTPELIER ID 83254	84057, 84059	OREM UT 84057
83226, 83229	CHALLIS ID 83226	84058, 84097	OREM UT 84097
83233, 83261	PARIS ID 83261	84060, 84068	PARK CITY UT 84068
83243, 83252	MALAD CITY ID 83252	84070, 84091, 84094	SANDY UT 84070
83276, 83285	SODA SPRINGS ID 83276	84084, 84088	WEST JORDAN UT 84088
83301, 83303	TWIN FALLS ID 83301	84092, 84093	SANDY UT 84092
83322, 83327	FAIRFIELD ID 83327	84101, 84144, 84180	SALT LAKE CITY UT 84101
83324, 83352	SHOSHONE ID 83352	84106, 84152	SALT LAKE CITY UT 84106
83353, 83354	SUN VALLEY ID 83353	84107, 84157	MURRAY UT 84107
83401-83406, 83415	IDAHO FALLS ID 83401	84108, 84112, 84113, 84132, 84148, 84158	SALT LAKE CITY UT 84108
83423, 83446	DUBOIS ID 83423	84110, 84136, 84139, 84143, 84145, 84151	SALT LAKE CITY UT 84110
83424, 83452	TETONIA ID 83452	84111, 84133, 84138	SALT LAKE CITY UT 84111
83440, 83441, 83460	REXBURG ID 83440	84114, 84125-84127, 84130, 84131, 84141, 84150, 84184	SALT LAKE CITY UT 84125
83463, 83466, 83469	NORTH FORK ID 83466	84115, 84190	SALT LAKE CITY UT 84115
83522, 83533	COTTONWOOD ID 83522	84117, 84124	SALT LAKE CITY UT 84117
83524, 83548	CULDESAC ID 83524	84120, 84128, 84170	WEST VALLEY CITY UT 84120
83530, 83531	GRANGEVILLE ID 83530	84121, 84171	SALT LAKE CITY UT 84121
83601, 83631, 83666	IDAHO CITY ID 83631	84201, 84244, 84401, 84402, 84407, 84409	OGDEN UT 84401
83605-83607	CALDWELL ID 83605	84304, 84309, 84324	CACHE JUNCTION UT 84304
83617, 83670	EMMETT ID 83617	84321-84323	LOGAN UT 84321
83622, 83637	GARDEN VALLEY ID 83622	84403, 84415	OGDEN UT 84403
83636, 83655	NEW PLYMOUTH ID 83655	84404, 84412, 84414	OGDEN UT 84404
83642, 83680	MERIDIAN ID 83642	84405, 84408	OGDEN UT 84405
83651-83653, 83686, 83687	NAMPA ID 83651	84511, 84533	BLANDING UT 84511
83704, 83711, 83713	BOISE ID 83704	84526, 84529	HELPER UT 84526
83709, 83719	BOISE ID 83709	84601, 84603, 84606	PROVO UT 84601
83716, 83717	BOISE ID 83716	84602, 84604	PROVO UT 84604
83812, 83830	FERNWOOD ID 83830	84623, 84646	MORONI UT 84646
83814-83816	COEUR D ALENE ID 83814	84663, 84664	SPRINGVILLE UT 84663
83822, 99156	NEWPORT WA 99156	84713, 84731	BEAVER UT 84713
83843, 83872	MOSCOW ID 83843	84716, 84718, 84726, 84736, 84759, 84764, 84776	PANGUITCH UT 84759
83854, 83877	POST FALLS ID 83854	84719, 84761	PAROWAN UT 84761
83873, 83874	WALLACE ID 83873	84720, 84721	CEDAR CITY UT 84720
84003, 84004	AMERICAN FORK UT 84003	84722, 84742, 84781	CENTRAL UT 84722
84008, 84078, 84079	VERNAL UT 84078	84737, 84784	HURRICANE UT 84737
84010, 84011	BOUNTIFUL UT 84010	84738, 84765	SANTA CLARA UT 84765
84015, 84056, 84089	CLEARFIELD UT 84015		
84016, 84075	CLEARFIELD UT 84016		
84018, 84050	MORGAN UT 84050		
84026, 84039, 84063, 84076, 84085	FORT DUCHESNE UT 84026		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
84739, 84754, 84766	MONROE UT 84754	88061, 88062	SILVER CITY NM 88061
84770, 84771	SAINT GEORGE UT 84770	88201, 88203	ROSWELL NM 88201
84790, 84791	SAINT GEORGE UT 84790	88510-88521, 88523-88536, 88538-88550, 88553-88556, 88558-88563, 88565-88590, 88595	EL PASO TX 88510
85001, 85002, 85030	PHOENIX AZ 85001	88901, 88905, 89150-89154, 89159, 89163, 89177, 89193, 89199	LAS VEGAS NV 89199
85003, 85025	PHOENIX AZ 85003	89002, 89009, 89011, 89015	HENDERSON NV 89015
85004, 85073	PHOENIX AZ 85004	89005, 89006	BOULDER CITY NV 89005
85019, 85031, 85043	PHOENIX AZ 85019	89012, 89014, 89053, 89074	HENDERSON NV 89014
85035, 85037	PHOENIX AZ 85035	89018, 89070	INDIAN SPRINGS NV 89018
85036, 85074	PHOENIX AZ 85036	89019, 89026	JEAN NV 89019
85038, 85062, 85072, 85099	PHOENIX AZ 85038	89028, 89029	LAUGHLIN NV 89029
85045, 85048	PHOENIX AZ 85045	89030, 89036	NORTH LAS VEGAS NV 89030
85046, 85078	PHOENIX AZ 85046	89031-89033, 89081, 89084-89086	NORTH LAS VEGAS NV 89031
85061, 85079	PHOENIX AZ 85061	89044, 89052, 89077	HENDERSON NV 89044
85086, 85087	PHOENIX AZ 85086	89101, 89106, 89127, 89155	LAS VEGAS NV 89106
85201, 85211	MESA AZ 85201	89102, 89107, 89126	LAS VEGAS NV 89102
85203, 85275	MESA AZ 85203	89103, 89118, 89173	LAS VEGAS NV 89103
85217, 85278	APACHE JUNCTION AZ 85217	89104, 89116, 89185	LAS VEGAS NV 89104
85262, 85263	SCOTTSDALE AZ 85262	89105, 89123, 89141, 89183	LAS VEGAS NV 89123
85264, 85268	SCOTTSDALE AZ 85268	89108, 89157	LAS VEGAS NV 89108
85283, 85284	TEMPE AZ 85283	89109, 89114	LAS VEGAS NV 89114
85295-85298	GILBERT AZ 85296	89110, 89115, 89156	LAS VEGAS NV 89115
85303, 85305, 85307	GLENDALE AZ 85303	89112, 89120, 89121	LAS VEGAS NV 89120
85308, 85310	GLENDALE AZ 85308	89113, 89148	LAS VEGAS NV 89113
85345, 85380	PEORIA AZ 85345	89117, 89146, 89180	LAS VEGAS NV 89117
85374, 85379	SUN CITY WEST AZ 85374	89119, 89132, 89169, 89170	LAS VEGAS NV 89119
85381, 85383, 85385	PEORIA AZ 85381	89122, 89142, 89162	LAS VEGAS NV 89122
85710, 85731	TUCSON AZ 85710	89128, 89129, 89133, 89149	LAS VEGAS NV 89128
85713, 85714	TUCSON AZ 85713	89130, 89131, 89136, 89143, 89166	LAS VEGAS NV 89130
85715, 85750	TUCSON AZ 85715	89134, 89137, 89144	LAS VEGAS NV 89134
85735, 85736, 85746	TUCSON AZ 85735	89135, 89138, 89145	LAS VEGAS NV 89135
85737, 85739	TUCSON AZ 85737	89140, 89147, 89178, 89179	LAS VEGAS NV 89140
85741, 85752	TUCSON AZ 85741	89301, 89315	ELY NV 89301
85742, 85743	TUCSON AZ 85742	89406, 89407, 89496	FALLON NV 89406
86001, 86002, 86004	FLAGSTAFF AZ 86002	89431, 89432	SPARKS NV 89431
86312, 86314	PRESCOTT VALLEY AZ 86314	89434-89436, 89441	SPARKS NV 89434
86339, 86340	SEDONA AZ 86339	89445, 89446	WINNEMUCCA NV 89445
87107, 87113	ALBUQUERQUE NM 87107	89450-89452	INCLINE VILLAGE NV 89451
87108, 87116, 87198	ALBUQUERQUE NM 87108	89501, 89504, 89505, 89512	RENO NV 89501
87115, 87117, 87185	ALBUQUERQUE NM 87115	89502, 89509, 89510, 89515, 89519, 89520, 89557, 89595	RENO NV 89502
87401, 87402	FARMINGTON NM 87401		
87510, 87516	ABIQUIU NM 87510		
87521, 87576	CHAMISAL NM 87521		
88001, 88011	LAS CRUCES NM 88001		
88005, 88012	LAS CRUCES NM 88005		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
89503, 89513	RENO NV 89503	90715, 90716	LAKEWOOD CA 90715
89511, 89521	RENO NV 89511	90720, 90721	LOS ALAMITOS CA 90720
89523, 89533	RENO NV 89523	90731-90734	SAN PEDRO CA 90731
89701-89705, 89711-89714	CARSON CITY NV 89701	90744, 90748	WILMINGTON CA 90744
89706, 89721	CARSON CITY NV 89706	90745, 90747, 90749	CARSON CA 90745
90005, 90010, 90070, 90075, 90076	LOS ANGELES CA 90005	90803, 90853	LONG BEACH CA 90803
90007, 90018, 90037, 90089	LOS ANGELES CA 90007	91001, 91003	ALTADENA CA 91001
90012, 90013, 90053, 90086	LOS ANGELES CA 90086	91006, 91007, 91066, 91077	ARCADIA CA 91006
90014, 90015, 90055, 90079	LOS ANGELES CA 90014	91009, 91010	DUARTE CA 91010
90017, 90057, 90071, 90081	LOS ANGELES CA 90017	91011, 91012, 91020, 91023	FLINTRIDGE CA 91011
90030, 90051, 90054, 90060, 90074, 90084, 90087, 90088, 90096, 90102, 90189	LOS ANGELES CA 90030	91016, 91017	MONROVIA CA 91016
90201, 90202, 90270	BELL CA 90201	91024, 91025	SIERRA MADRE CA 91024
90209-90213	BEVERLY HILLS CA 90210	91030, 91031	SOUTH PASADENA CA 91030
90220-90224	COMPTON CA 90221	91040, 91041	SUNLAND CA 91040
90230-90233	CULVER CITY CA 90230	91042, 91043	TUJUNGA CA 91042
90239-90242	DOWNEY CA 90240	91104, 91114	PASADENA CA 91104
90245, 90266, 90267	EL SEGUNDO CA 90245	91107, 91117	PASADENA CA 91107
90247-90249	GARDENA CA 90247	91108, 91118	PASADENA CA 91108
90250, 90251	HAWTHORNE CA 90250	91201, 91221	GLENDALE CA 91201
90254, 90277, 90278	REDONDO BEACH CA 90277	91202, 91222	GLENDALE CA 91202
90260, 90261	LAWNDALE CA 90260	91203, 91207, 91209, 91210	GLENDALE CA 91209
90263-90265	MALIBU CA 90265	91204, 91205, 91225	GLENDALE CA 91204
90274, 90275	PALOS VERDES CA 90274	91214, 91224	GLENDALE CA 91214
90291-90296	VENICE CA 90291	91301, 91376, 91377	AGOURA HILLS CA 91301
90301, 90303-90308, 90310-90312	INGLEWOOD CA 90301	91302, 91372, 91399	WOODLAND HILLS CA 91302
90302, 90309	INGLEWOOD CA 90302	91303-91305, 91309	CANOGA PARK CA 91304
90401, 90406, 90407	SANTA MONICA CA 90401	91306, 91396	CANOGA PARK CA 91306
90402, 90408	SANTA MONICA CA 90402	91307, 91308	CANOGA PARK CA 91307
90403, 90409, 90410	SANTA MONICA CA 90403	91310, 91350, 91380, 91384	SANTA CLARITA CA 91350
90404, 90411	SANTA MONICA CA 90404	91311, 91313	CHATSWORTH CA 91311
90501-90503, 90505-90509	TORRANCE CA 90503	91316, 91416, 91426	ENCINO CA 91316
90601, 90602, 90607, 90608	WHITTIER CA 90601	91319, 91320	NEWBURY PARK CA 91320
90603, 90604, 90609	WHITTIER CA 90603	91321, 91322, 91381	SANTA CLARITA CA 91321
90605, 90606, 90610	WHITTIER CA 90605	91324, 91325, 91328-91330	NORTHRIDGE CA 91324
90620-90623	BUENA PARK CA 90620	91326, 91327	NORTHRIDGE CA 91326
90631-90633	LA HABRA CA 90631	91331, 91333, 91334	PACOIMA CA 91331
90637-90639	LA MIRADA CA 90637	91340, 91342, 91392	SYLMAR CA 91342
90650-90652	NORWALK CA 90650	91341, 91344-91346, 91394, 91395	SAN FERNANDO CA 91344
90660-90662	PICO RIVERA CA 90660	91343, 91393	NORTH HILLS CA 91343
90701-90703	ARTESIA CA 90701	91351, 91386	SANTA CLARITA CA 91351
90706, 90707	BELLFLOWER CA 90706	91352, 91353	SUN VALLEY CA 91352
90711-90714	LAKEWOOD CA 90712	91356, 91357	TARZANA CA 91356
		91358-91360, 91363	THOUSAND OAKS CA 91360

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
91364, 91365, 91371	WOODLAND HILLS CA 91364	92020, 92022, 92090	EL CAJON CA 92020
91401, 91404, 91407, 91408	VAN NUYS CA 91401	92023, 92024	ENCINITAS CA 92024
91402, 91412	VAN NUYS CA 91402	92026, 92033, 92046	ESCONDIDO CA 92026
91501, 91502, 91504	BURBANK CA 91501	92028, 92088	FALLBROOK CA 92028
91503, 91506-91508, 91510, 91521-91523	BURBANK CA 91506	92051, 92054	OCEANSIDE CA 92054
91601-91603, 91610	NORTH HOLLYWOOD CA 91601	92052, 92057	OCEANSIDE CA 92057
91604, 91614	NORTH HOLLYWOOD CA 91604	92064, 92074	POWAY CA 92064
91605, 91606, 91608, 91609, 91615, 91616, 91618	NORTH HOLLYWOOD CA 91605	92069, 92078, 92079, 92096	SAN MARCOS CA 92069
91607, 91617	NORTH HOLLYWOOD CA 91607	92071, 92072	SANTEE CA 92071
91701, 91737	RANCHO CUCAMONGA CA 91701	92101, 92112	SAN DIEGO CA 92101
91714-91716, 91735	CITY OF INDUSTRY CA 91714	92103, 92163	SAN DIEGO CA 92103
91722, 91724	COVINA CA 91722	92104, 92164	SAN DIEGO CA 92104
91729, 91730, 91739	RANCHO CUCAMONGA CA 91730	92105, 92165	SAN DIEGO CA 92105
91731-91734	EL MONTE CA 91731	92106, 92166	SAN DIEGO CA 92106
91744, 91746	LA PUENTE CA 91744	92107, 92167	SAN DIEGO CA 92107
91745, 91748	LA PUENTE CA 91745	92109, 92169	SAN DIEGO CA 92109
91747, 91749	LA PUENTE CA 91747	92110, 92171	SAN DIEGO CA 92110
91754-91756	MONTEREY PARK CA 91754	92113, 92170	SAN DIEGO CA 92113
91758, 91761, 91764, 91798	ONTARIO CA 91758	92115, 92175	SAN DIEGO CA 92115
91766-91768	POMONA CA 91766	92116, 92176	SAN DIEGO CA 92116
91770-91772	ROSEMEAD CA 91770	92117, 92177	SAN DIEGO CA 92117
91775, 91776, 91778	SAN GABRIEL CA 91775	92118, 92178	SAN DIEGO CA 92118
91784-91786	UPLAND CA 91784	92119, 92159	SAN DIEGO CA 92119
91788, 91789, 91795	WALNUT CA 91788	92120, 92160, 92190	SAN DIEGO CA 92120
91790-91793	WEST COVINA CA 91790	92121, 92191	SAN DIEGO CA 92121
91801, 91802, 91841	ALHAMBRA CA 91801	92123, 92193	SAN DIEGO CA 92123
91901, 91903	ALPINE CA 91901	92126, 92196	SAN DIEGO CA 92126
91902, 91908	BONITA CA 91902	92127, 92128	SAN DIEGO CA 92128
91909, 91911	CHULA VISTA CA 91909	92137, 92138, 92186	SAN DIEGO CA 92138
91910, 91912	CHULA VISTA CA 91910	92139, 92149	SAN DIEGO CA 92139
91913-91915, 91921	CHULA VISTA CA 91915	92143, 92173	SAN YSIDRO CA 92173
91932, 91933	IMPERIAL BEACH CA 91932	92150, 92199	SAN DIEGO CA 92150
91941, 91944	LA MESA CA 91941	92603, 92612, 92617-92619	IRVINE CA 92618
91945, 91946	LEMON GROVE CA 91945	92605, 92647	HUNTINGTON BEACH CA 92647
91950, 91951	NATIONAL CITY CA 91950	92606, 92614	IRVINE CA 92614
91976-91979	SPRING VALLEY CA 91977	92607, 92677	LAGUNA BEACH CA 92607
92008, 92018	CARLSBAD CA 92008	92609, 92630	EL TORO CA 92609
92009, 92013	CARLSBAD CA 92009	92610, 92678, 92679, 92688	RCHO STA MARGARITA CA 92688
		92615, 92646	HUNTINGTON BEACH CA 92615
		92624, 92629	DANA POINT CA 92629
		92625, 92657, 92662	CORONA DEL MAR CA 92625
		92626, 92628	COSTA MESA CA 92626
		92651, 92652	LAGUNA BEACH CA 92651

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
92653, 92654	LAGUNA HILLS CA 92654	93065, 93094, 93099	SIMI VALLEY CA 93065
92655, 92683-92685	WESTMINSTER CA 92683	93101, 93102, 93120, 93121, 93190	SANTA BARBARA CA 93101
92656, 92698	ALISO VIEJO CA 92656	93103, 93108, 93140	SANTA BARBARA CA 93103
92659, 92661, 92663	NEWPORT BEACH CA 92659	93105, 93150	SANTA BARBARA CA 93105
92672, 92674	SAN CLEMENTE CA 92674	93109, 93130	SANTA BARBARA CA 93109
92675, 92693	SAN JUAN CAPISTRAN CA 92675	93110, 93111, 93160	SANTA BARBARA CA 93110
92690, 92691	MISSION VIEJO CA 92690	93116-93118	SANTA BARBARA CA 93117
92692, 92694	MISSION VIEJO CA 92692	93215, 93216	DELANO CA 93215
92697, 92799	SANTA ANA CA 92799	93230, 93232	HANFORD CA 93230
92701, 92702	SANTA ANA CA 92701	93257, 93258	PORTERVILLE CA 93257
92705, 92711	SANTA ANA CA 92711	93274, 93275	TULARE CA 93274
92708, 92728	FOUNTAIN VALLEY CA 92708	93304, 93384	BAKERSFIELD CA 93304
92780-92782	TUSTIN CA 92780	93307, 93387	BAKERSFIELD CA 93307
92801, 92803, 92805, 92815, 92825	ANAHEIM CA 92801	93309, 93389	BAKERSFIELD CA 93309
92802, 92812	ANAHEIM CA 92802	93313, 93390	BAKERSFIELD CA 93313
92804, 92814	ANAHEIM CA 92804	93401, 93403, 93405, 93407-93410	SAN LUIS OBISPO CA 93401
92806, 92816	ANAHEIM CA 92806	93402, 93412	LOS OSOS CA 93402
92807, 92817	ANAHEIM CA 92817	93422, 93423	ATASCADERO CA 93422
92808, 92809	ANAHEIM CA 92808	93436-93438	LOMPOC CA 93436
92821-92823	BREA CA 92821	93442, 93443	MORRO BAY CA 93442
92831, 92832, 92834	FULLERTON CA 92834	93446, 93447	PASO ROBLES CA 93446
92833, 92837	FULLERTON CA 92837	93448, 93449	PISMO BEACH CA 93449
92835, 92838	FULLERTON CA 92838	93454, 93456, 93458	SANTA MARIA CA 93454
92840-92844	GARDEN GROVE CA 92842	93455, 93457	SANTA MARIA CA 93455
92845, 92846	GARDEN GROVE CA 92845	93463, 93464	SOLVANG CA 93463
92856, 92861, 92867, 92868	ORANGE CA 92867	93501, 93502	MOJAVE CA 93501
92857, 92859, 92862, 92863, 92865, 92866, 92869	ORANGE CA 92863	93504, 93505	CALIFORNIA CITY CA 93505
92870, 92871	PLACENTIA CA 92870	93512, 93514, 93515	BISHOP CA 93514
92877, 92879, 92881, 92883	CORONA CA 92877	93516, 93596	BORON CA 93516
92878, 92880, 92882	CORONA CA 92878	93523, 93524	EDWARDS CA 93523
92885-92887	YORBA LINDA CA 92885	93527, 93542	INYOKERN CA 93527
93001, 93002	VENTURA CA 93001	93534-93536, 93539, 93584, 93586	LANCASTER CA 93534
93010-93012	CAMARILLO CA 93010	93550-93552, 93590, 93591	PALMDALE CA 93550
93013, 93014	CARPINTERIA CA 93014	93555, 93556	RIDGECREST CA 93555
93015, 93016	FILLMORE CA 93015	93561, 93581	TEHACHAPI CA 93561
93020, 93021	MOORPARK CA 93021	93562, 93592	TRONA CA 93562
93023, 93024	OJAI CA 93023	93604, 93669	BASS LAKE CA 93604
93030-93032	OXNARD CA 93030	93611-93613	CLOVIS CA 93612
93033, 93034	OXNARD CA 93033	93637-93639	MADERA CA 93638
93041, 93043, 93044	PORT HUENEME CA 93041		
93060, 93061	SANTA PAULA CA 93060		
93062-93064	SIMI VALLEY CA 93063		

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
93646, 93675	ORANGE COVE CA 93646	94604, 94612, 94617	OAKLAND CA 94612
93701, 93721	FRESNO CA 93701	94608, 94662	EMERYVILLE CA 94608
93704, 93755	FRESNO CA 93704	94614, 94621, 94622	OAKLAND CA 94621
93705, 93790-93794	FRESNO CA 93705	94615, 94625, 94649, 94659, 94660, 94666	OAKLAND CA 94615
93706, 93725	FRESNO CA 93706	94701, 94704, 94712	BERKELEY CA 94704
93710, 93729	FRESNO CA 93710	94801, 94802, 94807	RICHMOND CA 94801
93901, 93902	SALINAS CA 93901	94803, 94820	EL SOBRANTE CA 94803
93905, 93915	SALINAS CA 93905	94804, 94808	RICHMOND CA 94804
93922, 93923	CARMEL CA 93923	94901, 94912, 94915	SAN RAFAEL CA 94901
94010-94012	BURLINGAME CA 94011	94903, 94913	SAN RAFAEL CA 94903
94014-94017	DALY CITY CA 94015	94904, 94914	GREENBRAE CA 94904
94022, 94023	LOS ALTOS CA 94022	94925, 94939, 94976	CORTE MADERA CA 94925
94025-94028	MENLO PARK CA 94027	94926-94928, 94931	ROHNERT PARK CA 94928
94039, 94041, 94042	MOUNTAIN VIEW CA 94041	94930, 94960, 94978, 94979	SAN ANSELMO CA 94960
94040, 94043	MOUNTAIN VIEW CA 94043	94941, 94942	MILL VALLEY CA 94941
94080, 94083	S SAN FRANCISCO CA 94080	94945, 94947-94949	NOVATO CA 94947
94085, 94086, 94089	SUNNYVALE CA 94086	94952-94955	PETALUMA CA 94952
94087, 94088	SUNNYVALE CA 94087	94964, 94974	SAN QUENTIN CA 94964
94106, 94119, 94120, 94137, 94139, 94144, 94145, 94150, 94151, 94155, 94160, 94161, 94163, 94177, 94188	SAN FRANCISCO CA 94188	94965, 94966	SAUSALITO CA 94965
94301, 94302	PALO ALTO CA 94301	94975, 94999	PETALUMA CA 94999
94303, 94304	PALO ALTO CA 94303	95001, 95003	APTOS CA 95003
94305, 94309	PALO ALTO CA 94305	95008, 95009, 95011	CAMPBELL CA 95008
94401, 94402	SAN MATEO CA 94402	95014, 95015	CUPERTINO CA 95014
94403, 94404	SAN MATEO CA 94403	95020, 95021	GILROY CA 95020
94501, 94502	ALAMEDA CA 94501	95023, 95024	HOLLISTER CA 95023
94503, 94589	AMERICAN CANYON CA 94503	95026, 95044	REDWOOD ESTATES CA 95044
94512, 94585	SUISUN CITY CA 94585	95030, 95031	LOS GATOS CA 95030
94516, 94556, 94570, 94575	MORAGA CA 94556	95035, 95036	MILPITAS CA 95035
94518, 94519	CONCORD CA 94518	95037, 95038	MORGAN HILL CA 95037
94520, 94522, 94524, 94527, 94529	CONCORD CA 94520	95050, 95054, 95056	SANTA CLARA CA 95050
94533, 94534	FAIRFIELD CA 94533	95051, 95055	SANTA CLARA CA 95051
94536, 94537	FREMONT CA 94536	95060, 95061	SANTA CRUZ CA 95060
94540, 94544	HAYWARD CA 94544	95062, 95063	SANTA CRUZ CA 95062
94541, 94543	HAYWARD CA 94541	95066, 95067	SCOTTS VALLEY CA 95066
94545, 94557	HAYWARD CA 94545	95070, 95071	SARATOGA CA 95070
94547, 94572	RODEO CA 94572	95076, 95077	WATSONVILLE CA 95076
94559, 94581	NAPA CA 94559	95101, 95161, 95190-95194, 95196	SAN JOSE CA 95101
94566, 94586	PLEASANTON CA 94566	95103, 95106, 95108, 95109, 95115	SAN JOSE CA 95103
94567, 94574, 94576	SAINT HELENA CA 94574	95110, 95113	SAN JOSE CA 95113
94582, 94583	SAN RAMON CA 94583	95116, 95156	SAN JOSE CA 95116
94590, 94592	VALLEJO CA 94590	95117, 95130, 95157	SAN JOSE CA 95117
		95118, 95158	SAN JOSE CA 95118
		95120, 95141, 95160	SAN JOSE CA 95120

Column A Destination ZIP Codes	Column B Label Container To
95122, 95151	SAN JOSE CA 95122
95123, 95153	SAN JOSE CA 95123
95124, 95154	SAN JOSE CA 95124
95125, 95150	SAN JOSE CA 95125
95126, 95159	SAN JOSE CA 95126
95129, 95170	SAN JOSE CA 95129
95132, 95140, 95152	SAN JOSE CA 95132
95134, 95164	SAN JOSE CA 95134
95202, 95203	STOCKTON CA 95203
95204, 95208, 95211, 95212	STOCKTON CA 95204
95205, 95215	STOCKTON CA 95205
95209, 95210, 95269	STOCKTON CA 95209
95213, 95297	STOCKTON CA 95213
95219, 95267	STOCKTON CA 95219
95226, 95252	VALLEY SPRINGS CA 95252
95240-95242	LODI CA 95240
95246, 95250	SHEEP RANCH CA 95250
95304, 95377, 95391	TRACY CA 95304
95314, 95364, 95375	PINECREST CA 95364
95340, 95341, 95344, 95348	MERCED CA 95340
95350, 95352, 95397	MODESTO CA 95350
95351, 95358	MODESTO CA 95351
95355-95357	MODESTO CA 95355
95376, 95378	TRACY CA 95376
95380-95382	TURLOCK CA 95380
95402, 95406	SANTA ROSA CA 95402
95405, 95409	SANTA ROSA CA 95405
95418, 95482	UKIAH CA 95482
95420, 95437	FORT BRAGG CA 95437
95472, 95473	SEBASTOPOL CA 95472
95485, 95493	UPPER LAKE CA 95485
95501-95503, 95534	EUREKA CA 95501
95518, 95519, 95521	ARCATA CA 95521
95602-95604	AUBURN CA 95603
95605, 95691	WEST SACRAMENTO CA 95691
95608, 95609	CARMICHAEL CA 95608
95611, 95621	CITRUS HEIGHTS CA 95621
95616-95618	DAVIS CA 95616
95624, 95759	ELK GROVE CA 95624
95630, 95671, 95763	FOLSOM CA 95630
95644, 95646, 95666	PIONEER CA 95666
95652, 95660	NORTH HIGHLANDS CA 95660

Column A Destination ZIP Codes	Column B Label Container To
95655, 95670, 95741, 95742	RANCHO CORDOVA CA 95670
95677, 95765	ROCKLIN CA 95677
95687, 95696	VACAVILLE CA 95687
95695, 95776	WOODLAND CA 95695
95721, 95735	TWIN BRIDGES CA 95735
95724, 95728	SODA SPRINGS CA 95728
95798, 95799	WEST SACRAMENTO CA 95799
95813, 95851-95853	SACRAMENTO CA 95813
95815, 95833	SACRAMENTO CA 95815
95825, 95864-95866	SACRAMENTO CA 95825
95826, 95827	SACRAMENTO CA 95826
95829, 95830	SACRAMENTO CA 95829
95834-95837	SACRAMENTO CA 95834
95901, 95903	MARYSVILLE CA 95901
95926, 95973	CHICO CA 95926
95927, 95929, 95976	CHICO CA 95927
95945, 95949	GRASS VALLEY CA 95945
95965, 95966	OROVILLE CA 95965
95967, 95969	PARADISE CA 95969
95991-95993	YUBA CITY CA 95991
96001, 96099	REDDING CA 96001
96021, 96029	CORNING CA 96021
96051, 96070	LAKEHEAD CA 96051
96061, 96063	MINERAL CA 96063
96114, 96136	JANESVILLE CA 96114
96123, 96132	RAVENDALE CA 96123
96127, 96130	SUSANVILLE CA 96130
96150-96152, 96154-96156, 96158	SOUTH LAKE TAHOE CA 96150
96160, 96161	TRUCKEE CA 96161
96701, 96782, 96861	PEARL CITY HI 96782
96703, 96751	ANAHOLA HI 96703
96704, 96737	CAPTAIN COOK HI 96704
96707, 96797	WAIPAHU HI 96797
96720, 96721, 96781, 96783	HILO HI 96720
96722, 96754	KILAUEA HI 96754
96732, 96733	KAHULUI HI 96732
96734, 96863	KAILUA HI 96734
96738, 96743	KAMUELA HI 96743
96740, 96745	KAILUA KONA HI 96740
96761, 96767	LAHAINA HI 96761
96764, 96773, 96774	LAUPAHOEHOE HI 96764
96768, 96788	MAKAWAO HI 96768
96786, 96854	WAHIAWA HI 96786

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
96801-96812	HONOLULU HI 96812	97735, 97739	LA PINE OR 97739
96815, 96830	HONOLULU HI 96815	97801, 97859	PENDLETON OR 97801
96820, 96838	HONOLULU HI 96820	97812, 97861	ARLINGTON OR 97812
96821, 96825	HONOLULU HI 96825	97814, 97834, 97840, 97870, 97877	BAKER CITY OR 97814
96822, 96823, 96826, 96844, 96848	HONOLULU HI 96822	97841, 97876	IMBLER OR 97841
96910, 96913, 96915, 96919, 96921, 96923, 96929, 96931, 96932	BARRIGADA GU 96913	98001, 98047, 98071	AUBURN WA 98001
97005, 97008, 97075-97078	BEAVERTON OR 97005	98002, 98092	AUBURN WA 98002
97009, 97089	BORING OR 97009	98003, 98063	FEDERAL WAY WA 98003
97015, 97027, 97086	CLACKAMAS OR 97015	98005, 98015	BELLEVUE WA 98005
97030, 97080	GRESHAM OR 97030	98007, 98008	BELLEVUE WA 98007
97051, 97053, 97054	SAINT HELENS OR 97051	98011, 98041	BOTHELL WA 98011
97106, 97109, 97125	BANKS OR 97106	98021, 98082	BOTHELL WA 98021
97116, 97117	FOREST GROVE OR 97116	98023, 98093	FEDERAL WAY WA 98023
97201, 97207, 97258	PORTLAND OR 97201	98027, 98029, 98075	ISSAQUAH WA 98027
97203, 97231, 97283	PORTLAND OR 97203	98030, 98031, 98064	KENT WA 98031
97204, 97205	PORTLAND OR 97204	98033, 98083	KIRKLAND WA 98033
97206, 97286	PORTLAND OR 97206	98036, 98046	LYNNWOOD WA 98036
97208, 97228, 97255, 97256	PORTLAND OR 97208	98052, 98073	REDMOND WA 98052
97209, 97210, 97296	PORTLAND OR 97209	98053, 98074	REDMOND WA 98053
97212, 97227	PORTLAND OR 97212	98054, 98198	DES MOINES WA 98198
97213, 97218	PORTLAND OR 97213	98055, 98058	RENTON WA 98055
97214, 97232, 97293	PORTLAND OR 97214	98056, 98059	RENTON WA 98059
97215, 97216, 97233	PORTLAND OR 97216	98101, 98111, 98161, 98171, 98191	SEATTLE WA 98101
97219, 97239, 97280	PORTLAND OR 97219	98104, 98114, 98154, 98164, 98174	SEATTLE WA 98104
97221, 97225, 97298	PORTLAND OR 97221	98105, 98145, 98185	SEATTLE WA 98105
97222, 97267, 97268	OAK GROVE OR 97267	98106, 98146	SEATTLE WA 98106
97229, 97291	PORTLAND OR 97229	98107, 98117	SEATTLE WA 98107
97236, 97266	PORTLAND OR 97236	98108, 98134	SEATTLE WA 98108
97301, 97317	SALEM OR 97301	98124, 98181, 98184	SEATTLE WA 98124
97310-97313	SALEM OR 97310	98126, 98136	SEATTLE WA 98126
97321, 97322	ALBANY OR 97321	98148, 98166	BURIEN WA 98148
97330, 97331, 97333, 97339	CORVALLIS OR 97330	98158, 98168	SEATTLE WA 98168
97357, 97380	SILETZ OR 97380	98201, 98205-98207	EVERETT WA 98201
97367, 97368	LINCOLN CITY OR 97367	98204, 98208	EVERETT WA 98204
97401, 97440	EUGENE OR 97401	98225, 98227	BELLINGHAM WA 98225
97403, 97405, 97455	EUGENE OR 97405	98226, 98228	BELLINGHAM WA 98226
97404, 97408	EUGENE OR 97404	98230, 98231	BLAINE WA 98230
97438, 97452	LOWELL OR 97452	98270, 98271	MARYSVILLE WA 98270
97601-97604, 97625	KLAMATH FALLS OR 97601	98273, 98274	MOUNT VERNON WA 98273
97624, 97639	CHILOQUIN OR 97624	98282, 98292	STANWOOD WA 98292
97630, 97637	LAKEVIEW OR 97630	98290, 98291, 98296	SNOHOMISH WA 98290
97701, 97707-97709	BEND OR 97701	98310, 98311	BREMERTON WA 98310
97710, 97720-97722, 97736	BURNS OR 97720	98329, 98395	GIG HARBOR WA 98329

Column A Destination ZIP Codes	Column B Label Container To	Column A Destination ZIP Codes	Column B Label Container To
98332, 98335	GIG HARBOR WA 98332	99208, 99218	SPOKANE WA 99208
98349, 98351	LAKEBAY WA 98349	99219, 99224	SPOKANE WA 99219
98362, 98363	PORT ANGELES WA 98362	99220, 99252, 99258	SPOKANE WA 99220
98366, 98367	PORT ORCHARD WA 98366	99301, 99302, 99336-99338	PASCO WA 99301
98371, 98372	PUYALLUP WA 98371	99344, 99349	OTHELLO WA 99344
98373-98375	PUYALLUP WA 98373	99352, 99353	WEST RICHLAND WA 99353
98401-98403, 98421	TACOMA WA 98401	99501, 99513, 99520	ANCHORAGE AK 99501
98404, 98405, 98443	TACOMA WA 98404	99502, 99518, 99522	ANCHORAGE AK 99502
98406, 98416	TACOMA WA 98406	99503, 99524, 99599	ANCHORAGE AK 99503
98408, 98409	TACOMA WA 98408	99504, 99521	ANCHORAGE AK 99504
98422, 98424	TACOMA WA 98422	99507, 99523	ANCHORAGE AK 99507
98439, 98497, 98499	LAKEWOOD WA 98439	99508, 99514	ANCHORAGE AK 99508
98444-98446	TACOMA WA 98444	99509, 99517	ANCHORAGE AK 99517
98464-98467	TACOMA WA 98464	99511, 99515, 99516, 99540	ANCHORAGE AK 99515
98471, 98481	TACOMA WA 98471	99615, 99619, 99697	KODIAK AK 99615
98502, 98508, 98512	OLYMPIA WA 98502	99701, 99708	FAIRBANKS AK 99701
98503, 98509, 98513, 98516	LACEY WA 98503	99706, 99709, 99712, 99790	FAIRBANKS AK 99709
98505-98507, 98511	OLYMPIA WA 98505	99801, 99803, 99850	JUNEAU AK 99801
98603, 98616, 98674	WOODLAND WA 98674	99901, 99950	KETCHIKAN AK 99901
98623, 98672	WHITE SALMON WA 98672		
98660, 98663, 98666	VANCOUVER WA 98660		
98662, 98682	VANCOUVER WA 98662		
98664, 98683, 98684, 98687	VANCOUVER WA 98684		
98665, 98668, 98685, 98686	VANCOUVER WA 98665		
98801, 98802, 98807	WENATCHEE WA 98801		
98901, 98903, 98904, 98907-98909	YAKIMA WA 98901		
98929, 98937	NACHES WA 98937		
99017, 99032	SPRAGUE WA 99032		
99026, 99034	NINE MILE FALLS WA 99026		
99101, 99131	ADDY WA 99101		
99104, 99128	FARMINGTON WA 99128		
99105, 99371	WASHTUCNA WA 99371		
99107, 99126, 99141, 99160	KETTLE FALLS WA 99141		
99117, 99147	CRESTON WA 99117		
99134, 99154	HARRINGTON WA 99134		
99136, 99143	LACROSSE WA 99143		
99144, 99159	ODESSA WA 99159		
99163-99165	PULLMAN WA 99163		
99171, 99176	SAINT JOHN WA 99171		
99201, 99256, 99260, 99299	SPOKANE WA 99201		
99202, 99212	SPOKANE WA 99202		
99205, 99209	SPOKANE WA 99205		
99206, 99214, 99216	SPOKANE WA 99206		

L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers

L607 lists the 5-digit ZIP Codes for machinable parcels eligible to be entered at designated SCFs when sorted into 3-digit containers. The corresponding rate eligibility and mail preparation standards are described in [453.3.1.4](#), [455.4.2](#), [466.4.1](#), and [466.4.2](#).

Column A lists the 5-digit destination ZIP Codes that may be included in this sortation. Column B lists the corresponding 3-digit destination for container labeling. Use [L005](#) for determining the corresponding SCF entry facility.

Column A Destination ZIP Codes	Column B Label Container To
00601-00606, 00610-00614, 00616, 00617, 00622-00624, 00627, 00631, 00636-00638, 00641, 00646, 00647, 00650, 00652, 00653, 00656, 00659, 00660, 00662, 00664, 00667, 00669, 00670, 00674, 00676-00678, 00680-00683, 00685, 00687, 00688, 00690, 00692-00694, 00698	SAN JUAN PR 006
00703-00705, 00707, 00714-00721, 00723, 00725-00729, 00731-00742, 00744, 00745, 00751, 00754, 00757, 00765-00767, 00771-00773, 00775, 00777, 00778, 00780, 00782-00786, 00791, 00792, 00794	SAN JUAN PR 007
00801-00805, 00820-00824, 00830, 00831, 00840, 00841, 00850, 00851	SAN JUAN PR 008
00901, 00902, 00906-00931, 00933, 00934, 00937, 00940, 00949-00954, 00956-00966, 00968-00971, 00975-00979, 00981-00988	SAN JUAN PR 009
03040, 03046, 03047, 03073, 03082, 03084	MANCHESTER NH 030
03215, 03217, 03230, 03231, 03233, 03238, 03240, 03241, 03243, 03245, 03252, 03255, 03259, 03260, 03262, 03268, 03269, 03272, 03273, 03279, 03280, 03282, 03284, 03287, 03289-03291	MANCHESTER NH 032
03441-03443, 03445, 03448, 03450, 03457, 03462, 03464, 03466, 03468	MANCHESTER NH 034
03575, 03579, 03589, 03595, 03597	WHITE RIV JCT VT 035
03601, 03604, 03605, 03607	WHITE RIV JCT VT 036
03740, 03746, 03749, 03752, 03754, 03765, 03769, 03772, 03779, 03780	WHITE RIV JCT VT 037
03810, 03812, 03815, 03817, 03830, 03837, 03838, 03845, 03847, 03850, 03852, 03853, 03856, 03859, 03871, 03875, 03882-03884, 03896, 03897	PORTSMOUTH NH 038
04006, 04007, 04013, 04014, 04016, 04017, 04019, 04028, 04050, 04056, 04061, 04068, 04076, 04082, 04088, 04095	PORTLAND ME 040

Column A Destination ZIP Codes	Column B Label Container To
04222, 04223, 04226-04228, 04230, 04231, 04234, 04237, 04253, 04258, 04261-04263, 04266, 04267, 04271, 04275, 04278, 04286-04289, 04291, 04292	PORTLAND ME 042
04406, 04408, 04413, 04417, 04418, 04420, 04431, 04435, 04451, 04454, 04467, 04471, 04475, 04478, 04481, 04485, 04486, 04490-04492, 04495, 04497	BANGOR ME 044
04535, 04541, 04551, 04558, 04565, 04571, 04573, 04575	PORTLAND ME 045
04612, 04613, 04617, 04624-04626, 04629, 04635, 04637, 04642, 04644-04646, 04648, 04650, 04655, 04657, 04664, 04667, 04669, 04671-04675, 04677, 04683, 04685, 04686, 04691	BANGOR ME 046
04733, 04734, 04738, 04744-04746, 04761, 04764, 04766, 04775, 04779, 04780, 04787	BANGOR ME 047
04846, 04850-04852, 04855, 04865	PORTLAND ME 048
04924, 04925, 04929, 04933, 04935, 04936, 04939, 04940, 04944, 04954, 04964, 04965, 04969, 04972, 04973, 04975, 04978, 04984, 04985, 04987, 04992	BANGOR ME 049
05030, 05031, 05034-05037, 05039-05043, 05047, 05049-05054, 05056, 05058, 05062, 05067, 05069-05074, 05076, 05077, 05079, 05083-05086	WHITE RIV JCT VT 050
05141, 05142, 05144, 05152, 05153, 05155, 05159, 05161	WHITE RIV JCT VT 051
05252, 05253, 05260	WHITE RIV JCT VT 052
05340-05344, 05351, 05355, 05357-05362	WHITE RIV JCT VT 053
05441, 05442, 05447, 05455, 05460, 05464, 05466, 05469, 05470, 05485	BURLINGTON VT 054
05620, 05633, 05640, 05647-05653, 05656-05658, 05662, 05664-05666, 05669-05671, 05675, 05678, 05681	BURLINGTON VT 056
05730, 05736, 05737, 05742, 05744-05748, 05750, 05757, 05758, 05762, 05766, 05768, 05769, 05772, 05775, 05776, 05778	WHITE RIV JCT VT 057
05820, 05823, 05825-05827, 05833-05838, 05840-05842, 05847-05850, 05853, 05858, 05861-05863, 05866-05868, 05872-05875	WHITE RIV JCT VT 058
05902, 05904, 05905, 05907	WHITE RIV JCT VT 059
08011, 08025, 08039, 08042, 08072, 08074, 08095, 08099	SOUTH JERSEY NJ 080
08218, 08220, 08231, 08245, 08246, 08248, 08252	SOUTH JERSEY NJ 082
08313, 08315, 08316, 08321, 08324, 08329, 08342, 08346-08348	SOUTH JERSEY NJ 083

Column A Destination ZIP Codes	Column B Label Container To
12007, 12016, 12017, 12022, 12024, 12028, 12029, 12031, 12032, 12035, 12036, 12040-12042, 12045, 12046, 12050, 12052, 12055, 12058, 12059, 12063, 12064, 12067, 12069-12071, 12073, 12076, 12082, 12085-12087, 12089, 12092, 12093	ALBANY NY 120
12107, 12108, 12115, 12120, 12124, 12128, 12130-12133, 12136, 12139-12141, 12147, 12150, 12151, 12153, 12156, 12160, 12161, 12164-12166, 12169, 12172-12177, 12187, 12190, 12194, 12195	ALBANY NY 121
12409-12412, 12416-12424, 12427, 12429-12436, 12438, 12439, 12441, 12442, 12444, 12448, 12450-12454, 12456, 12457, 12459-12461, 12463-12465, 12468-12473, 12475, 12480-12483, 12485, 12486, 12489, 12490, 12492-12495	MID-HUDSON NY 124
12719, 12720, 12722, 12724-12727, 12729, 12732-12734, 12736-12738, 12741-12743, 12745-12747, 12749-12752, 12759, 12760, 12762, 12763, 12765-12770, 12778, 12781-12787, 12789, 12791, 12792	MID-HUDSON NY 127
12808-12812, 12815, 12817, 12819-12821, 12823, 12824, 12827, 12833, 12835-12838, 12841-12844, 12846-12849, 12851-12865, 12870-12874, 12878, 12879, 12884, 12886, 12887	GLENS FALLS NY 128
12911-12917, 12921-12924, 12926-12928, 12930, 12932-12937, 12939, 12941-12943, 12945, 12949, 12950, 12952, 12955-12961, 12963-12967, 12969, 12970, 12973, 12975-12978, 12981, 12985, 12987, 12989, 12992, 12993, 12995-12998	PLATTSBURGH NY 129
13020, 13034, 13043, 13051, 13056, 13061, 13062, 13065, 13087, 13093	SYRACUSE NY 130
13102, 13103, 13107, 13113, 13115, 13117, 13119, 13121-13124, 13129, 13134, 13136-13139, 13141, 13147, 13154, 13158, 13162, 13163	SYRACUSE NY 131
13301-13303, 13310, 13312-13315, 13321, 13322, 13325, 13331, 13333, 13334, 13337, 13338, 13341, 13342, 13345, 13352, 13353, 13355, 13360-13362, 13364	UTICA NY 133
13401, 13404, 13410, 13415, 13418, 13426, 13435-13437, 13449, 13450, 13455, 13457, 13464, 13465, 13468-13470, 13472, 13473, 13475, 13477, 13479, 13482-13486, 13488, 13489, 13494	UTICA NY 134
13611, 13614, 13616, 13621, 13623, 13627, 13628, 13631-13633, 13636, 13638-13641, 13643, 13645, 13647, 13649-13651, 13657, 13659, 13664-13666, 13670, 13671, 13674, 13675, 13677, 13678, 13680-13684, 13687, 13692, 13693, 13695, 13696	WATERTOWN NY 136

Column A Destination ZIP Codes	Column B Label Container To
13737-13740, 13744, 13745, 13747, 13749-13752, 13756-13758, 13774, 13777, 13780, 13782, 13784, 13786, 13794	BINGHAMTON NY 137
13801, 13804, 13806, 13810, 13813, 13814, 13826, 13832, 13834, 13835, 13837, 13840-13842, 13844-13848, 13859-13861, 13863, 13864	BINGHAMTON NY 138
14008, 14010, 14026-14030, 14034, 14035, 14037-14039, 14041, 14054-14056, 14060, 14061, 14065, 14069, 14081-14083, 14091	BUFFALO NY 140
14107, 14110, 14112, 14113, 14126, 14130, 14133-14135, 14140, 14144, 14167-14169, 14173	BUFFALO NY 141
14410, 14413, 14415, 14429, 14430, 14443, 14449, 14452, 14453, 14461-14463, 14475, 14477, 14479, 14486, 14488	ROCHESTER NY 144
14506, 14508, 14511, 14515, 14518, 14529, 14536-14539, 14542, 14545, 14547, 14549, 14556-14558, 14563, 14571, 14585, 14588, 14592	ROCHESTER NY 145
14638, 14639, 14643, 14645-14647, 14649-14653, 14664, 14673, 14683, 14692, 14694	ROCHESTER NY 146
14707, 14708, 14714, 14717, 14720, 14721, 14728-14730, 14732, 14736, 14740, 14742, 14745, 14748, 14751, 14752, 14754, 14756, 14758, 14766, 14769, 14774, 14783-14786, 14788	JAMESTOWN NY 147
14808, 14816, 14819, 14824, 14825, 14827, 14839, 14841, 14842, 14846, 14854-14857, 14859, 14861, 14863, 14872, 14874, 14876-14878, 14881, 14884, 14885, 14887, 14893, 14898	ELMIRA NY 148
15020, 15053, 15072, 15075, 15082, 15091	PITTSBURGH PA 150
15230, 15250-15255, 15257-15259, 15262-15265, 15267, 15268, 15270, 15272, 15274, 15278, 15281, 15283, 15285, 15286, 15289, 15295	PITTSBURGH PA 152
15310, 15313, 15316, 15325, 15334, 15336, 15339, 15341, 15348, 15353, 15354, 15359, 15361, 15362, 15364-15366, 15378-15380	PITTSBURGH PA 153
15412, 15415, 15416, 15420-15422, 15429, 15430, 15432, 15434, 15439, 15440, 15443, 15446-15449, 15454, 15455, 15460, 15462, 15463, 15465, 15467, 15472, 15476, 15483-15485, 15488-15490, 15492	PITTSBURGH PA 154
15510, 15520, 15532, 15536, 15538-15540, 15544, 15546, 15548, 15549, 15553, 15555, 15561, 15564, 15565	JOHNSTOWN PA 155
15615-15617, 15621, 15625, 15628, 15633, 15635, 15638, 15640, 15647, 15660, 15662, 15664, 15674, 15682, 15685, 15689, 15691, 15693, 15695	GREENSBURG PA 156

Column A Destination ZIP Codes	Column B Label Container To
15710-15713, 15720, 15721, 15723, 15727, 15730, 15731, 15733, 15734, 15738-15741, 15744-15746, 15750, 15752-15754, 15756, 15758, 15760, 15761, 15763, 15764, 15770, 15773, 15775-15778, 15780, 15781, 15783, 15784	JOHNSTOWN PA 157
15821, 15822, 15827, 15828, 15831, 15841, 15847, 15861, 15863, 15866	JOHNSTOWN PA 158
15915, 15922, 15925, 15929, 15934, 15945, 15948, 15953, 15957, 15959, 15960, 15962	JOHNSTOWN PA 159
16016-16018, 16021, 16024, 16035, 16039, 16048, 16054, 16058	NEW CASTLE PA 160
16110, 16113, 16114, 16132, 16151, 16155	NEW CASTLE PA 161
16211-16213, 16217, 16220, 16221, 16223, 16225, 16228, 16234, 16236, 16238, 16244, 16245, 16250, 16253, 16257, 16260, 16261, 16263	NEW CASTLE PA 162
16311, 16312, 16321, 16322, 16328, 16331, 16332, 16334, 16343, 16352, 16361, 16370, 16375	ERIE PA 163
16402, 16405, 16413, 16416, 16422, 16427, 16430, 16432	ERIE PA 164
16514, 16515, 16522, 16530-16534, 16538, 16541, 16544, 16546, 16550, 16553, 16563, 16565, 16566	ERIE PA 165
16616, 16619-16624, 16629, 16631, 16633, 16634, 16638, 16644, 16645, 16659, 16660, 16663, 16670, 16672, 16674, 16675, 16677, 16681-16685, 16689, 16691, 16694	ALTOONA PA 166
16724-16726, 16728, 16730, 16732-16734, 16744, 16745, 16750, 16751	ERIE PA 167
16821, 16834, 16835, 16837, 16839, 16840, 16850, 16852, 16855, 16856, 16859-16861, 16864, 16871, 16873, 16876, 16879, 16882	ALTOONA PA 168
16910, 16911, 16918, 16921, 16926, 16932, 16937, 16939-16941, 16943, 16945	WILLIAMSPORT PA 169
17002, 17005, 17008, 17014, 17029, 17035, 17037, 17039, 17041, 17054, 17056, 17069, 17071, 17072, 17075-17077, 17080, 17081, 17083, 17085	HARRISBURG PA 170
17210, 17211, 17213, 17215, 17217, 17219-17221, 17231, 17232, 17239, 17246, 17247, 17249-17251, 17253, 17260, 17262, 17263, 17265, 17266, 17270-17272	HARRISBURG PA 172
17310-17312, 17317, 17323, 17329, 17337, 17342, 17343, 17354, 17355, 17358, 17371, 17375	HARRISBURG PA 173
17503, 17504, 17507, 17521, 17528, 17533, 17536, 17549, 17564, 17568, 17570, 17575, 17576, 17580, 17583, 17585	LANCASTER PA 175

Column A Destination ZIP Codes	Column B Label Container To
17720, 17726, 17727, 17730, 17731, 17735, 17739, 17742, 17748-17750, 17758, 17760, 17762, 17763, 17768, 17769, 17774, 17776, 17778	WILLIAMSPORT PA 177
17827, 17829, 17832, 17833, 17835, 17836, 17839, 17840, 17843, 17850, 17858, 17861, 17862, 17865, 17867, 17877, 17880, 17882-17888	HARRISBURG PA 178
17920, 17923, 17925, 17930, 17933, 17934, 17941-17946, 17949, 17951-17953, 17957, 17964, 17966, 17968, 17974, 17978, 17979, 17982, 17985	READING PA 179
18012, 18025, 18030, 18035, 18039, 18046, 18059, 18060, 18065, 18068, 18079, 18083, 18084, 18086	LEHIGH VALLEY PA 180
18212, 18220, 18221, 18223, 18225, 18230, 18231, 18234, 18239, 18242, 18244-18248, 18251, 18254, 18256	WILKES BARRE PA 182
18320, 18323, 18333, 18334, 18340, 18341, 18349, 18352, 18355-18357	LEHIGH VALLEY PA 183
18413, 18416, 18420, 18427, 18430, 18435, 18437-18439, 18443, 18449, 18451, 18454-18457, 18459-18463, 18469	SCRANTON PA 184
18601, 18602, 18611, 18619, 18622, 18624-18628, 18632, 18653, 18654	WILKES BARRE PA 186
18813-18817, 18820, 18823, 18825, 18827, 18828, 18842, 18843, 18845, 18846	SCRANTON PA 188
18910, 18911, 18913, 18918, 18921-18924, 18926-18928, 18933-18935, 18943, 18946, 18953, 18956-18958, 18962, 18968, 18971, 18979-18981	SOUTHEASTERN PA 189
19316, 19318, 19346, 19347, 19351, 19354, 19357, 19358, 19360, 19366, 19367, 19369-19371, 19376, 19397-19399	SOUTHEASTERN PA 193
19420, 19421, 19423, 19429, 19430, 19432, 19435, 19450, 19451, 19457, 19470, 19472, 19478, 19480, 19483, 19493	SOUTHEASTERN PA 194
19511, 19516, 19519, 19523, 19535, 19536, 19538, 19542, 19544, 19548, 19549, 19554, 19559, 19564	READING PA 195
19708, 19731-19733, 19735, 19736	WILMINGTON DE 197
19931, 19936, 19955, 19961, 19967, 19969, 19980	WILMINGTON DE 199
24000, 24093, 24094	ROANOKE VA 240
24111, 24131, 24146, 24161, 24177	ROANOKE VA 241
25002, 25005, 25007, 25008, 25010, 25011, 25019, 25021, 25022, 25024-25026, 25028, 25030, 25031, 25036, 25040, 25044, 25047-25049, 25051, 25054, 25057, 25059-25062, 25075, 25076, 25079, 25083, 25086, 25088, 25090, 25093	CHARLESTOWN WV 250

Column A Destination ZIP Codes	Column B Label Container To
25103, 25106-25111, 25114, 25115, 25118, 25119, 25121, 25125, 25126, 25132-25134, 25139, 25141, 25142, 25147-25150, 25152, 25154, 25160-25162, 25165, 25169, 25173, 25174, 25180, 25183, 25185, 25187, 25193	CHARLESTOWN WV 251
25201, 25203-25206, 25211, 25214, 25231, 25244, 25245, 25247, 25251, 25259, 25261, 25264, 25266, 25268, 25279, 25281, 25285, 25287	CHARLESTOWN WV 252
25534, 25544, 25562, 25569, 25572	HUNTINGTON WV 255
25612, 25614, 25632, 25644, 25654, 25665, 25666, 25687, 25699	HUNTINGTON WV 256
25701-25703, 25705-25729, 25755, 25771-25778	HUNTINGTON WV 257
25810, 25811, 25816, 25817, 25820, 25823, 25825, 25826, 25831, 25833, 25836, 25837, 25839, 25841, 25843-25849, 25851, 25853-25857, 25859, 25860, 25862, 25864-25866, 25868, 25870, 25871, 25873, 25875, 25876, 25878, 25879	BECKLEY WV 258
25902, 25904, 25906-25909, 25911, 25913-25917, 25919, 25920, 25922, 25926-25928, 25931, 25932, 25934, 25936, 25938, 25942, 25943, 25958, 25961, 25965-25967, 25969, 25971, 25972, 25976-25979, 25981, 25985, 25986, 25989	BECKLEY WV 259
26036, 26056, 26058	WHEELING WV 260
26136-26138, 26141, 26148, 26151, 26152, 26161, 26162, 26169, 26173, 26186	PARKERSBURG WV 261
26203, 26215, 26217, 26219, 26224, 26228, 26229, 26236, 26267, 26268, 26278, 26282, 26289, 26291, 26296, 26298, 26299	CLARKSBURG WV 262
26320, 26321, 26325, 26327, 26338, 26339, 26342-26344, 26348, 26349, 26361, 26366, 26372, 26376, 26384	CLARKSBURG WV 263
26404, 26412, 26421, 26422, 26424, 26430, 26434-26438, 26443, 26447, 26451, 26461, 26463	CLARKSBURG WV 264
26543, 26546, 26560, 26561, 26563, 26566, 26568, 26572, 26576, 26585, 26587, 26590	CLARKSBURG WV 265
26611-26615, 26617, 26619, 26627, 26629, 26631, 26636, 26638, 26639, 26641, 26660, 26667, 26671, 26674, 26675, 26680, 26684, 26690, 26691	GASSAWAY WV 266
27100, 27102, 27108-27110, 27113, 27115, 27120, 27150-27152, 27155-27157, 27198, 27199	WINSTON-SALEM NC 271
27400, 27411, 27420, 27425, 27427, 27438, 27480, 27498, 27499	GREENSBORO NC 274
27600, 27602, 27619, 27620, 27622, 27623, 27626, 27628, 27634, 27636, 27640, 27650, 27658, 27661, 27675, 27676, 27690, 27697-27699	RALEIGH NC 276

Column A Destination ZIP Codes	Column B Label Container To
27700, 27702, 27710	DURHAM NC 277
28006, 28010, 28019, 28024, 28038, 28042, 28074, 28076	CHARLOTTE NC 280
28108, 28123, 28126, 28130, 28136	CHARLOTTE NC 281
28400, 28401, 28412	FAYETTEVILLE NC 284
29703, 29717, 29743	CHARLOTTE NC 297
29912, 29913, 29921-29923, 29931-29934, 29939, 29941, 29943	SAVANNAH GA 299
30353, 30368, 30374, 30375, 30380, 30384-30389, 30392, 30394, 30396, 30398, 30399	ATLANTA GA 303
31304, 31309, 31319, 31327	SAVANNAH GA 313
31518, 31532, 31550-31552, 31556, 31562, 31564, 31565, 31567, 31568, 31598, 31599	WAYCROSS GA 315
31623-31625, 31627, 31629-31631, 31633, 31638, 31641, 31649	VALDOSTA GA 316
32006, 32013, 32026, 32042	JACKSONVILLE FL 320
32116, 32122, 32123, 32125, 32126, 32133, 32138, 32149, 32185	DAYTONA BEACH FL 321
32215, 32255, 32260	JACKSONVILLE FL 322
32315, 32337, 32343, 32355-32357, 32360, 32361, 32395	TALLAHASSEE FL 323
32412, 32422, 32432, 32434, 32437, 32449, 32452, 32454, 32461, 32463	PANAMA CITY FL 324
32502, 32520-32523, 32537, 32538	PENSACOLA FL 325
32633, 32635, 32654, 32662, 32693, 32697	GAINSVILLE FL 326
32753, 32793, 32799	MID-FLORIDA FL 327
32816, 32830, 32855, 32858, 32862, 32885-32887, 32890, 32891, 32893, 32896	ORLANDO FL 328
33002, 33076, 33082	SOUTH FLORIDA FL 330
33231, 33234, 33239, 33257, 33280, 33296	MIAMI FL 332
33651, 33675, 33686, 33687, 33689, 33690	TAMPA FL 336
33804, 33806, 33807, 33847, 33854-33856	LAKELAND FL 338
34250, 34260, 34272, 34278	MANASOTA FL 342
35225, 35230, 35240, 35245, 35246, 35260, 35277, 35279, 35282, 35283, 35285-35293, 35295-35298	BIRMINGHAM AL 352
36449, 36457, 36473	EVERGREEN AL 364
36721, 36723, 36727, 36741, 36745, 36753, 36764, 36766, 36790	MONTGOMERY AL 367
40003, 40007, 40009, 40010, 40012, 40018, 40020, 40022, 40025, 40027, 40032, 40036, 40040, 40041, 40046, 40048-40050, 40052, 40055, 40058, 40060, 40061, 40063, 40070, 40075, 40078	LOUISVILLE KY 400

Column A Destination ZIP Codes	Column B Label Container To
40104, 40107, 40109-40111, 40115, 40119, 40129, 40140, 40144, 40145, 40152, 40153, 40155, 40157, 40162, 40171, 40176-40178	LOUISVILLE KY 401
40221, 40224, 40225, 40268	LOUISVILLE KY 402
40316, 40317, 40319, 40334, 40339, 40346, 40348, 40350, 40355, 40357, 40358, 40363, 40366, 40376	LEXINGTON KY 403
40405, 40410, 40434, 40445, 40446, 40448, 40452, 40460, 40467, 40473, 40481, 40488, 40492, 40495	LEXINGTON KY 404
40724, 40730, 40754, 40755	LONDON KY 407
40803, 40808, 40816, 40818, 40824, 40830, 40843, 40844, 40849, 40856, 40858, 40874	LONDON KY 408
40921, 40923, 40931, 40932, 40944, 40946, 40951, 40953, 40955, 40958, 40964, 40979, 40981-40983, 40995, 40997, 40999	LONDON KY 409
41037, 41052-41054, 41061, 41062, 41065, 41081, 41096	CINCINNATI OH 410
41128, 41135, 41159, 41160, 41173, 41181	ASHLAND KY 411
41201, 41226, 41257, 41264, 41271	ASHLAND KY 412
41307, 41310, 41313, 41333, 41338, 41344, 41347, 41351, 41352, 41360, 41362, 41364-41368, 41385, 41386, 41390, 41397	CAMPTON KY 413
41408, 41413, 41421, 41425, 41426, 41433, 41451, 41459, 41464, 41477	CAMPTON KY 414
41503, 41512, 41513, 41517, 41519, 41520, 41524, 41526-41528, 41534, 41535, 41538, 41540, 41542-41544, 41547-41549, 41554, 41555, 41558-41561, 41563, 41566-41568, 41571	PIKEVILLE KY 415
41602-41607, 41612, 41615, 41616, 41619, 41621, 41622, 41630-41632, 41636, 41640, 41642, 41643, 41650, 41651, 41655, 41659, 41660, 41663, 41666, 41667, 41669	PIKEVILLE KY 416
41712-41714, 41721, 41723, 41725, 41727, 41729-41731, 41735, 41736, 41739, 41740, 41743, 41745-41747, 41751, 41754, 41759, 41760, 41762-41764, 41766, 41772, 41775, 41777, 41778	HAZARD KY 417
41804, 41810, 41812, 41817, 41819, 41821, 41825, 41828, 41831-41839, 41843, 41845, 41847-41849, 41855, 41859, 41861, 41862	HAZARD KY 418
42022, 42028, 42032-42034, 42037, 42047, 42059-42061, 42063, 42070, 42083, 42084	PADUCAH KY 420
42130, 42153, 42163	BOWLING GREEN KY 421
42221, 42235, 42254, 42283	BOWLING GREEN KY 422

Column A Destination ZIP Codes	Column B Label Container To
42321, 42322, 42326, 42332, 42334, 42338, 42354, 42356, 42361, 42364, 42367, 42369, 42370, 42374, 42375, 42377	OWENSBORO KY 423
42402, 42444, 42457, 42460, 42463	EVANSVILLE IN 424
42516, 42541, 42558, 42564-42566	SOMERSET KY 425
42603, 42631, 42634, 42638	SOMERSET KY 426
42715, 42720, 42722, 42731, 42741, 42742, 42753, 42758, 42759, 42762, 42764, 42788	ELIZABETHTOWN KY 427
43005-43007, 43009, 43010, 43013, 43018, 43027, 43029, 43030, 43032, 43033, 43036, 43037, 43045, 43047, 43048, 43066, 43067, 43070, 43073, 43077, 43083, 43084	COLUMBUS OH 430
43101, 43106, 43109, 43111, 43115-43117, 43126, 43127, 43136, 43142, 43144, 43145, 43148, 43150-43153, 43156-43158, 43163	COLUMBUS OH 431
43317, 43319-43323, 43325, 43330, 43333, 43335-43337, 43340, 43341, 43343, 43345-43347, 43349, 43350, 43356, 43359, 43360	COLUMBUS OH 433
43408, 43414, 43433, 43434, 43436, 43437, 43439, 43441, 43446, 43463, 43467, 43468	TOLEDO OH 434
43505, 43510, 43519, 43520, 43523, 43529-43531, 43536, 43541, 43548, 43550, 43555	TOLEDO OH 435
43711, 43721, 43733, 43738, 43750, 43757, 43761, 43791	ZANESVILLE OH 437
43803, 43805, 43828	ZANESVILLE OH 438
43902, 43914, 43962, 43967, 43970, 43972, 43984	STEUBENVILLE OH 439
44033, 44049, 44064, 44073	CLEVELAND OH 440
44214, 44222, 44250, 44253, 44274	AKRON OH 442
44415, 44416, 44422, 44439, 44453, 44492, 44493	YOUNGSTOWN OH 444
44650, 44652, 44659-44661, 44665, 44678, 44679, 44690, 44693	CANTON OH 446
44825, 44828, 44845, 44848, 44860, 44862, 44881	MANSFIELD OH 448
45004, 45032, 45055, 45070	CINCINNATI OH 450
45110, 45112, 45114, 45115, 45119, 45145, 45156, 45166, 45172	CINCINNATI OH 451
45307, 45316, 45336, 45350-45353, 45361	DAYTON OH 453
45618, 45624, 45642, 45643, 45675, 45677, 45681, 45683	CHILLICOTHE OH 456
45712, 45721, 45739	ATHENS OH 457
45809, 45815, 45816, 45819, 45820, 45826, 45837, 45838, 45855, 45859, 45861, 45864, 45866, 45870, 45884, 45888, 45897, 45899	LIMA OH 458

Column A Destination ZIP Codes	Column B Label Container To
46035, 46039, 46045, 46047-46050, 46057, 46058, 46063, 46067, 46070, 46075, 46076	INDIANAPOLIS IN 460
46102-46105, 46110, 46111, 46117, 46125, 46127-46129, 46133, 46144, 46146, 46149, 46150, 46154-46156, 46162, 46165, 46166, 46170, 46171, 46175, 46180, 46182, 46183, 46186	INDIANAPOLIS IN 461
46302, 46345, 46355, 46372, 46379, 46380	GARY IN 463
46502, 46508, 46572, 46595	SOUTH BEND IN 465
46704, 46713, 46731, 46759, 46766, 46769, 46771, 46778, 46780, 46782, 46786, 46789, 46796, 46799	FORT WAYNE IN 467
46912, 46916, 46921, 46922, 46935, 46937, 46942, 46945, 46946, 46961, 46965, 46967, 46968, 46977, 46980, 46998	KOKOMO IN 469
47010, 47019, 47021, 47033, 47035, 47039	CINCINNATI OH 470
47104, 47107, 47110, 47114, 47116, 47120, 47123, 47125, 47135, 47137, 47139, 47141, 47142, 47146, 47147, 47160, 47162, 47163, 47166, 47175, 47177	LOUISVILLE KY 471
47224-47226, 47228, 47236, 47244, 47245, 47247, 47249, 47261, 47263, 47270, 47280, 47282	COLUMBUS IN 472
47322, 47324, 47337, 47344, 47351, 47361, 47366, 47367, 47369, 47370, 47382, 47392	MUNCIE IN 473
47420, 47426, 47430, 47434, 47435, 47437, 47439, 47445, 47449, 47453, 47455, 47457, 47458, 47463, 47464, 47467	BLOOMINGTON IN 474
47514, 47525, 47536, 47545, 47552, 47556, 47573, 47574, 47576, 47580, 47584, 47596	TERRE HAUTE IN 475
47614, 47616, 47618, 47647, 47654, 47683	EVANSVILLE IN 476
47701-47706, 47721, 47722, 47727, 47737, 47739-47741, 47744, 47747	EVANSVILLE IN 477
47830, 47831, 47845, 47851, 47852, 47856, 47860, 47864, 47865, 47869, 47870, 47880	TERRE HAUTE IN 478
47916, 47924, 47958, 47962, 47964, 47969, 47982, 47984, 47986, 47988, 47997	LAFAYETTE IN 479
48721, 48728, 48736, 48743, 48758, 48764, 48769	SAGINAW MI 487
48816, 48830, 48833, 48862, 48863, 48870, 48874, 48882, 48887, 48896	LANSING MI 488
48916, 48918, 48919, 48921, 48922, 48929, 48930, 48937, 48950, 48951, 48980	LANSING MI 489
49020, 49027, 49035, 49039, 49062, 49063, 49077	KALAMAZOO MI 490

Column A Destination ZIP Codes	Column B Label Container To
49239, 49257, 49258, 49263, 49278, 49280, 49281, 49289	JACKSON CITY MI 492
49618, 49626, 49627, 49634, 49666, 49667, 49673, 49674	TRAVERSE CITY MI 496
49705, 49711, 49717, 49718, 49723, 49728, 49734, 49737, 49748, 49761, 49764, 49775, 49777, 49789-49792, 49797	GAYLORD MI 497
49805, 49808, 49819, 49822, 49825, 49826, 49831, 49834, 49838, 49839, 49845, 49848, 49852, 49861, 49863-49865, 49867, 49871-49873, 49877, 49881, 49883, 49884	IRON MOUNTAIN MI 498
49917, 49918, 49942	IRON MOUNTAIN MI 499
54120, 54123, 54127, 54131, 54152, 54160, 54182	GREEN BAY WI 541
54207, 54211, 54213-54215, 54226, 54240	GREEN BAY WI 542
54413, 54415, 54417, 54429, 54430, 54432, 54434, 54439, 54458, 54462, 54464	WAUSAU WI 544
54517, 54525, 54536, 54543, 54561, 54565	RHINELANDER WI 545
54620, 54625, 54637, 54640, 54641, 54643, 54645, 54649, 54657, 54662	LA CROSSE WI 546
54735, 54737, 54743, 54760, 54764, 54765	EAU CLAIRE WI 547
54816, 54818, 54827, 54834, 54839, 54841, 54842, 54844, 54845, 54850, 54857, 54890	SPOONER WI 548
54926-54928, 54931, 54933, 54934, 54948, 54967, 54969, 54976, 54978, 54980, 54985	OSHKOSH WI 549
55010, 55029, 55036, 55067	ST PAUL MN 550
55323, 55361, 55377, 55380, 55392	MINNEAPOLIS MN 553
55601, 55607, 55613	DULUTH MN 556
55701, 55717, 55725, 55738, 55742, 55749, 55756, 55758, 55766, 55772, 55774, 55777, 55780, 55784-55786, 55791	DULUTH MN 557
55931, 55933, 55942, 55948, 55950, 55957, 55961, 55968, 55973, 55977, 55982, 55988	ROCHESTER MN 559
56006, 56020, 56022, 56025, 56030, 56032-56035, 56043, 56046, 56047, 56056, 56059, 56075, 56078, 56084, 56089, 56091	MANKATO MN 560
56125, 56140, 56147, 56160, 56162	MANKATO MN 561
56210, 56226, 56227, 56274, 56287, 56294	WILLMAR MN 562
56313, 56325, 56328, 56333, 56335, 56341, 56344, 56356, 56363, 56371, 56375, 56376, 56384, 56389-56394, 56397, 56398	ST CLOUD MN 563
56434, 56436, 56448, 56456, 56458, 56459, 56478	BRAINERD MN 564

Column A Destination ZIP Codes	Column B Label Container To
56619, 56631, 56637, 56639, 56654, 56658, 56659, 56666, 56680, 56682, 56688	BEMIDJI MN 566
57001-57007, 57010, 57012-57018, 57020-57022, 57024-57059, 57061-57073, 57075-57079	SIOUX FALLS SD 570
57100-57110, 57117, 57118, 57186, 57192-57198	SIOUX FALLS SD 571
57201, 57212-57214, 57216-57221, 57223-57227, 57231-57239, 57241-57243, 57245-57249, 57251-57253, 57255-57266, 57268-57274, 57276, 57278, 57279	DAKOTA CENTRAL SD 572
57301, 57311-57315, 57317, 57319, 57321-57326, 57328-57332, 57334, 57335, 57337, 57339-57342, 57344-57346, 57348-57350, 57353-57356, 57358, 57359, 57361-57371, 57373-57376, 57379-57386, 57399	DAKOTA CENTRAL SD 573
57401, 57402, 57420-57422, 57424, 57426-57430, 57432-57442, 57445, 57446, 57448-57452, 57454-57457, 57460, 57461, 57465-57477, 57479, 57481	ABERDEEN SD 574
57501, 57520-57523, 57528, 57529, 57531-57534, 57536-57538, 57540, 57541, 57543, 57544, 57547, 57548, 57551-57553, 57555, 57559, 57560, 57562-57564, 57566-57572, 57574, 57576, 57577, 57579, 57580, 57584, 57585	PIERRE SD 575
57601, 57620-57623, 57625, 57626, 57630-57634, 57636, 57638-57642, 57644-57646, 57648-57652, 57656-57661	MOBRIDGE SD 576
57701-57703, 57706, 57709, 57714, 57716-57720, 57722, 57724, 57725, 57730, 57732, 57735, 57737, 57738, 57741, 57744, 57745, 57747, 57748, 57750-57752, 57754-57756, 57758-57764, 57766, 57767, 57769, 57770, 57772, 57773, 57775, 57776, 57779, 57780, 57782, 57783, 57785, 57787, 57788, 57790-57794, 57799	RAPID CITY SD 577
59002, 59006-59008, 59010, 59012, 59013, 59015, 59016, 59018, 59020, 59022, 59024-59029, 59031-59033, 59035, 59037, 59039, 59046, 59050, 59052-59055, 59057-59059, 59061-59067, 59069-59071, 59073-59078	BILLINGS MT 590
59108, 59111, 59112, 59114-59117	BILLINGS MT 591
59211-59215, 59217-59219, 59221-59223, 59225, 59226, 59230, 59231, 59240-59244, 59247, 59248, 59250, 59252-59263, 59270, 59273-59276	WOLF POINT MT 592
59311-59319, 59322-59324, 59326, 59327, 59332, 59333, 59336-59339, 59341, 59343-59345, 59347, 59349, 59351, 59353, 59354	MILES CITY MT 593

Column A Destination ZIP Codes	Column B Label Container To
59410-59412, 59414, 59416-59422, 59424, 59430, 59432-59436, 59440-59444, 59446-59448, 59450-59454, 59456, 59457, 59460-59469, 59471, 59472, 59477, 59479, 59480, 59482-59487, 59489	GREAT FALLS MT 594
59520-59532, 59535, 59537, 59540, 59542, 59544-59547	HAVRE MT 595
59604, 59620, 59623-59626, 59631-59633, 59636, 59638-59645, 59647, 59648	HELENA MT 596
59702, 59703, 59707, 59710, 59713, 59720-59722, 59724, 59727-59733, 59735, 59736, 59739-59741, 59743, 59745-59752, 59754-59756, 59758-59762	BUTTE MT 597
59808, 59812, 59820, 59821, 59823-59835, 59837, 59841-59848, 59851, 59853-59856, 59858, 59859, 59863-59868, 59870-59875	MISSOULA MT 598
59903, 59904, 59910, 59911, 59913-59923, 59925-59936	KALISPELL MT 599
60100, 60111, 60113, 60116, 60117, 60125, 60128, 60129, 60132, 60144, 60183	CAROL STREAM IL 601
60401, 60407, 60408, 60410, 60416, 60420, 60421, 60424, 60437, 60442, 60444, 60447, 60449, 60450, 60460, 60468-60470, 60472, 60474, 60476, 60479-60481	SOUTH SUBURBAN IL 604
60663, 60664, 60668-60670, 60673, 60675, 60677, 60679, 60681, 60684, 60685, 60687, 60690, 60691, 60693, 60694, 60696, 60697, 60699	CHICAGO IL 606
60920, 60932-60934, 60939, 60944, 60945, 60956, 60967, 60969, 60974	KANKAKEE IL 609
61311, 61313, 61315, 61316, 61321, 61323, 61324, 61328, 61331-61333, 61337, 61340, 61344, 61346, 61359, 61363, 61371, 61372, 61374	LA SALLE IL 613
61411, 61416, 61417, 61419, 61424, 61426, 61430, 61433, 61435, 61439, 61451, 61452, 61459, 61460, 61466, 61468, 61471, 61474, 61475, 61478, 61479	GALESBURG IL 614
61519, 61524, 61539, 61541, 61543, 61553	PEORIA IL 615
61709, 61710, 61720, 61730, 61731, 61735, 61737, 61743, 61750, 61751, 61758, 61772, 61775, 61791	BLOOMINGTON IL 617
61810-61812, 61815, 61831, 61845, 61848, 61850-61852, 61857, 61862, 61871	CHAMPAIGN IL 618
61901, 61917, 61930, 61936, 61940, 61941, 61949, 61955	CHAMPAIGN IL 619
62319, 62323, 62329, 62334, 62336, 62344, 62346, 62348, 62352, 62357, 62359, 62375	QUINCY IL 623
62514, 62517, 62519, 62532, 62537, 62541	SPRINGFIELD IL 625

Column A Destination ZIP Codes	Column B Label Container To
62610, 62622, 62631, 62639, 62660, 62662, 62672, 62683	SPRINGFIELD IL 626
62805, 62809, 62811, 62815, 62817-62820, 62825, 62829, 62831, 62833, 62834, 62841, 62843, 62850-62852, 62855, 62856, 62860-62862, 62866, 62867, 62871, 62874, 62876-62879, 62883, 62886, 62887, 62891, 62892, 62897	CENTRALIA IL 628
62909, 62921, 62928, 62950, 62955, 62961, 62962, 62965, 62967, 62971-62973, 62975, 62993	CARBONDALE IL 629
63626, 63632, 63665, 63666, 63674, 63675	CAPE GIRARDEAU MO 636
63737-63739, 63742, 63743, 63745, 63746, 63750, 63763, 63770, 63774, 63779, 63782-63784	CAPE GIRARDEAU MO 637
63820, 63824, 63826, 63828, 63833, 63840, 63847, 63849, 63850, 63853, 63860, 63875, 63878, 63880, 63881	CAPE GIRARDEAU MO 638
64001, 64013, 64017, 64021, 64022, 64028, 64035, 64036, 64066, 64071-64074, 64087, 64090, 64092	KANSAS CITY MO 640
64101, 64102, 64121, 64142, 64144, 64170, 64172, 64173, 64179, 64180, 64183-64185, 64187, 64190, 64191, 64193-64199	KANSAS CITY MO 641
64420-64423, 64426, 64427, 64430-64434, 64436, 64438, 64440-64443, 64445, 64449, 64451, 64453, 64455, 64457-64459, 64466, 64467, 64471, 64474-64476, 64479, 64480, 64483, 64486, 64487, 64493, 64497-64499	ST JOSEPH MO 644
64620, 64622, 64623, 64625, 64630, 64632, 64635-64639, 64641, 64642, 64645-64647, 64649-64657, 64660, 64664, 64667, 64672, 64674, 64676, 64681, 64682, 64686, 64688, 64689	CHILLICOTHE MO 646
64722, 64723, 64726, 64728, 64741, 64743, 64745, 64750, 64752, 64756, 64765-64767, 64769, 64771, 64778, 64780, 64781, 64783, 64790	HARRISONVILLE MO 647
64830, 64832, 64833, 64841, 64842, 64847-64849, 64857-64859, 64861, 64864, 64869, 64873, 64874	SPRINGFIELD MO 648
65001, 65017, 65025, 65034, 65036, 65047, 65048, 65050, 65054, 65055, 65059, 65061, 65064, 65067-65069, 65075-65077, 65080, 65083	MID-MISSOURI MO 650
65212, 65230, 65232, 65237, 65244, 65247, 65250, 65258, 65260, 65262, 65264, 65278, 65280, 65283, 65285, 65287, 65299	MID-MISSOURI MO 652
65320-65323, 65327, 65329, 65330, 65333-65335, 65339, 65344, 65345, 65347, 65354	MID-MISSOURI MO 653
65439, 65440, 65443, 65444, 65446, 65456-65458, 65461, 65463, 65464, 65468, 65470, 65479, 65484	SPRINGFIELD MO 654

Column A Destination ZIP Codes	Column B Label Container To
65501, 65529, 65532, 65534, 65543, 65546, 65557, 65564, 65567, 65570, 65580, 65586, 65589	SPRINGFIELD MO 655
65601, 65603, 65609, 65614, 65618, 65620, 65623, 65627, 65629, 65630, 65634-65638, 65640, 65645, 65654, 65657, 65660, 65664, 65666, 65675, 65676, 65680, 65685, 65688, 65690	SPRINGFIELD MO 656
65701, 65702, 65710, 65720, 65726, 65728-65733, 65735, 65741, 65744, 65752, 65754-65756, 65759, 65760, 65762, 65764-65766, 65768, 65771, 65773, 65777, 65778, 65783, 65784, 65788, 65790	SPRINGFIELD MO 657
66008, 66010, 66014-66017, 66019, 66024, 66026, 66031, 66033, 66036, 66039, 66041, 66042, 66058, 66072, 66077-66079, 66091, 66093-66095	KANSAS CITY KS 660
66403, 66404, 66406-66408, 66412, 66415-66420, 66422-66426, 66428, 66429, 66431, 66432, 66438, 66449	TOPEKA KS 664
66501, 66510, 66515, 66516, 66518, 66520, 66522, 66526-66528, 66532, 66540, 66541, 66543, 66544, 66546, 66548, 66550, 66552, 66554	TOPEKA KS 665
66710, 66711, 66716, 66717, 66724, 66728, 66732, 66734, 66735, 66738, 66740-66742, 66746, 66751, 66754, 66756, 66758, 66760, 66761, 66767, 66769, 66771-66773, 66775-66777, 66779, 66780, 66782	FT SCOTT KS 667
66830, 66833, 66834, 66838, 66840, 66842, 66843, 66849-66854, 66858, 66859, 66862-66865, 66868-66870, 66873	TOPEKA KS 668
66930, 66932, 66933, 66936, 66937, 66939-66944, 66946, 66948, 66949, 66951-66953, 66955, 66958-66964, 66966, 66970	SALINA KS 669
67001, 67004, 67008, 67009, 67012, 67016, 67018, 67019, 67023, 67028, 67038, 67041, 67047, 67049, 67053, 67055, 67057, 67061, 67065-67067, 67071-67073	WICHITA KS 670
67102, 67103, 67105, 67106, 67109, 67111, 67112, 67118, 67122, 67123, 67127, 67128, 67131, 67132, 67134, 67137, 67138, 67140, 67142, 67143, 67149-67151, 67155, 67159	WICHITA KS 671
67332, 67340-67342, 67344-67347, 67351-67355, 67360, 67363, 67364	INDEPENDENCE KS 673
67417, 67418, 67423, 67425, 67427, 67430, 67436, 67438, 67442, 67444-67447, 67450, 67452, 67454, 67457-67459, 67466, 67468, 67470, 67474-67476, 67478, 67481-67485, 67491, 67492	SALINA KS 674
67510-67516, 67518-67521, 67523, 67524, 67529, 67545, 67552, 67553, 67556, 67557, 67559, 67563-67568, 67572-67575, 67581, 67583-67585	HUTCHINSON KS 675

Column A Destination ZIP Codes	Column B Label Container To
67621-67623, 67625-67629, 67631-67635, 67638-67640, 67643-67651, 67653, 67656-67660, 67664, 67673, 67675	HAYS KS 676
67731-67734, 67736-67739, 67741, 67743-67745, 67747, 67750, 67751, 67753, 67757, 67761, 67762, 67764	COLBY KS 677
67836-67838, 67840-67844, 67849, 67850, 67853, 67857, 67859, 67862, 67863, 67882	DODGE CITY KS 678
67952-67954	LIBERAL KS 679
69023, 69026, 69027, 69029, 69036-69039, 69041, 69042, 69046	MC COOK NE 690
69121, 69125, 69132-69135, 69141-69144, 69146, 69148, 69157, 69161, 69167, 69170, 69171	NORTH PLATTE NE 691
69212, 69214, 69216, 69219-69221	VALENTINE NE 692
69331, 69335, 69340, 69345, 69351, 69353-69355, 69360, 69363, 69365-69367	ALLIANCE NE 693
70630, 70637-70640, 70643, 70644, 70646, 70650, 70651, 70654, 70658, 70660, 70662	LAKE CHARLES LA 706
71002-71004, 71007-71009, 71016, 71021, 71024, 71027-71032, 71034, 71039, 71043-71045	SHREVEPORT LA 710
71218, 71219, 71223, 71226, 71229, 71230, 71233, 71237, 71238, 71240, 71242, 71243, 71247, 71249, 71250, 71253, 71256, 71259, 71261, 71264, 71266, 71268, 71275-71277, 71279, 71281, 71286	MONROE LA 712
71820, 71823, 71825-71828, 71831, 71834, 71835, 71838-71841, 71847, 71853, 71855, 71859, 71862, 71864-71866	TEXARKANA AR 718
73401-73403, 73425, 73430, 73432-73444, 73446-73450, 73453, 73455, 73456, 73458-73461, 73463, 73481, 73487, 73488, 73491	ARDMORE OK 734
73501-73503, 73505-73507, 73520-73523, 73526-73534, 73536-73544, 73546-73562, 73564-73573	LAWTON OK 735
73601, 73620, 73622, 73624-73628, 73632, 73638, 73639, 73641, 73642, 73644-73648, 73650, 73651, 73654, 73655, 73658-73664, 73666-73669, 73673	CLINTON OK 736
73701-73703, 73705, 73706, 73716-73720, 73722, 73724, 73726-73731, 73733-73739, 73741-73744, 73746, 73747, 73749, 73750, 73753-73764, 73766, 73768, 73770-73773	ENID OK 737
73801, 73802, 73832, 73834, 73835, 73838, 73840-73844, 73848, 73851-73853, 73855, 73857-73860	WOODWARD OK 738

Column A Destination ZIP Codes	Column B Label Container To
73901, 73931, 73937, 73938, 73944, 73946, 73947, 73951	LIBERAL KS 739
74401-74403, 74421-74423, 74425-74432, 74434-74442, 74444-74447, 74450-74452, 74454-74465, 74467-74472, 74477	MUSKOGEE OK 744
74501, 74502, 74521-74523, 74525, 74528-74531, 74533-74536, 74538, 74540, 74542, 74543, 74545-74547, 74549, 74552-74563, 74565, 74567, 74569-74572, 74574, 74576-74578	MCALESTER OK 745
74601, 74602, 74604, 74630-74633, 74636, 74637, 74640, 74641, 74643, 74644, 74646, 74647, 74650-74653	PONCA CITY OK 746
74701, 74702, 74720-74724, 74726-74731, 74734-74738, 74740, 74741, 74743, 74745, 74747, 74748, 74750, 74752-74756, 74759-74761, 74764, 74766	DURANT OK 747
74801, 74802, 74804, 74818, 74820, 74821, 74824-74827, 74829-74834, 74836, 74837, 74839, 74840, 74842-74845, 74848-74852, 74854-74857, 74859, 74860, 74864-74869, 74871-74873, 74875, 74878, 74880, 74881, 74883, 74884	SHAWNEE OK 748
74901, 74902, 74930-74932, 74935-74937, 74939-74949, 74951, 74953-74957, 74959, 74960, 74962-74966	POTEAU OK 749
75507, 75550, 75555, 75556, 75558, 75560, 75562, 75564-75566, 75573, 75574	TEXARKANA TX 755
75636, 75637, 75641, 75642, 75658-75660, 75666, 75669, 75680, 75682, 75685, 75687-75689, 75694	EAST TEXAS TX 756
75759, 75764, 75772, 75779, 75782, 75784, 75788	EAST TEXAS TX 757
75832, 75834, 75838, 75847-75850, 75853, 75856, 75858, 75859, 75865	PALESTINE TX 758
75926, 75928, 75933, 75934, 75936, 75937, 75942-75944, 75947, 75958-75960, 75976-75978	LUFKIN TX 759
76238, 76253, 76261, 76267, 76268	FT WORTH TX 762
76427, 76429, 76432, 76433, 76435, 76436, 76439, 76445, 76452, 76453, 76455, 76459-76461, 76463-76469, 76472-76475, 76481, 76484-76486, 76490, 76491	FT WORTH TX 764
76518, 76519, 76525, 76526, 76533, 76538, 76545, 76546, 76554, 76556, 76558, 76561, 76564, 76566, 76573, 76578	WACO TX 765
76621-76623, 76627, 76628, 76630-76632, 76635-76637, 76649, 76650, 76652, 76654, 76660, 76666, 76670, 76673, 76676, 76678-76681, 76684-76686, 76690	WACO TX 766

Column A Destination ZIP Codes	Column B Label Container To
76827, 76828, 76832, 76836, 76845, 76854, 76855, 76858, 76864, 76866, 76871, 76872, 76875, 76882, 76884, 76888, 76890	ABILENE TX 768
76930, 76933-76935, 76937, 76940, 76941, 76951, 76953, 76955, 76957, 76958	MIDLAND TX 769
77315, 77326, 77332-77335, 77337, 77350, 77359, 77363, 77364, 77367-77369, 77374, 77376	NORTH HOUSTON TX 773
77412, 77413, 77415, 77417, 77419, 77426, 77428, 77431, 77432, 77436, 77440, 77442-77444, 77448, 77451-77458, 77460, 77463, 77464, 77466-77468, 77470, 77473, 77475, 77476, 77481, 77483	NORTH HOUSTON TX 774
77519, 77533, 77538, 77560, 77561, 77577, 77582, 77585, 77597	NORTH HOUSTON TX 775
77613, 77616, 77617, 77623, 77624, 77629, 77639, 77655, 77660, 77661	BEAUMONT TX 776
77838, 77850, 77852, 77853, 77855, 77857, 77862, 77863, 77866, 77867, 77870, 77873, 77875, 77876, 77878, 77880-77882	BRYAN TX 778
77950, 77960, 77961, 77967, 77969-77971, 77973, 77974, 77976, 77977, 77986-77991, 77993, 77994	VICTORIA TX 779
78001, 78005, 78007, 78008, 78011, 78012, 78019, 78021, 78024, 78027, 78039, 78050, 78054, 78055, 78057, 78058, 78062, 78066, 78067, 78072, 78074, 78075	SAN ANTONIO TX 780
78107, 78111, 78113, 78115-78117, 78122, 78140-78147, 78151, 78152, 78159, 78161, 78162	SAN ANTONIO TX 781
78241, 78243, 78246, 78279	SAN ANTONIO TX 782
78330, 78338-78342, 78344, 78347, 78349, 78351-78353, 78359, 78360, 78369, 78371, 78376, 78379, 78385, 78389, 78391	CORPUS CHRISTI TX 783
78426, 78427, 78460, 78463, 78466-78468, 78472, 78480	CORPUS CHRISTI TX 784
78535, 78536, 78545, 78547-78549, 78558, 78560-78565, 78567-78569, 78576, 78579, 78585, 78588, 78590-78595, 78598	MCALLEN TX 785
78604, 78607, 78615, 78618, 78619, 78622, 78623, 78631, 78632, 78635, 78638, 78650, 78651, 78655, 78656, 78661-78663, 78670-78674	AUSTIN TX 786
78827-78830, 78836-78838, 78850, 78851, 78860, 78870-78872, 78877, 78879, 78880, 78883-78886	SAN ANTONIO TX 788
78931-78933, 78935, 78938, 78944, 78946, 78948-78950, 78952-78954, 78959-78961, 78963	AUSTIN TX 789

Column A Destination ZIP Codes	Column B Label Container To
79001, 79003, 79010-79013, 79018, 79024, 79025, 79032-79034, 79039, 79044, 79046, 79051-79054, 79056, 79058, 79059, 79061-79063, 79078, 79080, 79082, 79085, 79087, 79091, 79093, 79098	AMARILLO TX 790
79220, 79221, 79223, 79229-79231, 79233, 79234, 79236, 79237, 79239, 79240, 79243, 79247, 79251, 79255, 79256, 79258, 79259	CHILDRESS TX 792
79312, 79314, 79320, 79330, 79343, 79345, 79350, 79351, 79358, 79367, 79372, 79378, 79379, 79381, 79383	LUBBOCK TX 793
79402, 79430, 79453, 79457, 79490, 79491, 79499	LUBBOCK TX 794
79503, 79505, 79506, 79508, 79516-79519, 79526-79528, 79530, 79532-79535, 79537-79541, 79544, 79547, 79548, 79560, 79561, 79563, 79565, 79566	ABILENE TX 795
79713, 79718, 79719, 79730, 79733, 79738-79743, 79748, 79749, 79754, 79755, 79759, 79770, 79776-79778, 79780, 79781, 79783, 79785, 79786, 79788, 79789	MIDLAND TX 797
79834, 79837, 79839, 79842, 79847, 79852-79854	EL PASO TX 798
79911, 79917, 79920, 79958, 79960, 79966, 79968, 79973, 79975, 79982	EL PASO TX 799
80301, 80308-80310, 80314, 80321-80323, 80328, 80329, 80399	BOULDER CO 803
80423, 80426, 80429, 80430, 80434, 80448, 80463, 80468, 80473, 80476, 80479	DENVER CO 804
80510, 80511, 80515, 80520, 80532, 80533, 80536, 80541, 80542, 80544-80547, 80551	LONGMONT CO 805
80611, 80612, 80614, 80622, 80624, 80646, 80648-80650, 80652, 80653	DENVER CO 806
80721, 80722, 80732, 80733, 80735, 80740, 80742, 80745, 80746, 80750, 80752, 80754, 80755	DENVER CO 807
80820, 80826, 80830, 80862	COLORADO SPGS CO 808
80942-80947, 80950, 80997	COLORADO SPGS CO 809
81021, 81024, 81027, 81033, 81034, 81040, 81043-81046, 81049, 81059, 81076, 81081, 81084, 81087	COLORADO SPGS CO 810
81121, 81124, 81126-81129, 81133-81136, 81138, 81143, 81148, 81153, 81155	ALAMOSA CO 811
81220-81223, 81225, 81227, 81228, 81232, 81233, 81236, 81237, 81239, 81241-81244, 81246-81248, 81251, 81253, 81290	SALIDA CO 812
81320, 81325, 81327, 81329-81332, 81334, 81335	DURANGO CO 813
81410, 81411, 81413-81415, 81418-81420, 81422-81427, 81429-81434	GRAND JUNCTION CO 814

Column A Destination ZIP Codes	Column B Label Container To
81522, 81523, 81525, 81527	GRAND JUNCTION CO 815
81610, 81624, 81630, 81632, 81633, 81636-81638, 81640, 81642, 81643, 81645, 81646, 81649, 81652-81656	GLENWOOD SPRINGS CO 816
82051, 82052, 82054, 82055, 82058-82061, 82063, 82081, 82084	CHEYENNE WY 820
82201, 82210, 82212-82215, 82217-82219, 82221-82225, 82227, 82229, 82240, 82242-82244	WHEATLAND WY 822
82322, 82323, 82325, 82332, 82335	RAWLINS WY 823
82412, 82421-82423, 82430, 82434, 82440, 82441, 82450	WORLAND WY 824
82605, 82620, 82630, 82632, 82638, 82640, 82642, 82646, 82648	CASPER WY 826
82710-82715, 82725, 82731	GILLETTE WY 827
82831, 82832, 82835, 82837, 82838, 82840, 82842, 82844, 82845	SHERIDAN WY 828
82922, 82923, 82925, 82929, 82932-82934, 82936, 82938, 82942, 82945	ROCK SPRINGS WY 829
83111, 83112, 83114, 83115, 83118-83122, 83124, 83126, 83128	ROCK SPRINGS WY 831
83212, 83214, 83215, 83217, 83218, 83220, 83223, 83227-83230, 83232-83239, 83244-83246, 83250-83256, 83261-83263, 83271, 83272, 83274, 83276-83278, 83281, 83283, 83285-83287	POCATELLO ID 832
83302, 83311, 83322, 83324, 83337, 83343, 83348	TWIN FALLS ID 833
83414, 83421, 83423-83425, 83427-83429, 83431, 83433, 83435, 83436, 83438, 83443-83446, 83449-83452, 83454, 83455, 83460, 83462-83466	POCATELLO ID 834
83601, 83602, 83607, 83615, 83626, 83627, 83630, 83632, 83633, 83635-83637, 83643, 83650, 83656, 83657, 83666, 83670, 83671, 83677, 83680	BOISE ID 836
83703, 83707, 83708, 83711, 83714-83717, 83719, 83721, 83722, 83726, 83727, 83730-83733, 83735, 83756, 83757, 83799	BOISE ID 837
84510, 84512, 84515, 84516, 84518, 84521-84523, 84529-84531, 84533, 84534, 84536, 84537, 84539, 84540	PROVO UT 845
84620-84623, 84626, 84628, 84630, 84632-84640, 84643-84646, 84649, 84652, 84654, 84656, 84657, 84662, 84665, 84667	PROVO UT 846

**Column A
Destination ZIP Codes**

**Column B
Label Container To**

84710-84712, 84714-84719,
84723-84726, 84728, 84729, 84731,
84733-84736, 84738-84740,
84742-84744, 84746, 84747, 84749,
84750, 84752-84758, 84760,
84762-84764, 84766, 84767,
84772-84776, 84779, 84781, 84783,
84784

PROVO UT 847

85530-85536, 85539, 85540,
85542-85545, 85550-85554

GLOBE AZ 855

85601-85603, 85605-85613,
85615-85620, 85623-85634,
85637-85641, 85643-85646, 85648,
85652-85655, 85662, 85670, 85671

TUCSON AZ 856

85701, 85702, 85707-85709,
85720-85727, 85744, 85749, 85755,
85757, 85775, 85777

TUCSON AZ 857

85911, 85912, 85920, 85922-85942

SHOW LOW AZ 859

86015-86018, 86020-86025,
86028-86036, 86038, 86039,
86042-86044, 86046, 86047,
86052-86054

FLAGSTAFF AZ 860

86320, 86321, 86325, 86327,
86329-86335, 86337, 86338, 86342,
86343

PRESCOTT AZ 863

86411, 86412, 86431-86438, 86441,
86443-86445

KINGMAN AZ 864

86502-86508, 86510-86512, 86514,
86515, 86520, 86530, 86535, 86538,
86540, 86544, 86545, 86547, 86556

GALLUP NM 865

87300-87302, 87305, 87310-87313,
87315-87317, 87319-87323,
87325-87328, 87347, 87357, 87364,
87365, 87375

GALLUP NM 873

87401, 87402, 87410, 87412, 87413,
87415-87421, 87455, 87461, 87499

FARMINGTON NM 874

87701, 87710-87715, 87718,
87722-87724, 87728-87736, 87740,
87742, 87743, 87745-87747, 87749,
87750, 87752, 87753

LAS VEGAS NM 877

87801, 87820-87832

SOCORRO NM 878

87901, 87930, 87931, 87933,
87935-87937, 87939-87943

TRUTH OR CONS NM 879

88007-88009, 88022-88025, 88027,
88034, 88036, 88038, 88040-88044,
88048, 88051-88056, 88058, 88065,
88072, 88081

LAS CRUCES NM 880

88112-88115, 88118, 88120-88123,
88125, 88126, 88132-88134, 88136

CLOVIS NM 881

88210, 88211, 88213, 88220, 88221,
88230-88232, 88240-88242, 88244,
88250, 88252-88256, 88260,
88262-88265, 88267, 88268

ROSWELL NM 882

88314, 88318, 88321, 88323, 88324,
88336, 88338, 88339, 88341-88344,
88347-88351, 88353-88355

ALAMOGORDO NM 883

88401, 88410, 88411, 88414-88419,
88421, 88422, 88424, 88426, 88427,
88430, 88431, 88433-88436, 88439

TUCUMCARI NM 884

Column A Destination ZIP Codes	Column B Label Container To
89001, 89004, 89007, 89010, 89013, 89016, 89017, 89020, 89022, 89023, 89025-89027, 89033, 89039, 89044, 89047, 89048, 89060, 89061, 89077, 89081, 89085-89087	LAS VEGAS NV 890
89111, 89124, 89140, 89146, 89159, 89161, 89166, 89178, 89179, 89195	LAS VEGAS NV 891
89301, 89310, 89311, 89314-89319	ELY NV 893
89404, 89405, 89407, 89409, 89411, 89412, 89414, 89418, 89420-89422, 89424-89428, 89430, 89438, 89442, 89446, 89451, 89452, 89460, 89496	RENO NV 894
89521, 89533, 89555, 89557, 89570, 89595, 89599	RENO NV 895
89701, 89703-89705, 89711-89714	CARSON CITY NV 897
89802, 89803, 89815, 89820-89826, 89828, 89830-89835	ELKO NV 898
90030, 90051, 90052, 90054, 90060	LOS ANGELES CA 900
90202, 90209, 90213, 90224, 90233, 90239, 90264, 90290	INGLEWOOD CA 902
90306-90309, 90313, 90397, 90398	INGLEWOOD CA 903
91313, 91383	VAN NUYS CA 913
91409, 91470, 91482, 91495, 91497, 91499	VAN NUYS CA 914
91714-91716, 91743, 91746, 91752, 91753, 91758, 91759, 91763, 91770-91772, 91797-91799	INDUSTRY CA 917
91804, 91841, 91896, 91899	INDUSTRY CA 918
91916, 91931, 91932, 91934, 91935, 91941, 91942, 91944, 91945, 91947, 91948, 91950, 91962, 91963, 91977, 91980, 91987, 91990	SAN DIEGO CA 919
92059-92061, 92066, 92068, 92070, 92092	SAN DIEGO CA 920
92132-92134, 92136-92138, 92140, 92142, 92147, 92152, 92153, 92155, 92158, 92161, 92168, 92179, 92186	SAN DIEGO CA 921
92222, 92239, 92258, 92259, 92266-92268, 92273, 92282	PALM SPRINGS CA 922
92304, 92305, 92309, 92318, 92319, 92321, 92323, 92326-92328, 92332, 92333, 92338, 92339, 92347, 92351, 92358, 92364-92366, 92368, 92378, 92384, 92385, 92389, 92398	SAN BERNARDINO CA 923
92403, 92412, 92423	SAN BERNARDINO CA 924
92609, 92616, 92637, 92650-92663, 92676, 92685, 92687, 92694, 92697, 92698	SANTA ANA CA 926
92803, 92811, 92815, 92825, 92850, 92869, 92878, 92880, 92881, 92883, 92899	ANAHEIM CA 928
93005, 93007, 93009, 93016, 93032, 93040, 93093, 93094	OXNARD CA 930
93106, 93107, 93190, 93199	SANTA BARBARA CA 931

Column A Destination ZIP Codes	Column B Label Container To
93206-93208, 93218-93220, 93224, 93226, 93227, 93233-93235, 93237, 93239, 93242-93244, 93249, 93251, 93252, 93254-93256, 93260-93262, 93266, 93272, 93276, 93282, 93287, 93290	BAKERSFIELD CA 932
93380-93382, 93386, 93388	BAKERSFIELD CA 933
93412, 93421, 93428, 93432, 93435, 93440, 93450-93453, 93458, 93460, 93461, 93465, 93475	SANTA BARBARA CA 934
93519, 93522, 93528-93531, 93533, 93541, 93544, 93549, 93554, 93558, 93563, 93599	MOJAVE CA 935
93603, 93605-93608, 93619, 93621, 93623, 93624, 93627, 93628, 93633, 93634, 93641, 93642, 93645, 93649, 93652, 93653, 93661, 93664-93666, 93668-93670, 93673	FRESNO CA 936
93724, 93741, 93744, 93745, 93750, 93755, 93760, 93761, 93764, 93765, 93771-93780, 93784, 93786	FRESNO CA 937
93915, 93925, 93928, 93932, 93954, 93962	SALINAS CA 939
94101, 94125, 94126, 94128-94130, 94135-94139, 94144, 94145, 94147-94156, 94158-94163, 94171, 94175, 94177, 94189	SAN FRANCISCO CA 941
94613-94615, 94617, 94620, 94622, 94624, 94625, 94627, 94643, 94649, 94659-94662, 94666	OAKLAND CA 946
94900, 94922, 94926, 94929, 94940, 94964, 94971, 94972, 94974, 94975, 94998	NORTH BAY CA 949
95007, 95010, 95013, 95017, 95026, 95041-95044, 95075	SAN JOSE CA 950
95101-95103, 95106, 95108, 95109, 95114, 95115, 95137, 95142, 95155, 95161, 95171, 95172, 95190-95194, 95196	SAN JOSE CA 951
95225, 95226, 95229, 95230, 95232-95234, 95248, 95250, 95251, 95253, 95254, 95257, 95297	STOCKTON CA 952
95303, 95305, 95308, 95309, 95312, 95314, 95317, 95318, 95325, 95335, 95342, 95345, 95347, 95364, 95373, 95375, 95385, 95387, 95389, 95397	STOCKTON CA 953
95408, 95412, 95417-95420, 95427, 95429-95432, 95435, 95439, 95443, 95450, 95459, 95463, 95467, 95471, 95480, 95481, 95486-95488, 95493, 95494, 95497	NORTH BAY CA 954
95511-95514, 95526, 95527, 95532, 95534, 95537, 95538, 95543, 95545, 95549, 95550, 95552-95556, 95558, 95559, 95561, 95563, 95564, 95566, 95568, 95569, 95571, 95572, 95574-95588, 95590-95599	EUREKA CA 955

Column A Destination ZIP Codes	Column B Label Container To
95601, 95606, 95607, 95613, 95615, 95625, 95629, 95635-95637, 95639, 95651, 95653-95656, 95659, 95668, 95674-95676, 95679-95681, 95686, 95697-95699	SACRAMENTO CA 956
95712, 95714, 95715, 95717, 95720, 95721, 95724, 95728, 95735, 95743, 95757, 95798, 95799	SACRAMENTO CA 957
95910, 95913-95915, 95920, 95922, 95923, 95925, 95930, 95934-95937, 95939-95941, 95943, 95944, 95950, 95956-95958, 95970, 95972, 95974, 95978-95981, 95983, 95984, 95986	MARYSVILLE CA 959
96006, 96009-96011, 96014-96017, 96029, 96031, 96033, 96034, 96037, 96038, 96040, 96046-96048, 96050, 96054, 96058, 96059, 96061-96063, 96065, 96068-96071, 96074, 96076, 96078, 96079, 96084-96086, 96089-96092, 96095, 96096	REDDING CA 960
96105, 96106, 96108, 96110-96112, 96115-96117, 96119-96121, 96123-96129, 96132, 96133, 96135, 96136, 96141, 96142, 96148, 96155	RENO NV 961
96703, 96705, 96710, 96715, 96716, 96718, 96719, 96726, 96728-96730, 96737, 96739, 96742, 96747, 96751, 96757, 96759, 96764, 96765, 96769, 96770, 96772-96774, 96776, 96777, 96780, 96781, 96783, 96784, 96788	HONOLULU HI 967
96823, 96824, 96827, 96828, 96837, 96838, 96849, 96851, 96852, 96854, 96858, 96859, 96861, 96863, 96898	HONOLULU HI 968
97902-97906, 97908, 97909, 97911, 97917, 97920	BOISE ID 979
99529, 99530, 99540, 99546-99549, 99551-99555, 99558, 99561, 99563-99565, 99569, 99575, 99578-99580, 99583, 99585, 99587, 99589, 99590	ANCHORAGE AK 995
99667, 99668, 99670, 99671, 99674, 99675, 99677-99683, 99690, 99691, 99693, 99694	ANCHORAGE AK 996
99714, 99720-99722, 99724, 99726, 99727, 99729, 99730, 99732-99734, 99736, 99738, 99739, 99745-99751, 99753-99759, 99761, 99763-99765, 99767-99774, 99776-99779, 99781, 99789-99791	FAIRBANKS AK 997
99903, 99918, 99923, 99927, 99950	KETCHIKAN AK 999

L801 AADCs—Letter-Size Mailings

[6-5-08] L801 describes the service area by individual 3-digit ZIP Code prefix for automation price letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

Column A Destination ZIP Codes	Column B Label to	Column A Destination ZIP Codes	Column B Label to
005, 117-119	AADC MID-ISLAND NY 117	150-168, 260	AADC PITTSBURGH PA 150
006-009	AADC SAN JUAN PR 006	169-172, 177, 178	AADC HARRISBURG PA 170
010-013	AADC SPRINGFIELD MA 010	173-176	AADC LANCASTER PA 173
014-017	AADC CENTRAL MA 015	180-188	AADC LEHIGH VALLEY PA 180
018, 019, 055	AADC MIDDLESEX-ESX MA 018	179, 189, 193-196	AADC SOUTHEASTERN PA 189
021, 022, 024	AADC BOSTON MA 021	190-192	AADC PHILADELPHIA PA 190
020, 023	AADC BROCKTON MA 023	197-199	AADC WILMINGTON DE 197
025-029	AADC PROVIDENCE RI 028	200	WASHINGTON DC 200
030-034, 038, 039	AADC MANCHESTER NH 030	202-205	AADC WASHINGTON DC 202
040-049	AADC PORTLAND ME 040	201, 226, 227	AADC DULLES VA 201
035-037, 050-054, 056-059	AADC WHITE RIV JCT VT 050	206, 207	AADC SOUTHERN MD MD 207
060-062	AADC HARTFORD CT 060	208, 209	AADC SUBURBAN MD MD 208
063-067	AADC SOUTHERN CT 064	210, 211, 214	AADC LINTHICUM MD 210
068, 069	AADC STAMFORD CT 068	212, 216, 218, 219	AADC BALTIMORE MD 212
070-073	AADC DV DANIELS NJ 07099	215, 217, 254, 267	AADC FREDERICK MD 217
074-076	AADC NNJ METRO NJ 076	220-223	AADC NORTHERN VA VA 220
077	MONMOUTH NJ 077	224, 225, 228-232, 238, 239, 244	AADC RICHMOND VA 230
078, 079	AADC WEST JERSEY NJ 079	233-237	AADC NORFOLK VA 233
080-084	AADC SOUTH JERSEY NJ 080	240-243, 245	AADC ROANOKE VA 240
085-087	AADC TRENTON NJ 085	246-253, 255-259, 261-266, 268	AADC CHARLESTON WV 250
088, 089	AADC KILMER NJ 088	270-274, 285	AADC GREENSBORO NC 270
090-099	[FCM only] AMF JFK APO/FPO NY 00309	275-279	AADC RALEIGH NC 275
090-099, 340	[PER, STD only] AMF JFK APO/FPO NY 00309	280-282, 286-289, 297	AADC CHARLOTTE NC 280
100-102, 104	AADC NEW YORK NY 100	283, 284	AADC FAYETTEVILLE NC 283
103, 112, 116	AADC BROOKLYN NY 112	290-292, 295	AADC COLUMBIA SC 290
105-109	AADC WESTCHESTER NY 105	294	CHARLESTON SC 294
110, 111, 113, 114	AADC QUEENS NY 110	293, 296	AADC GREENVILLE SC 296
115	WESTERN NASSAU NY 115	300, 301	AADC NORTH METRO GA 300
120-123, 128, 129	AADC ALBANY NY 120	302, 303, 311, 399	AADC ATLANTA GA 303
124-127	AADC MID-HUDSON NY 125	305, 306	AADC ATHENS GA 306
130-139	AADC SYRACUSE NY 130	298, 308, 309	AADC AUGUSTA GA 308
140-143, 147	AADC BUFFALO NY 140	307, 373, 374	AADC CHATTANOOGA TN 373
144-146, 148, 149	AADC ROCHESTER NY 144		

Column A Destination ZIP Codes	Column B Label to	Column A Destination ZIP Codes	Column B Label to
310, 312, 316-319, 398	AADC MACON GA 310	504, 506, 507, 520-524, 526-528, 612	AADC CEDAR RAPIDS IA 522
299, 304, 313-315, 320-323, 326, 344	AADC JACKSONVILLE FL 320	530-532, 534, 549	AADC MILWAUKEE WI 530
324, 325	AADC PENSACOLA FL 325	535, 537-539, 544, 545	AADC MADISON WI 535
327	MID FLORIDA FL 327	498, 499, 541-543	AADC GREEN BAY WI 541
328, 329, 347	AADC ORLANDO FL 328	540, 546-548, 550, 551, 556-559	AADC ST PAUL MN 550
330	SOUTH FLORIDA FL 330	553-555, 560-564, 566	AADC MINNEAPOLIS MN 553
331, 332, 340	[FCM only] AADC MIAMI FL 331	570-577	AADC SIOUX FALLS SD 570
331, 332	[PER, STD only] AADC MIAMI FL 331	565, 567, 580-588	AADC FARGO ND 580
333	FT LAUDERDALE FL 333	590-599, 821	AADC BILLINGS MT 590
334, 349	AADC WEST PALM BCH FL 334	600, 602, 610, 611	AADC PALATINE IL 600
335-338, 342, 346	AADC TAMPA FL 335	601, 603	AADC CAROL STREAM IL 601
339, 341	AADC FT MYERS FL 339	604	AADC S SUBURBAN IL 604
350-352, 354-359, 362	AADC BIRMINGHAM AL 350	605	FOX VALLEY IL 605
360, 361, 363, 364, 367, 368	AADC MONTGOMERY AL 360	606-608	AADC CHICAGO IL 606
365, 366, 394, 395	AADC MOBILE AL 365	609, 613-619	AADC BLOOMINGTON IL 617
369, 390-393, 396, 397	AADC JACKSON MS 390	620, 622-631, 633-639	AADC ST LOUIS MO 630
370-372, 384, 385	AADC NASHVILLE TN 370	640, 641, 644-658, 660-662, 664-668	AADC KANSAS CITY MO 640
376-379	AADC KNOXVILLE TN 377	669-679, 739	AADC WICHITA KS 670
375, 380-383, 386-389, 723	AADC MEMPHIS TN 380	510-516, 680, 681, 683-693	AADC OMAHA NE 680
400-402, 420-424, 427, 471, 476, 477	AADC LOUISVILLE KY 400	700, 701, 703, 704	AADC NEW ORLEANS LA 700
403-409, 411-418, 425, 426	AADC LEXINGTON KY 403	705-708	AADC BATON ROUGE LA 707
430-433, 437, 438, 456, 457	AADC COLUMBUS OH 430	710-714	AADC SHREVEPORT LA 710
434-436	AADC TOLEDO OH 434	716-722, 724-729	AADC LITTLE ROCK AR 720
439-441, 444, 445	AADC CLEVELAND OH 440	730, 731, 734-738, 748	AADC OKLAHOMA CITY OK 730
442, 443, 446-449	AADC AKRON OH 442	740, 741, 743-747, 749	AADC TULSA OK 740
410, 450-452, 459, 470	AADC CINCINNATI OH 450	750, 754	AADC NORTH TEXAS TX 750
453-455, 458	AADC DAYTON OH 453	751-753	AADC DALLAS TX 752
463-469, 472-475, 478, 479	AADC INDIANAPOLIS IN 460	755-759	AADC EAST TEXAS TX 757
460-462	AADC INDIANAPOLIS IN 462	760-764, 768, 769	AADC FT WORTH TX 760
480, 483-485	AADC METROPLEX MI 480	770-772	AADC HOUSTON TX 770
481, 482	AADC DETROIT MI 481	773-778	AADC NORTH HOUSTON TX 773
486-489, 492	AADC LANSING MI 488	780-782, 788	AADC SAN ANTONIO TX 780
490, 491, 493-497	AADC GRAND RAPIDS MI 493	779, 783-785	AADC CRP CHRISTI TX 783
500-503, 505, 508, 509, 525	AADC DES MOINES IA 500	733, 765-767, 786, 787, 789	AADC AUSTIN TX 786
		790-797	AADC LUBBOCK TX 793

Labeling Lists: AADCs—Letter-Size Mailings

Column A Destination ZIP Codes	Column B Label to	Column A Destination ZIP Codes	Column B Label to
798, 799, 880, 885	AADC EL PASO TX 798	922-925	AADC SN BERNARDINO CA 923
800-807, 814-816	AADC DENVER CO 800	926-928	AADC SANTA ANA CA 926
808-813	AADC COLORADO SPGS CO 808	930, 931, 934	AADC OXNARD CA 930
820, 822-831	AADC CHEYENNE WY 820	936-938	AADC FRESNO CA 936
832-834, 836, 837, 979	AADC BOISE ID 836	939, 950, 951	AADC SAN JOSE CA 950
835, 838, 990-994	AADC SPOKANE WA 990	940, 941, 943, 944, 949, 954, 955	AADC SAN FRANCISCO CA 940
840-847, 898	AADC SALT LAKE CTY UT 840	942, 956-960	AADC SACRAMENTO CA 956
850, 852, 853, 855, 859, 860, 863	AADC PHOENIX AZ 852	945-948	AADC OAKLAND CA 945
856, 857	AADC TUCSON AZ 856	952, 953	AADC STOCKTON CA 952
864, 889-891, 893	AADC LAS VEGAS NV 890	962-966	AMF SFO APO/FPO CA 962
865, 870-875, 877-879, 881-884	AADC ALBUQUERQUE NM 870	967-969	AADC HONOLULU HI 967
894, 895, 897, 961	AADC RENO NV 894	970-978, 986	AADC PORTLAND OR 970
900, 901	AADC LOS ANGELES CA 900	980-982, 988, 989, 998, 999	AADC SEATTLE WA 980
902-904	AADC INGLEWOOD CA 902	983-985	AADC TACOMA WA 983
905-908	AADC LONG BEACH CA 907	995-997	AADC ANCHORAGE AK 995
910-912, 932, 933, 935	AADC PASADENA CA 910		
913-916	AADC SANTA CLARITA CA 913		
917, 918	AADC INDUSTRY CA 917		
919-921	AADC SAN DIEGO CA 920		

Forms Glossary

The Forms Glossary lists all of the forms and postage statements referenced in the DMM. These forms and many others are available on Postal Explorer at pe.usps.com (click on “Postage Statements” in the left frame). Postal Service forms may be preceded by “PS Form,” which simply stands for “Postal Service Form.” For example: “3541,” “Form 3541,” and “PS Form 3541” all refer to the Periodicals postage statement.

ID	Title	ID	Title
17-G	Penalty Mail Stamp Requisition	3553	Coding Accuracy Support System (CASS) Summary Report
17-J	Penalty Mail Printed Stamped Envelope Order	3575	Change of Address Order
152	Delivery Confirmation	3579	Notice of Undeliverable Periodical
153	Signature Confirmation	3600-R	Postage Statement—First-Class Mail
1000	Domestic Claim or Registered Mail Inquiry	3601-C	Postage Meter Activity Report
1093	Application for Post Office Box or Caller Service	3602	See appropriate form below
1094	Request for Post Office Box Key or Lock Service	3602-C	Postage Statement—Consolidated—Supplement Standard Mail and Nonprofit Standard Mail
1357-S	Customer Request for Computer Access	3602-EZ	Standard Mail—Easy—Nonautomation Letters or Flats
1500	Application for Listing and/or Prohibitory Order	3602-G	Postage Statement—Penalty Permit Imprint
1508	Statement by Shipper of Firearms	3602-N	Nonprofit Standard Mail
1509	Sender's Application for Recall of Mail	3602-NZ	Nonprofit Standard Mail—Easy—Nonautomation Letters and Flats
1578-B	Requisition for Facing Slips or Labels	3602-R	Postage Statement—Standard Mail Letters and Flats
1583	Application for Delivery of Mail Through Agent	3606	Certificate of Bulk Mailing
1583-A	Application to Act as Commercial Mail Receiving Agency	3615	Mailing Permit Application and Customer Profile
2976	Customs Declaration CN 22—Sender's Declaration	3623	Application for Nonprofit Standard Mail Rates at Additional Mailing Office
2976-A	Customs Declaration and Dispatch Note—CP72	3624	Application to Mail at Nonprofit Standard Mail Rates
3152	Delivery Confirmation Certification	3800	Certified Mail Receipt
3152-A	Confirm Advanced Shipping Notice (ASN) Shipment ID	3801	Standing Delivery Order
3152-E	Express Mail Manifesting Certification	3801-A	Agreement by a Hotel, Apartment House, or the Like
3203	Personalized Stamped Envelope Order	3804	Return Receipt for Merchandise
3500	Application for Periodicals Mailing Privileges	3806	Receipt for Registered Mail
3510	Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication	3811	Domestic Return Receipt
3526	Statement of Ownership, Management, and Circulation	3811-A	Request for Delivery Information/Return Receipt After Mailing
3533	Application and Voucher for Refund of Postage and Fees	3813	Insured Mail Receipt Under \$200.00
3541	Postage Statement—Periodicals	3813-P	Insured Mail Receipt Over \$200.00
3541-C	Periodicals Certification for Multiple Issues (On the Same Day)	3815	Plant-Load Authorization Application, Worksheet, and Agreement
3541-E	Periodicals Certification for Multiple Issues (Not on the Same Day)	3816	COD Mailing and Delivery Receipt
3541-M	Postage Statement—Periodicals—All Issues in a Calendar Month	3816-AS	COD Card—Firm Mailings
3544	Post Office Receipt for Money	3817	Certificate of Mailing
3546	Forwarding Order Change Notice	3849	Delivery Notice/Reminder/Receipt
3547	Notice to Mailer of Correction in Address		

Forms Glossary

ID	Title	ID	Title
3849-D	Notice to Sender of Undelivered COD Mail	6805	Qualified Business Reply Mail (QBRM) Application and Approval
3877	Firm Mailing Book for Accountable Mail	8017	Expedited Plant Load Shipment Record
4410	Authorization for BMC Acceptance	8061	Application for Accelerated Reply Mail (ARM)
5541	Pickup Service Statement—Express Mail, Priority Mail, or Parcel Post	8096	Request to Pay Postage Refunds to Presenter of Mail
5625	Express Mail Custom Designed Service Receipt	8105-A	Funds Transaction Report
5631	Express Mail Custom Designed Service Agreement	8125	Plant-Verified Drop Shipment (PVDS) Verification and Clearance
5637	Express Mail Corporate Account/Custom Designed Agreement	8125-C	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance
5639	Express Mail Corporate Account Application	8176	Premium Forwarding Service (PFS) Application
6387	Rural Money Order Transaction Application	8184	Zone Chart Data & DMM Labeling List Order Form
6401	Money Order Inquiry		

Summary of Changes

Overview

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* by effective date and by module.

1.0 Summary of Changes by Effective Date

1.1 September 11, 2008

Postage Payment for Bound Printed Matter Limited to Permit Imprint

We revised [363](#), [364](#), [365](#), [366](#), [463](#), [464](#), [465](#), [466](#), and [604](#) for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. We published this revision in the September 11, 2008, *Postal Bulletin*.

Express Mail or Priority Mail Open and Distribute Shipments to a DDU

We revised [705.5.0](#) to provide an option for customers to use an Express Mail® flat-rate envelope or Priority Mail® flat-rate envelope and box for Open and Distribute shipments destined only to a Destination Delivery Unit (DDU). We published this revision in the September 11, 2008, *Postal Bulletin*.

Changes in Application Procedures for Nonprofit Standard Mail Prices

We revised [703.1.0](#) to reflect changes in the process to apply and receive approval for mailings at Nonprofit Standard Mail® prices. We published this revision in the August 14, 2008, *Postal Bulletin*.

Address Facing Standards for Presort Bundles on Pallets

We revised [705.8.5.6](#) to require mailers to place presort bundles on pallets with the addresses facing up. We published this revision in the August 28, 2008, *Postal Bulletin*.

Waiver of Signature Delivery Process

We revised [113.4.1](#), [115.2.2](#), [413.4.1](#), [415.2.2](#), and [503.8.3.2](#) to update the standards regarding delivery of Express Mail® items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. We published this revision in the August 28, 2008, *Postal Bulletin*.

1.2 August 14, 2008

Search and Pay for Post Office Boxes Online

We revised [508.4.0](#) to include the ability to apply and pay for Post Office™ boxes online. The online option also allows existing customers to make onetime renewal payments and to establish recurring payments. The online capabilities are not available for free (Group E) Post Office box service or for caller service boxes. We published this revision in the August 14, 2008, *Postal Bulletin*.

Summary of Changes

Mailability of Day-old Emu Chicks

We revised [601.9.3.2](#) to permit the mailing of day-old emu chicks. We published this revision in the August 14, 2008, *Postal Bulletin*.

Automation Prices for Letter-Size Mailpieces with Enclosed Discs

We revised [201.3.1](#) and added [201.3.3](#) to include new optional mailing standards describing mailpiece characteristics for automation letters with compact discs (CDs) and digital video discs (DVDs). We published this revision in the August 14, 2008, *Postal Bulletin*.

Clarification of Bundling Standards

We revised [235.1.4](#), [235.2.3](#), [245.1.4](#), [245.2.3](#), [335.1.4](#), [365.1.5](#), [465.1.5](#), [707.19.4](#), and [707.24.1.5](#) to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. We published this revision in the August 14, 2008, *Postal Bulletin*.

Labeling Lists

We revised labeling lists [L001](#), [L007](#), [L201](#), and [L606](#), to reflect changes in mail processing operations. We published this revision in the August 14, 2008, *Postal Bulletin*.

New Price Marking Options

We revised [202.3.0](#), [245.5.0](#), [245.6.0](#), [302.2.0](#), [345.5.0](#), [345.6.0](#), [402.2.0](#), [445.5.0](#), [445.7.0](#), and [604.5.0](#) to provide a new price-marking option for mailings at Standard Mail® prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. We published this revision in the August 14, 2008, *Postal Bulletin*.

Clarification—COD Prohibited to APO/FPO Addresses

We revised [609.1.4](#) to clarify standards that apply to the sending of Collect on Delivery (COD) items in the domestic mailstream. This clarification is consistent with [503.11.2.6](#) and with Military Mail Operations prohibiting the use of COD to APO/FPO destination addresses. We published this revision in the August 14, 2008, *Postal Bulletin*.

Periodicals Preparation—Flats—Multi-Box Section Bundles

We revised [707.23.7](#) to allow publishers of Periodicals flats to combine copies addressed for box section distribution into multi-box section bundles when there are fewer than 6 copies to each Post Office Box section. We published this revision in the August 14, 2008, *Postal Bulletin*.

1.3 July 3, 2008

Express Mail Custom Designed Ineligible for Flat-Rate Prices

We revised [113.1.4](#), [413.1.4](#), and [413.4.4.1](#) to clarify that flat-rate pricing is not available with Express Mail® Custom Designed agreements. We published this revision in the July 3, 2008, *Postal Bulletin*.

Summary of Changes

Service Barcode Required for Priority Mail Open and Distribute Container Address Labels

We revised [705.16.0](#) to require the use of an electronic Service barcode on all Priority Mail® Open and Distribute container address labels effective July 1, 2008. The new standard will require mailers to use a concatenated UCC/EAN Code 128 symbology Service barcode with a unique Service Type Code (STC) "55" and the human-readable text, "USPS SCAN ON ARRIVAL," above the barcode on each Priority Mail Open and Distribute container address label. We published this revision in the July 3, 2008, *Postal Bulletin*

Commercial Base Pricing for Priority Mail Open and Distribute

We revised [423.1.1.1](#) to include the availability of commercial base prices for Priority Mail® Open and Distribute customers using permit imprint with the Service barcode. We published this revision in the June 19, 2008, *Postal Bulletin*

New Pressure-Sensitive Barcoded Bundle Labels

We revised [335](#), [345](#), [365](#), [375](#), [385](#), [705](#), [707](#), [708](#), [L007](#), and [L008](#) to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or 3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed to the top piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters "SCH." We published this revision in the June 19, 2008, *Postal Bulletin*

1.4 June 5, 2008

Labeling Lists

We revised labeling lists [L002](#), [L005](#), [L006](#), [L007](#), [L008](#), [L009](#), [L010](#), [L011](#), [L201](#), [L601](#), [L603](#), [L604](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the June 5, 2008, *Postal Bulletin*.

Clarification of Caller Service and Reserve Caller Number Issuance and Fees

We revised [508.5.0](#) to clarify standards that apply to the application for and payment of fees for Caller Service and for Reserve Caller Numbers. We published this revision in the June 5, 2008, *Postal Bulletin*

Clarification of New Standards for Confirm Service

We revised [503.13.2.3](#) and [503.13.3.1](#) to clarify the standards pertaining to Confirm® Service. Currently, mailers have the option to use an Intelligent Mail® barcode when requesting Origin Confirm service. In this case a POSTNET™ barcode is not a required element. Until May, 2010, we will continue to allow the use of a PLANET Code® barcode in conjunction with a POSTNET barcode but we will not require a POSTNET barcode for mailpieces bearing an Intelligent Mail barcode. We also revised [503.13.4](#) to make reference to the use of a preshipment notification with Destination Confirm service. We published this revision in the June 5, 2008, *Postal Bulletin*.

Summary of Changes

New Tray Preparation Option for Automation Letters

We revised [235.6.6](#) and [245.7.5](#) to allow mailers preparing automation First-Class Mail® or Standard Mail® letters to place overflow pieces in the front or back of trays when mailers merge overflow pieces into trays made at the next sortation level, instead of making separate overflow trays. We published this revision in the June 5, 2008, *Postal Bulletin*.

2.0 Summary of Changes by DMM Module

2.1 100—Retail Mail

[113.1.4](#) is revised to clarify that flat-rate pricing is not available with Express Mail® Custom Designed agreements. Effective July 3, 2008.

[113.4.1](#) and [115.2.2](#) are revised to update the standards regarding delivery of Express Mail® items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

2.2 200—Commercial Letters and Cards

[202.3.0](#), [245.5.0](#), and [245.6.0](#) are revised to provide a new price-marking option for mailings at Standard Mail® prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

[235.1.4](#), [235.2.3](#), [245.1.4](#), and [245.2.3](#) are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

[235.6.6](#) and [245.7.5](#) are revised to allow mailers preparing automation First-Class Mail® or Standard Mail® letters to place overflow pieces in the front or back of trays when mailers merge overflow pieces into trays made at the next sortation level, instead of making separate overflow trays. Effective June 5, 2008.

2.3 300—Commercial Flats

[302.2.0](#), [345.5.0](#), and [345.6.0](#) are revised to provide a new price-marking option for mailings at Standard Mail® prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

[335](#), [345](#), [365](#), [375](#), and [385](#) were revised to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or 3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed

Summary of Changes

to the top piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters "SCH." Effective July 3, 2008.

[335.1.4](#) and [365.1.5](#) are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

[363](#), [364](#), [365](#), and [366](#) have been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

2.4 400—Commercial Parcels

[402.2.0](#), [445.5.0](#), and [445.7.0](#) are revised to provide a new price-marking option for mailings at Standard Mail® prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

[413.1.4](#) and [413.4.4.1](#) are revised to clarify that flat-rate pricing is not available with Express Mail® Custom Designed agreements. Effective July 3, 2008.

[413.4.1](#) and [415.2.2](#), are revised to update the standards regarding delivery of Express Mail® items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

[423.1.1.1](#) is revised to include the availability of commercial base prices for Priority Mail® Open and Distribute customers using permit imprint with the Service barcode. Effective July 3, 2008.

[463](#), [464](#), [465](#), and [466](#) have been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

[465.1.5](#) is revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

2.5 500—Additional Services

[503.8.3.2](#) is revised to update the standards regarding delivery of Express Mail® items with waiver of signature requested and return receipt for merchandise items with waiver of signature requested. Effective August 28, 2008.

Summary of Changes

503.13.2.3 and 503.13.3.1 are revised to clarify the standards pertaining to Confirm® Service. Currently, mailers have the option to use an Intelligent Mail® barcode when requesting Origin Confirm service. In this case a POSTNET™ barcode is not a required element. Until May, 2010, we will continue to allow the use of a PLANET Code® barcode in conjunction with a POSTNET barcode but we will not require a POSTNET barcode for mailpieces bearing an Intelligent Mail barcode. We also revised 503.13.4 to make reference to the use of a preshipment notification with Destination Confirm service. Effective June 5, 2008.

508.4.0 is revised to include the ability to apply and pay for Post Office™ boxes online. The online option also allows existing customers to make onetime renewal payments and to establish recurring payments. The online capabilities are not available for free (Group E) Post Office box service or for caller service boxes. Effective August 14, 2008.

508.5.0 is revised to clarify standards that apply to the application for and payment of fees for Caller Service and for Reserve Caller Numbers. Effective June 5, 2008.

2.6 600—Basic Standards

601.9.3.2 is revised to permit the mailing of day-old emu chicks. Effective August 14, 2008.

604 has been revised for all Bound Printed Matter (BPM). Postage payment for all BPM mailings: carrier route, presorted, and nonpresorted (single-piece) flats and parcels, regardless of volume, are limited to permit imprint. Effective September 11, 2008.

604.5.0 is revised to provide a new price-marking option for mailings at Standard Mail® prices. We also are providing a new option for mailers of letters or flats, bearing a manifest keyline, when pieces are included as part of an automation mailing. Effective August 14, 2008.

609.1.4 is revised to clarify standards that apply to the sending of Collect on Delivery (COD) items in the domestic mailstream. This clarification is consistent with 503.11.2.6 and with Military Mail Operations prohibiting the use of COD to APO/FPO destination addresses. Effective August 14, 2008.

2.7 700—Special Standards

703.1.0 is revised to reflect changes in the application and authorization processes for Nonprofit Standard Mail® prices. Effective September 11, 2008.

705, 707, and 708 were revised to provide a new option for mailers who prepare flat-size mail bundled for 5-digit scheme or 3-digit scheme presort levels. Currently, mailers who prepare 5-digit scheme or 3-digit scheme bundles of flats are required to identify the presort level through the use of an optional endorsement line (OEL). With this change the Postal Service is making 3-digit scheme and 5-digit scheme pressure-sensitive barcoded bundle labels available, which can be affixed to the top piece in a bundle in lieu of an OEL. The new labels are red for 5-digit scheme bundles, green for 3-digit scheme bundles, and bear the letters “SCH.” Effective July 3, 2008.

Summary of Changes

[705.5.0](#) is revised to provide an option for customers to use an Express Mail® flat-rate envelope or Priority Mail® flat-rate envelope and box for Open and Distribute shipments destined only to a Destination Delivery Unit (DDU). Effective September 11, 2008.

[705.8.5.6](#) is revised to require mailers to place presort bundles on pallets with the addresses facing up. Effective September 11, 2008.

[705.16.0](#) is revised to require the use of an electronic Service barcode on all Priority Mail® Open and Distribute container address labels effective July 1, 2008. The new standard will require mailers to use a concatenated UCC/EAN Code 128 symbology Service barcode with a unique Service Type Code (STC) "55" and the human-readable text, "USPS SCAN ON ARRIVAL," above the barcode on each Priority Mail Open and Distribute container address label. Effective July 1, 2008.

[707.18.4](#) and [707.24.1.5](#) are revised to clarify that automation or machinable card- and letter-sized pieces, in correctly labeled overflow or less-than-full trays must be bundled for the purpose of retaining the orientation of the pieces within the tray. These bundles do not require an optional endorsement line or a barcoded pressure-sensitive bundle label. We are also removing obsolete preparation standards regarding the use of tic marks and separator cards in automation mailings. Effective August 14, 2008.

[707.23.7](#) is revised to allow publishers of Periodicals flats to combine copies addressed for box section distribution into multi-box section bundles when there are fewer than 6 copies to each Post Office Box section. Effective August 14, 2008.

2.8 Appendix 1 – Labeling Lists

Labeling lists are updated frequently to reflect changes in mail processing operations. Please see individual lists.

Prices and Fees

Effective
May 12, 2008

RETAIL PRICES

[Express Mail](#)
[Priority Mail](#)
[First-Class Mail](#)
[Media Mail](#)
[Library Mail](#)
[Parcel Post](#)

COMMERCIAL PRICES

Priority Mail

Letters

[First-Class Mail](#)
[Standard Mail](#)

Flats

[First-Class Mail](#)
[Media Mail](#)
[Library Mail](#)
[Standard Mail](#)
[Bound Printed Matter](#)

Parcels

[First-Class Mail](#)
[Standard Mail](#)
[Bound Printed Matter](#)
[Parcel Select](#)
[Media Mail](#)
[Library Mail](#)

Periodicals

FEES

[Extra Services](#)
[Recipient Services](#)
[Mailer Services](#)
[Other Fees and Charges](#)

Postal Explorer pe.usps.com



Express Mail

RETAIL LETTERS, FLATS, & PARCELS

Weight Not Over (pounds)	Zone ^{1, 2, 3}						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$12.60	\$14.65	\$17.45	\$18.30	\$18.60	\$19.25	\$19.50
1	14.55	19.00	22.40	22.65	22.90	23.15	23.40
2	15.70	20.15	24.65	24.90	25.15	25.40	25.65
3	16.65	21.35	28.40	28.65	28.90	29.15	29.40
4	17.95	22.75	32.10	32.35	32.60	32.85	33.10
5	18.60	24.35	35.85	36.10	36.35	36.60	36.85
6	21.85	29.25	39.55	39.80	40.05	40.30	40.55
7	25.10	34.15	43.25	43.50	43.75	44.00	44.25
8	26.35	35.15	47.00	47.25	47.50	47.75	48.00
9	27.80	36.65	50.35	50.95	51.20	51.45	51.70
10	28.60	38.10	52.70	53.55	53.80	54.05	54.30
11	32.00	43.00	55.40	56.15	56.40	56.65	56.90
12	32.00	46.00	58.40	58.70	58.95	59.20	59.45
13	32.00	49.00	61.05	61.30	61.55	61.80	62.05
14	33.00	52.00	63.60	63.85	64.10	64.35	64.60
15	35.00	55.00	66.20	66.45	66.70	66.95	67.20
16	36.00	58.00	68.80	69.05	69.30	69.55	69.80
17	38.00	61.00	71.35	71.60	71.85	72.10	72.35
18	40.00	64.00	73.95	74.20	74.45	74.70	74.95
19	41.00	67.00	76.50	76.75	77.00	77.25	77.50
20	43.00	70.00	79.10	79.35	79.60	79.85	80.10
21	44.00	73.00	81.95	82.70	82.95	83.20	83.45
22	46.00	76.00	84.00	85.25	85.50	85.75	86.00
23	47.00	79.00	86.45	87.85	88.10	88.35	88.60
24	49.00	82.00	89.20	90.40	90.65	90.90	91.15
25	51.00	85.00	91.40	93.00	93.25	93.50	93.75
26	52.00	88.00	94.05	95.60	95.85	96.10	96.35
27	54.00	91.00	96.45	98.15	98.40	98.65	98.90
28	55.00	94.00	99.55	100.75	101.00	101.25	101.50
29	57.00	97.00	102.80	103.30	103.55	103.80	104.05
30	59.00	100.00	106.05	106.40	106.65	106.90	107.40
31	60.00	103.00	109.30	109.65	109.90	110.15	110.70
32	62.00	106.00	112.55	112.90	113.15	113.40	114.00
33	63.00	109.00	115.80	116.20	116.45	116.70	117.30
34	65.00	112.00	119.10	119.45	119.70	119.95	120.60
35	66.00	115.00	122.35	122.75	123.00	123.25	123.90
36	68.00	118.00	125.60	126.00	126.25	126.50	127.20
37	70.00	121.00	128.85	129.30	129.55	129.80	130.50
38	71.00	124.00	132.10	132.55	132.80	133.05	133.80

Weight Not Over (pounds)	Zone ^{1, 2, 3}						
	Local, 1 & 2	3	4	5	6	7	8
39	\$73.00	\$127.00	\$135.40	\$135.80	\$136.05	\$136.30	\$137.10
40	74.00	130.00	138.65	139.10	139.35	139.60	140.45
41	76.00	133.00	141.90	142.35	142.60	142.85	143.75
42	78.00	136.00	145.15	145.65	145.90	146.15	147.05
43	79.00	139.00	148.40	148.90	149.15	149.40	150.35
44	81.00	142.00	151.65	152.20	152.45	152.70	153.65
45	82.00	145.00	154.95	155.45	155.70	155.95	156.95
46	84.00	148.00	158.20	158.70	158.95	159.20	160.25
47	85.00	151.00	161.45	162.00	162.25	162.50	163.55
48	87.00	154.00	164.70	165.25	165.50	165.75	166.85
49	89.00	157.00	167.95	168.55	168.80	169.05	170.15
50	90.00	160.00	171.25	171.80	172.05	172.30	173.50
51	92.00	163.00	174.50	175.05	175.30	175.55	176.80
52	93.00	166.00	177.75	178.35	178.60	178.85	180.10
53	95.00	169.00	181.00	181.60	181.85	182.10	183.40
54	97.00	172.00	184.30	184.90	185.15	185.40	186.70
55	98.00	176.00	187.55	188.15	188.40	188.65	190.00
56	100.00	179.00	190.80	191.45	191.70	191.95	193.30
57	101.00	182.00	194.05	194.70	194.95	195.20	196.60
58	103.00	185.00	197.30	197.95	198.20	198.45	199.90
59	104.00	188.00	200.55	201.25	201.50	201.75	203.20
60	106.00	191.00	203.80	204.50	204.75	205.00	206.50
61	108.00	194.00	207.10	207.80	208.05	208.30	209.85
62	109.00	197.00	210.35	211.05	211.30	211.55	213.15
63	111.00	200.00	213.60	214.30	214.55	214.80	216.45
64	112.00	203.00	216.85	217.60	217.85	218.10	219.75
65	114.00	206.00	220.10	220.85	221.10	221.35	223.05
66	116.00	209.00	223.40	224.15	224.40	224.65	226.35
67	117.00	212.00	226.65	227.40	227.65	227.90	229.65
68	119.00	215.00	229.90	230.70	230.95	231.20	232.95
69	120.00	218.00	233.15	233.95	234.20	234.45	236.25
70	122.00	221.00	236.40	237.20	237.45	237.70	239.55

1. For Sunday/holiday delivery, add \$12.50.
2. \$16.50 is charged for material sent in an Express Mail flat-rate envelope provided by the USPS regardless of weight or destination.
3. Commercial Prices: \$16.00 is charged for material sent in an Express Mail flat-rate envelope provided by the USPS regardless of weight or destination. Postage paid through Click-N-Ship service at usps.com, registered end-users of PC Postage, and Express Mail Corporate Accounts receive a 3% price reduction. Additional volume incentives available, see 413.1.0.



Priority Mail Retail

LETTERS, FLATS, & PARCELS

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80
2	4.80	5.05	5.60	6.80	7.20	7.70	8.25
3	5.20	5.95	6.75	8.75	9.55	10.35	11.50
4	5.80	6.80	7.85	10.55	11.60	12.65	14.25
5	6.45	7.75	8.90	12.20	13.45	14.75	16.80
6	7.05	8.65	10.00	13.95	14.40	16.25	17.65
7	7.60	9.40	11.00	15.35	15.80	18.05	20.15
8	8.05	9.75	11.95	16.40	17.15	19.80	22.60
9	8.45	10.45	12.75	17.50	18.55	21.55	25.15
10	8.85	11.25	13.45	18.65	20.10	23.45	27.55
11	9.35	11.75	14.50	19.75	21.75	25.20	29.00
12	9.75	12.35	15.30	20.85	23.45	26.50	30.25
13	10.00	12.65	15.75	22.00	25.15	27.55	31.30
14	10.35	13.20	16.45	23.00	26.50	29.15	32.85
15	10.80	13.80	17.25	23.70	27.10	29.45	33.55
16	11.15	14.25	17.80	24.20	27.70	30.10	34.40
17	11.50	14.75	18.15	24.80	28.45	30.85	35.30
18	11.75	15.20	18.50	25.30	29.00	31.45	36.15
19	12.15	15.55	18.80	25.90	29.70	32.25	37.05
20	12.45	15.80	19.15	26.35	30.25	32.85	37.85
21	12.80	16.00	19.45	26.80	30.75	33.45	38.60
22	13.10	16.30	19.75	27.40	31.45	34.20	39.55
23	13.40	16.50	20.30	27.85	32.00	34.80	40.25
24	13.70	16.70	20.90	28.45	32.65	35.60	41.25
25	14.00	16.95	21.60	28.90	33.15	36.15	41.95
26	14.30	17.15	22.30	29.50	33.90	36.90	43.30
27	14.70	17.40	22.95	29.90	34.40	37.45	44.90
28	15.15	17.60	23.55	30.30	34.85	38.00	46.55
29	15.60	17.80	24.25	30.70	35.30	38.50	48.05
30	16.10	18.05	24.90	31.15	35.80	39.05	49.65
31	16.50	18.20	25.60	31.50	36.25	39.55	51.30
32	16.95	18.65	26.25	31.90	36.75	40.50	52.90
33	17.40	19.15	26.85	32.30	37.20	41.65	54.45
34	17.85	19.65	27.55	33.00	38.30	42.80	56.05
35	18.30	20.15	28.10	33.70	39.35	43.95	57.65
36	18.75	20.65	28.55	34.45	40.35	45.15	59.25
37	19.20	21.10	29.00	35.10	41.40	46.30	60.85
38	19.65	21.60	29.45	35.80	42.55	47.40	62.45
39	20.05	22.05	29.85	36.50	43.60	48.60	64.10
40	20.45	22.50	30.30	37.25	44.60	49.70	65.60
41	20.85	22.95	30.70	37.60	45.65	50.90	67.20
42	21.25	23.40	31.10	38.40	46.65	52.10	68.80
43	21.65	23.80	31.50	39.25	47.80	53.25	70.40
44	22.05	24.25	31.90	40.15	48.80	54.45	72.00

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$22.45	\$24.70	\$32.25	\$41.00	\$49.85	\$55.60	\$73.60
46	22.85	25.15	32.90	41.80	50.90	56.75	75.20
47	23.25	25.60	33.50	42.70	52.05	57.95	76.75
48	23.65	25.95	34.25	43.55	53.10	59.15	78.40
49	24.05	26.25	34.90	44.35	54.05	60.35	79.95
50	24.40	26.50	35.55	45.20	55.10	61.50	81.40
51	24.85	26.75	36.20	46.10	56.15	62.65	82.25
52	25.20	27.00	36.90	46.95	57.30	63.80	83.05
53	25.65	27.25	37.50	47.80	58.30	65.00	83.85
54	26.00	27.45	38.15	48.70	59.30	66.10	84.65
55	26.45	27.70	38.90	49.55	60.35	67.20	85.40
56	26.80	27.90	39.50	50.35	61.50	68.40	86.15
57	27.25	28.15	40.15	51.15	62.50	69.60	86.90
58	27.60	28.35	40.85	52.05	63.55	70.75	87.60
59	28.05	28.55	41.50	52.90	64.55	71.90	88.25
60	28.40	28.75	42.15	53.80	65.65	73.05	88.90
61	28.85	28.95	42.90	54.60	66.50	74.20	90.10
62	29.20	29.20	43.50	55.50	66.95	75.35	91.50
63	29.65	29.65	44.20	56.40	67.35	76.10	92.95
64	30.00	30.00	44.85	57.25	67.75	76.55	94.45
65	30.45	30.45	45.45	57.95	68.10	77.00	95.90
66	30.80	30.80	46.15	58.85	68.50	77.40	97.30
67	31.25	31.25	46.90	59.75	68.85	77.80	98.80
68	31.60	31.60	47.50	60.60	69.15	78.20	100.20
69	32.05	32.05	48.15	61.50	69.50	78.55	101.65
70	32.45	32.45	48.90	61.80	69.80	78.90	103.10

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable price for a 20-pound parcel (balloon price).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight (as calculated in 123.1.3), whichever is greater.
3. For keys and ID devices that weigh:
 - Up to 13 ounces, refer to retail First-Class Mail parcel prices.
 - More than 13 ounces but not more than 1 pound, \$5.52.
 - More than 1 pound but not more than 2 pounds, \$6.32.
4. \$4.80 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
5. \$9.80 is charged for material sent in a Priority Mail regular flat-rate box provided by the USPS, regardless of weight or destination.
6. \$12.95 is charged for material sent in a Priority Mail large flat-rate box provided by the USPS, regardless of weight to domestic addresses, and \$10.95 for material sent in a Priority Mail large flat-rate box to APO/FPO destination addresses.



First-Class Mail

RETAIL LETTERS AND CARDS

Weight Not Over (ounces)	Single-Piece ¹
1	\$0.42
2	0.59
3	0.76
3.5 ²	0.93
Postcard ³	0.27

- Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the \$0.20 nonmachinable surcharge (see 133.1.10).
- For weights over 3.5 ounces, see flat-size prices.
- The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.



First-Class Mail

RETAIL FLATS

Weight Not Over (ounces) ¹	Single-Piece
1	\$0.83
2	1.00
3	1.17
4	1.34
5	1.51
6	1.68
7	1.85
8	2.02
9	2.19
10	2.36
11	2.53
12	2.70
13	2.87

- Flat-size pieces with certain characteristics (see 101.2.0) are subject to parcel prices.

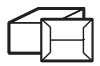


First-Class Mail

RETAIL PARCELS

Weight Not Over (ounces) ¹	Single-Piece
1	\$1.17
2	1.34
3	1.51
4	1.68
5	1.85
6	2.02
7	2.19
8	2.36
9	2.53
10	2.70
11	2.87
12	3.04
13	3.21

- For keys and ID devices, add \$0.72. If more than 13 ounces, see retail Priority Mail prices.



Media Mail

RETAIL FLATS & PARCELS

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.23	36	\$14.48
2	2.58	37	14.83
3	2.93	38	15.18
4	3.28	39	15.53
5	3.63	40	15.88
6	3.98	41	16.23
7	4.33	42	16.58
8	4.68	43	16.93
9	5.03	44	17.28
10	5.38	45	17.63
11	5.73	46	17.98
12	6.08	47	18.33
13	6.43	48	18.68
14	6.78	49	19.03
15	7.13	50	19.38
16	7.48	51	19.73
17	7.83	52	20.08
18	8.18	53	20.43
19	8.53	54	20.78
20	8.88	55	21.13
21	9.23	56	21.48
22	9.58	57	21.83
23	9.93	58	22.18
24	10.28	59	22.53
25	10.63	60	22.88
26	10.98	61	23.23
27	11.33	62	23.58
28	11.68	63	23.93
29	12.03	64	24.28
30	12.38	65	24.63
31	12.73	66	24.98
32	13.08	67	25.33
33	13.43	68	25.68
34	13.78	69	26.03
35	14.13	70	26.38

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).



Library Mail

RETAIL FLATS & PARCELS

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.12	36	\$13.67
2	2.45	37	14.00
3	2.78	38	14.33
4	3.11	39	14.66
5	3.44	40	14.99
6	3.77	41	15.32
7	4.10	42	15.65
8	4.43	43	15.98
9	4.76	44	16.31
10	5.09	45	16.64
11	5.42	46	16.97
12	5.75	47	17.30
13	6.08	48	17.63
14	6.41	49	17.96
15	6.74	50	18.29
16	7.07	51	18.62
17	7.40	52	18.95
18	7.73	53	19.28
19	8.06	54	19.61
20	8.39	55	19.94
21	8.72	56	20.27
22	9.05	57	20.60
23	9.38	58	20.93
24	9.71	59	21.26
25	10.04	60	21.59
26	10.37	61	21.92
27	10.70	62	22.25
28	11.03	63	22.58
29	11.36	64	22.91
30	11.69	65	23.24
31	12.02	66	23.57
32	12.35	67	23.90
33	12.68	68	24.23
34	13.01	69	24.56
35	13.34	70	24.89

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).



Parcel Post (Local and Intra-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3}					Nonmachinable ^{1, 2, 3, 4}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.67	\$4.02	\$4.05	\$4.14	\$4.33	\$6.40	\$6.75	\$6.78	\$6.87	\$7.06
2	4.11	4.50	4.80	4.89	5.16	6.84	7.23	7.53	7.62	7.89
3	4.51	5.00	5.48	5.60	5.97	7.24	7.73	8.21	8.33	8.70
4	4.88	5.70	6.11	6.23	6.71	7.61	8.43	8.84	8.96	9.44
5	5.21	6.29	6.65	6.80	7.40	7.94	9.02	9.38	9.53	10.13
6	5.51	6.67	7.15	7.30	8.01	8.24	9.40	9.88	10.03	10.74
7	5.74	7.03	7.60	7.77	8.60	8.47	9.76	10.33	10.50	11.33
8	5.93	7.61	8.03	8.21	9.13	8.66	10.34	10.76	10.94	11.86
9	6.13	7.93	8.42	8.65	9.62	8.86	10.66	11.15	11.38	12.35
10	6.32	8.27	8.84	9.34	10.08	9.05	11.00	11.57	12.07	12.81
11	6.49	8.56	9.18	9.70	10.50	9.22	11.29	11.91	12.43	13.23
12	6.67	8.87	9.52	10.05	10.90	9.40	11.60	12.25	12.78	13.63
13	6.84	9.07	9.82	10.38	11.28	9.57	11.80	12.55	13.11	14.01
14	7.00	9.24	10.10	10.74	11.62	9.73	11.97	12.83	13.47	14.35
15	7.15	9.41	10.39	11.03	11.94	9.88	12.14	13.12	13.76	14.67
16	7.31	9.57	10.69	11.31	12.26	10.04	12.30	13.42	14.04	14.99
17	7.45	9.77	10.96	11.62	12.54	10.18	12.50	13.69	14.35	15.27
18	7.59	9.91	11.22	11.87	12.81	10.32	12.64	13.95	14.60	15.54
19	7.72	10.07	11.49	12.13	13.07	10.45	12.80	14.22	14.86	15.80
20	7.87	10.24	11.75	12.35	13.30	10.60	12.97	14.48	15.08	16.03
21	7.99	10.36	11.99	12.58	13.53	10.72	13.09	14.72	15.31	16.26
22	8.12	10.53	12.23	12.82	13.74	10.85	13.26	14.96	15.55	16.47
23	8.25	10.64	12.48	13.06	13.97	10.98	13.37	15.21	15.79	16.70
24	8.38	10.79	12.71	13.30	14.16	11.11	13.52	15.44	16.03	16.89
25	8.50	10.91	12.93	13.52	14.36	11.23	13.64	15.66	16.25	17.09
26	8.61	11.06	13.14	13.75	14.52	11.34	13.79	15.87	16.48	17.25
27	8.73	11.18	13.37	13.97	14.69	11.46	13.91	16.10	16.70	17.42
28	8.84	11.29	13.59	14.17	14.88	11.57	14.02	16.32	16.90	17.61
29	8.96	11.42	13.80	14.38	15.10	11.69	14.15	16.53	17.11	17.83
30	9.08	11.54	13.99	14.57	15.30	11.81	14.27	16.72	17.30	18.03
31	9.18	11.66	14.17	14.77	15.52	11.91	14.39	16.90	17.50	18.25
32	9.26	11.78	14.38	14.97	15.70	11.99	14.51	17.11	17.70	18.43
33	9.38	11.89	14.55	15.14	15.90	12.11	14.62	17.28	17.87	18.63
34	9.45	12.00	14.67	15.33	16.09	12.18	14.73	17.40	18.06	18.82
35	9.53	12.10	14.84	15.51	16.27	12.26	14.83	17.57	18.24	19.00

- For parcels that originate and destinate in the same BMC service area.
- For parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use the oversized price, regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) must pay the nonmachinable price.
- Prices include the \$2.73 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Post (Local and Intra-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3}					Nonmachinable ^{1, 2, 3, 4}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	---	---	---	---	---	\$12.34	\$14.93	\$17.69	\$18.40	\$19.18
37	---	---	---	---	---	12.40	15.06	17.82	18.57	19.35
38	---	---	---	---	---	12.46	15.16	17.96	18.74	19.53
39	---	---	---	---	---	12.56	15.27	18.10	18.89	19.69
40	---	---	---	---	---	12.65	15.34	18.21	19.06	19.86
41	---	---	---	---	---	12.74	15.49	18.38	19.16	20.02
42	---	---	---	---	---	12.80	15.55	18.49	19.28	20.17
43	---	---	---	---	---	12.89	15.64	18.61	19.35	20.33
44	---	---	---	---	---	12.99	15.76	18.73	19.44	20.47
45	---	---	---	---	---	13.06	15.83	18.83	19.68	20.61
46	---	---	---	---	---	13.11	15.97	18.96	19.76	20.87
47	---	---	---	---	---	13.21	16.07	19.06	19.84	21.30
48	---	---	---	---	---	13.27	16.14	19.19	19.90	21.75
49	---	---	---	---	---	13.34	16.25	19.30	19.97	22.18
50	---	---	---	---	---	13.41	16.30	19.40	20.03	22.64
51	---	---	---	---	---	13.50	16.43	19.48	20.11	23.10
52	---	---	---	---	---	13.55	16.53	19.64	20.17	23.59
53	---	---	---	---	---	13.63	16.57	19.71	20.21	24.08
54	---	---	---	---	---	13.72	16.65	19.77	20.28	24.58
55	---	---	---	---	---	13.79	16.74	19.84	20.35	24.79
56	---	---	---	---	---	13.83	16.83	19.90	20.43	24.88
57	---	---	---	---	---	13.91	16.93	19.92	20.46	25.03
58	---	---	---	---	---	13.99	17.01	19.99	20.51	25.13
59	---	---	---	---	---	14.06	17.10	20.03	20.57	25.24
60	---	---	---	---	---	14.09	17.19	20.06	20.60	25.36
61	---	---	---	---	---	14.22	17.28	20.13	20.67	25.46
62	---	---	---	---	---	14.25	17.36	20.17	20.75	25.56
63	---	---	---	---	---	14.34	17.44	20.20	20.85	25.65
64	---	---	---	---	---	14.40	17.52	20.23	20.94	25.76
65	---	---	---	---	---	14.46	17.61	20.28	21.03	25.84
66	---	---	---	---	---	14.50	17.71	20.32	21.13	25.96
67	---	---	---	---	---	14.62	17.79	20.35	21.24	26.04
68	---	---	---	---	---	14.68	17.82	20.38	21.29	26.13
69	---	---	---	---	---	14.69	17.93	20.41	21.39	26.22
70	---	---	---	---	---	14.70	18.01	20.46	21.49	26.31
Oversized	---	---	---	---	---	31.56	45.75	46.18	47.10	48.49

- For parcels that originate and destinate in the same BMC service area.
- For parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use the oversized price, regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
- Prices include the \$2.73 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Post (Inter-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3}							Nonmachinable ^{1, 2, 3, 4}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25
2	4.55	4.85	5.35	5.94	6.13	6.35	6.67	8.25	8.55	9.05	9.64	9.83	10.05	10.37
3	5.05	5.70	6.60	6.94	7.22	7.52	8.12	8.75	9.40	10.30	10.64	10.92	11.22	11.82
4	5.75	6.75	7.55	7.88	8.23	8.62	9.38	9.45	10.45	11.25	11.58	11.93	12.32	13.08
5	6.40	7.70	8.37	8.76	9.19	9.67	10.58	10.10	11.40	12.07	12.46	12.89	13.37	14.28
6	7.00	8.60	9.15	9.61	10.11	10.66	11.72	10.70	12.30	12.85	13.31	13.81	14.36	15.42
7	7.55	9.34	9.89	10.42	10.98	11.60	12.81	11.25	13.04	13.59	14.12	14.68	15.30	16.51
8	8.00	9.70	10.61	11.19	11.82	12.51	13.85	11.70	13.40	14.31	14.89	15.52	16.21	17.55
9	8.40	10.06	11.30	11.94	12.63	13.39	14.86	12.10	13.76	15.00	15.64	16.33	17.09	18.56
10	8.80	11.20	11.96	12.66	13.40	14.23	15.83	12.50	14.90	15.66	16.36	17.10	17.93	19.53
11	9.15	11.60	12.60	13.35	14.16	15.04	16.76	12.85	15.30	16.30	17.05	17.86	18.74	20.46
12	9.50	11.90	13.22	14.02	14.88	15.83	17.67	13.20	15.60	16.92	17.72	18.58	19.53	21.37
13	9.90	12.17	13.82	14.67	15.59	16.59	18.55	13.60	15.87	17.52	18.37	19.29	20.29	22.25
14	10.11	12.51	14.41	15.30	16.27	17.33	19.40	13.81	16.21	18.11	19.00	19.97	21.03	23.10
15	10.29	12.79	14.97	15.92	16.93	18.05	20.22	13.99	16.49	18.67	19.62	20.63	21.75	23.92
16	10.44	13.06	15.52	16.51	17.58	18.75	21.03	14.14	16.76	19.22	20.21	21.28	22.45	24.73
17	10.63	13.29	16.06	17.09	18.21	19.43	21.81	14.33	16.99	19.76	20.79	21.91	23.13	25.51
18	10.77	13.54	16.58	17.66	18.82	20.10	22.57	14.47	17.24	20.28	21.36	22.52	23.80	26.27
19	10.96	13.79	17.09	18.21	19.42	20.74	23.32	14.66	17.49	20.79	21.91	23.12	24.44	27.02
20	11.09	14.02	17.59	18.75	20.00	21.37	24.04	14.79	17.72	21.29	22.45	23.70	25.07	27.74
21	11.25	14.26	18.08	19.27	20.57	21.99	24.75	14.95	17.96	21.78	22.97	24.27	25.69	28.45
22	11.38	14.44	18.47	19.79	21.12	22.59	25.44	15.08	18.14	22.17	23.49	24.82	26.29	29.14
23	11.53	14.70	18.80	20.29	21.67	23.18	26.12	15.23	18.40	22.50	23.99	25.37	26.88	29.82
24	11.64	14.89	19.07	20.78	22.20	23.76	26.78	15.34	18.59	22.77	24.48	25.90	27.46	30.48
25	11.79	15.08	19.37	21.26	22.72	24.32	27.43	15.49	18.78	23.07	24.96	26.42	28.02	31.13
26	11.90	15.27	19.64	21.73	23.23	24.87	28.07	15.60	18.97	23.34	25.43	26.93	28.57	31.77
27	12.07	15.46	19.89	22.19	23.73	25.41	28.69	15.77	19.16	23.59	25.89	27.43	29.11	32.39
28	12.16	15.65	20.18	22.64	24.22	25.94	29.30	15.86	19.35	23.88	26.34	27.92	29.64	33.00
29	12.30	15.84	20.44	23.09	24.70	26.46	29.90	16.00	19.54	24.14	26.79	28.40	30.16	33.60
30	12.41	15.99	20.67	23.52	25.17	26.97	30.48	16.11	19.69	24.37	27.22	28.87	30.67	34.18
31	12.55	16.16	20.91	23.95	25.63	27.47	31.06	16.25	19.86	24.61	27.65	29.33	31.17	34.76
32	12.64	16.33	21.15	24.37	26.07	27.97	31.62	16.34	20.03	24.85	28.07	29.77	31.67	35.32
33	12.75	16.50	21.39	24.78	26.50	28.45	32.18	16.45	20.20	25.09	28.48	30.20	32.15	35.88
34	12.88	16.61	21.57	25.18	26.92	28.92	32.72	16.58	20.31	25.27	28.88	30.62	32.62	36.42
35	12.99	16.80	21.80	25.58	27.33	29.39	33.26	16.69	20.50	25.50	29.28	31.03	33.09	36.96

- For parcels that destinate to different BMC service areas (see 153.1.1).
- For parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use the oversized price, regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Post (Inter-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3}								Nonmachinable ^{1, 2, 3, 4}							
	Zone								Zone							
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8		
36	---	---	---	---	---	---	---	\$16.79	\$20.64	\$25.74	\$29.67	\$31.43	\$33.54	\$37.48		
37	---	---	---	---	---	---	---	16.89	20.77	25.90	30.05	31.82	33.99	38.00		
38	---	---	---	---	---	---	---	16.99	20.95	26.09	30.43	32.21	34.43	38.51		
39	---	---	---	---	---	---	---	17.11	21.05	26.28	30.80	32.60	34.87	39.01		
40	---	---	---	---	---	---	---	17.21	21.22	26.49	31.16	32.98	35.30	39.50		
41	---	---	---	---	---	---	---	17.34	21.36	26.65	31.52	33.35	35.72	39.98		
42	---	---	---	---	---	---	---	17.43	21.48	26.83	31.87	33.72	36.13	40.46		
43	---	---	---	---	---	---	---	17.49	21.61	27.02	32.22	34.09	36.54	40.93		
44	---	---	---	---	---	---	---	17.60	21.71	27.17	32.56	34.45	36.94	41.39		
45	---	---	---	---	---	---	---	17.70	21.86	27.35	32.90	34.80	37.34	41.84		
46	---	---	---	---	---	---	---	17.79	21.98	27.53	33.23	35.14	37.72	42.29		
47	---	---	---	---	---	---	---	17.91	22.12	27.67	33.56	35.49	38.11	42.73		
48	---	---	---	---	---	---	---	17.99	22.23	27.85	33.88	35.84	38.49	43.17		
49	---	---	---	---	---	---	---	18.05	22.36	27.99	34.20	36.16	38.86	43.59		
50	---	---	---	---	---	---	---	18.14	22.45	28.11	34.51	36.50	39.23	44.02		
51	---	---	---	---	---	---	---	18.26	22.59	28.29	34.82	36.83	39.59	44.43		
52	---	---	---	---	---	---	---	18.33	22.70	28.43	35.13	37.15	39.94	44.84		
53	---	---	---	---	---	---	---	18.45	22.79	28.52	35.43	37.47	40.30	45.25		
54	---	---	---	---	---	---	---	18.51	22.94	28.70	35.72	37.78	40.64	45.65		
55	---	---	---	---	---	---	---	18.59	22.98	28.84	35.91	38.09	40.99	46.04		
56	---	---	---	---	---	---	---	18.69	23.15	28.96	36.08	38.40	41.32	46.43		
57	---	---	---	---	---	---	---	18.78	23.24	29.10	36.22	38.70	41.66	46.81		
58	---	---	---	---	---	---	---	18.85	23.34	29.22	36.37	39.01	41.99	47.19		
59	---	---	---	---	---	---	---	18.94	23.44	29.36	36.51	39.31	42.31	47.56		
60	---	---	---	---	---	---	---	19.03	23.53	29.50	36.65	39.60	42.63	47.93		
61	---	---	---	---	---	---	---	19.15	23.67	29.60	36.78	39.90	42.95	48.30		
62	---	---	---	---	---	---	---	19.22	23.74	29.73	36.92	40.18	43.26	48.66		
63	---	---	---	---	---	---	---	19.27	23.86	29.85	37.04	40.46	43.57	49.01		
64	---	---	---	---	---	---	---	19.35	23.92	29.95	37.17	40.74	43.87	49.36		
65	---	---	---	---	---	---	---	19.43	24.04	30.08	37.30	41.02	44.18	49.71		
66	---	---	---	---	---	---	---	19.54	24.14	30.17	37.41	41.31	44.47	50.05		
67	---	---	---	---	---	---	---	19.63	24.24	30.30	37.54	41.58	44.77	50.39		
68	---	---	---	---	---	---	---	19.68	24.33	30.43	37.65	41.85	45.06	50.72		
69	---	---	---	---	---	---	---	19.75	24.39	30.53	37.77	42.12	45.34	51.05		
70	---	---	---	---	---	---	---	19.86	24.52	30.64	37.87	42.38	45.63	51.38		
Oversized	---	---	---	---	---	---	---	54.84	59.88	63.23	75.30	89.24	94.83	120.88		

- For parcels that destinate to different BMC service areas (see 153.1.1).
- For parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use the oversized price, regardless of weight.
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Priority Mail Commercial Base LETTERS, FLATS, & PARCELS

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75	\$4.75
2	4.75	4.75	5.29	6.46	6.88	7.39	7.96
3	4.86	5.59	6.38	7.79	9.12	9.94	11.10
4	5.42	6.39	7.42	9.50	11.08	12.14	13.75
5	6.03	7.29	8.14	11.11	12.84	14.16	16.21
6	6.59	8.13	9.25	12.84	13.75	15.60	17.03
7	7.11	8.84	10.28	14.28	15.09	17.33	19.44
8	7.53	9.17	11.29	15.42	16.38	19.01	21.81
9	7.73	9.82	12.05	16.63	17.72	20.69	24.27
10	8.18	10.58	12.71	17.72	19.20	22.51	26.59
11	8.74	11.05	13.70	18.76	20.77	24.19	27.99
12	9.12	11.61	14.46	19.81	22.39	25.44	29.19
13	9.35	11.89	14.88	20.90	24.02	26.45	30.20
14	9.68	12.41	15.55	21.85	25.31	27.98	31.70
15	10.10	12.97	16.30	22.52	25.88	28.27	32.38
16	10.43	13.40	16.82	22.99	26.45	28.90	33.20
17	10.75	13.87	17.15	23.56	27.17	29.62	34.06
18	10.99	14.29	17.48	24.04	27.70	30.19	34.88
19	11.36	14.62	17.77	24.61	28.36	30.96	35.75
20	11.64	14.85	18.10	25.03	28.89	31.54	36.53
21	11.97	15.04	18.38	25.46	29.37	32.11	37.25
22	12.25	15.32	18.66	26.03	30.03	32.83	38.17
23	12.53	15.51	19.18	26.46	30.56	33.41	38.84
24	12.81	15.70	19.75	27.03	31.18	34.18	39.81
25	13.09	15.93	20.41	27.46	31.66	34.70	40.48
26	13.37	16.12	21.07	28.03	32.37	35.42	41.78
27	13.74	16.36	21.69	28.41	32.85	35.95	43.33
28	14.17	16.54	22.25	28.79	33.28	36.48	44.92
29	14.59	16.73	22.92	29.17	33.71	36.96	46.37
30	15.05	16.97	23.53	29.59	34.19	37.49	47.91
31	15.43	17.11	24.19	29.93	34.62	37.97	49.50
32	15.85	17.53	24.81	30.31	35.10	38.88	51.05
33	16.27	18.00	25.37	30.69	35.53	39.98	52.54
34	16.69	18.47	26.03	31.35	36.58	41.09	54.09
35	17.11	18.94	26.55	32.02	37.58	42.19	55.63
36	17.53	19.41	26.98	32.73	38.53	43.34	57.18
37	17.95	19.83	27.41	33.35	39.54	44.45	58.72
38	18.37	20.30	27.83	34.01	40.64	45.50	60.26
39	18.75	20.73	28.21	34.68	41.64	46.66	61.86
40	19.12	21.15	28.63	35.39	42.59	47.71	63.30
41	19.49	21.57	29.01	35.72	43.60	48.86	64.85
42	19.87	22.00	29.39	36.48	44.55	50.02	66.39
43	20.24	22.37	29.77	37.29	45.65	51.12	67.94
44	20.62	22.80	30.15	38.14	46.60	52.27	69.48

Weight Not Over (pounds)	Zone ^{1, 2, 3, 4, 5, 6}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$20.99	\$23.22	\$30.48	\$38.95	\$47.61	\$53.38	\$71.02
46	21.36	23.64	31.09	39.71	48.61	54.48	72.57
47	21.74	24.06	31.66	40.57	49.71	55.63	74.06
48	22.11	24.39	32.37	41.37	50.71	56.78	75.66
49	22.49	24.68	32.98	42.13	51.62	57.94	77.15
50	22.81	24.91	33.59	42.94	52.62	59.04	78.55
51	23.23	25.15	34.21	43.80	53.62	60.14	79.37
52	23.56	25.38	34.87	44.60	54.72	61.25	80.14
53	23.98	25.62	35.44	45.41	55.68	62.40	80.92
54	24.31	25.80	36.05	46.27	56.63	63.46	81.69
55	24.73	26.04	36.76	47.07	57.63	64.51	82.41
56	25.06	26.23	37.33	47.83	58.73	65.66	83.13
57	25.48	26.46	37.94	48.59	59.69	66.82	83.86
58	25.81	26.65	38.60	49.45	60.69	67.92	84.53
59	26.23	26.84	39.22	50.26	61.65	69.02	85.16
60	26.55	27.03	39.83	51.11	62.70	70.13	85.79
61	26.97	27.21	40.54	51.87	63.51	71.23	86.95
62	27.30	27.45	41.11	52.73	63.94	72.34	88.30
63	27.72	27.87	41.77	53.58	64.32	73.06	89.70
64	28.05	28.20	42.38	54.39	64.70	73.49	91.14
65	28.47	28.62	42.95	55.05	65.04	73.92	92.54
66	28.80	28.95	43.61	55.91	65.42	74.30	93.89
67	29.22	29.38	44.32	56.76	65.75	74.69	95.34
68	29.55	29.70	44.89	57.57	66.04	75.07	96.69
69	29.97	30.13	45.50	58.43	66.37	75.41	98.09
70	30.34	30.50	46.21	58.71	66.66	75.74	99.49

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable price for a 20-pound parcel (balloon price).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater.
3. \$4.75 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
4. \$9.30 is charged for material sent in a Priority Mail regular flat-rate box provided by the USPS, regardless of weight or destination.
5. \$12.50 is charged for material sent in a Priority Mail large flat-rate box provided by the USPS, regardless of weight to domestic addresses, and \$10.50 for material sent in a Priority Mail large flat-rate box provided by the USPS to APO/FPO destination addresses.
6. Commercial base prices are available for postage paid through Click-N-Ship service at usps.com, authorized PC Postage vendors, and other authorized postage payment methods.



First-Class Mail

COMMERCIAL LETTERS & CARDS

Weight Not Over (ounces)	Automation				Nonautomation
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ¹
1	\$0.324	\$0.346	\$0.351	\$0.369	\$0.394
2	0.449	0.471	0.476	0.494	0.519
3	0.574	0.596	0.601	0.619	0.644
3.5	0.699	0.721	0.726	0.744	0.769 ²
Postcard ³	0.199	0.210	0.213	0.223	0.242

1. Letters that meet one or more of the nonmachinable characteristics in 201.2.1 are subject to the \$0.20 nonmachinable surcharge.

2. The maximum weight for machinable letter preparation is 3.3 ounces.

3. The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.



Standard Mail Regular

COMMERCIAL LETTERS – ENHANCED CARRIER ROUTE & AUTOMATION

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.179	\$0.190	\$0.234	\$0.225	\$0.241	\$0.244	\$0.257
	DBMC	0.146	0.157	0.201	0.192	0.208	0.211	0.224
	DSCF	0.137	0.148	0.192	0.183	0.199	0.202	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	---
	DDU	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+
per piece price		0.054 ³	0.065 ³	0.103 ³	0.074 ³	0.090 ³	0.093 ³	0.106 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size prices (243.6). Mailers may not pay ECR flat prices and claim the DDU discount for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).



Standard Mail Regular

COMMERCIAL LETTERS – NONAUTOMATION

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.258	\$0.260	\$0.343	\$0.438	\$0.461	\$0.561
	DBMC	0.225	0.227	0.310	0.405	0.428	0.528
	DSCF	0.216	---	0.301	0.396	0.419	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.



Standard Mail Nonprofit

COMMERCIAL LETTERS—ENHANCED CARRIER ROUTE & AUTOMATION

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.108	\$0.119	\$0.159	\$0.127	\$0.143	\$0.146	\$0.159
	DBMC	0.075	0.086	0.126	0.094	0.110	0.113	0.126
	DSCF	0.066	0.077	0.117	0.085	0.101	0.104	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound price	None	0.415	0.415	0.446	0.632	0.632	0.632	0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	---
	DDU	---	---	---	---	---	---	---
+ per piece price		+	+	+	+	+	+	+
		0.022 ³	0.033 ³	0.067 ³	-0.003 ³	0.013 ³	0.016 ³	0.029 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size prices (243.6). Mailers may not pay ECR flat prices and claim the DDU discount for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).



Standard Mail Nonprofit

COMMERCIAL LETTERS—NONAUTOMATION

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.160	\$0.162	\$0.245	\$0.340	\$0.363	\$0.463
	DBMC	0.127	0.129	0.212	0.307	0.330	0.430
	DSCF	0.118	---	0.203	0.298	0.321	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.



Commercial Flats

Commercial Flats: First-Class Mail • Media Mail • Library Mail



First-Class Mail

COMMERCIAL FLATS

Weight Not Over (ounces) ¹	Automation				Nonautomation
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.364	\$0.479	\$0.570	\$0.702	\$0.727
2	0.534	0.649	0.740	0.872	0.897
3	0.704	0.819	0.910	1.042	1.067
4	0.874	0.989	1.080	1.212	1.237
5	1.044	1.159	1.250	1.382	1.407
6	1.214	1.329	1.420	1.552	1.577
7	1.384	1.499	1.590	1.722	1.747
8	1.554	1.669	1.760	1.892	1.917
9	1.724	1.839	1.930	2.062	2.087
10	1.894	2.009	2.100	2.232	2.257
11	2.064	2.179	2.270	2.402	2.427
12	2.234	2.349	2.440	2.572	2.597
13	2.404	2.519	2.610	2.742	2.767

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to parcel prices.



Media Mail

COMMERCIAL FLATS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.42	\$1.90
2	1.77	2.25
3	2.12	2.60
4	2.47	2.95
5	2.82	3.30



Library Mail

COMMERCIAL FLATS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.35	\$1.81
2	1.68	2.14
3	2.01	2.47
4	2.34	2.80
5	2.67	3.13



Standard Mail Regular

COMMERCIAL FLATS

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece price	None	\$0.191	\$0.210	\$0.255	\$0.339	\$0.400	\$0.436	\$0.489	\$0.366	\$0.451	\$0.483	\$0.553
	DBMC	0.158	0.177	0.222	0.306	0.367	0.403	0.456	0.333	0.418	0.450	0.520
	DSCF	0.149	0.168	0.213	0.297	0.358	0.394	---	0.324	0.409	0.441	---
	DDU	0.140	0.159	0.204	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	---	0.530	0.530	0.530	---
	DDU	0.356	0.356	0.387	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	
per piece price		0.066	0.085	0.124	0.188	0.249	0.285	0.338	0.215	0.300	0.332	0.402

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to not flat-machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Standard Mail Nonprofit

COMMERCIAL FLATS

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece price	None	\$0.118	\$0.137	\$0.185	\$0.206	\$0.267	\$0.303	\$0.356	\$0.233	\$0.318	\$0.350	\$0.420
	DBMC	0.085	0.104	0.152	0.173	0.234	0.270	0.323	0.200	0.285	0.317	0.387
	DSCF	0.076	0.095	0.143	0.164	0.225	0.261	---	0.191	0.276	0.308	---
	DDU	0.067	0.086	0.134	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound price	None	0.415	0.415	0.446	0.632	0.632	0.632	0.632	0.632	0.632	0.632	0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	---	0.429	0.429	0.429	---
	DDU	0.167	0.167	0.198	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	
per piece price		0.032	0.051	0.093	0.076	0.137	0.173	0.226	0.103	0.188	0.220	0.290

1. Flat-size pieces with certain characteristics (see 301.1.3 and 301.1.4) are subject to not flat-machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Bound Printed Matter

COMMERCIAL CARRIER ROUTE & PRESORTED FLATS

		Carrier Route			Presorted ²		
		Price per piece	+	Price per pound	Price per piece	+	Price per pound
Each piece is subject to both a piece price and a pound price. ¹							
Zone	Local, 1 & 2	\$1.146	+	\$0.136	\$1.253	+	\$0.136
	3	1.146	+	0.169	1.253	+	0.169
	4	1.146	+	0.209	1.253	+	0.209
	5	1.146	+	0.268	1.253	+	0.268
	6	1.146	+	0.337	1.253	+	0.337
	7	1.146	+	0.380	1.253	+	0.380
	8	1.146	+	0.507	1.253	+	0.507
	<i>Destination Entry</i>						
DBMC	1 & 2	0.876	+	0.098	0.983	+	0.098
	3	0.876	+	0.126	0.983	+	0.126
	4	0.876	+	0.174	0.983	+	0.174
	5	0.876	+	0.233	0.983	+	0.233
DSCF		0.486	+	0.082	0.593	+	0.082
DDU		0.402	+	0.039	0.509 ³	+	0.039

- Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
- For barcode discount, deduct \$0.03 per piece (automation-compatible flats only). Barcode discount not available for pieces mailed at presorted DDU prices.
- Each flat must weigh more than 1 pound to be eligible for presorted DDU price.



Bound Printed Matter

COMMERCIAL NONPRESORTED FLATS

Weight Not Over (pounds) ¹	Zone							
	1 & 2	3	4	5	6	7	8	
1.0	\$1.89	\$1.93	\$1.99	\$2.08	\$2.19	\$2.25	\$2.44	
1.5	1.89	1.93	1.99	2.08	2.19	2.25	2.44	
2.0	1.98	2.04	2.12	2.24	2.38	2.46	2.72	
2.5	2.08	2.15	2.25	2.40	2.58	2.68	3.00	
3.0	2.17	2.26	2.38	2.56	2.77	2.89	3.28	
3.5	2.27	2.37	2.51	2.72	2.97	3.11	3.56	
4.0	2.36	2.48	2.64	2.88	3.16	3.32	3.84	
4.5	2.46	2.59	2.77	3.04	3.36	3.54	4.12	
5.0	2.55	2.70	2.90	3.20	3.55	3.75	4.40	
6.0	2.74	2.92	3.16	3.52	3.94	4.18	4.96	
7.0	2.93	3.14	3.42	3.84	4.33	4.61	5.52	
8.0	3.12	3.36	3.68	4.16	4.72	5.04	6.08	
9.0	3.31	3.58	3.94	4.48	5.11	5.47	6.64	
10.0	3.50	3.80	4.20	4.80	5.50	5.90	7.20	
11.0	3.69	4.02	4.46	5.12	5.89	6.33	7.76	
12.0	3.88	4.24	4.72	5.44	6.28	6.76	8.32	
13.0	4.07	4.46	4.98	5.76	6.67	7.19	8.88	
14.0	4.26	4.68	5.24	6.08	7.06	7.62	9.44	
15.0	4.45	4.90	5.50	6.40	7.45	8.05	10.00	

1. For barcode discount, deduct \$0.03 per piece (automation-compatible parcels only, 50-piece minimum).



First-Class Mail
COMMERCIAL PARCELS

Weight Not Over (ounces) ¹	5-Digit	3-Digit	ADC	Single-Piece ²
1	\$0.711	\$0.858	\$0.918	\$1.17
2	0.881	1.028	1.088	1.34
3	1.051	1.198	1.258	1.51
4	1.221	1.368	1.428	1.68
5	1.391	1.538	1.598	1.85
6	1.561	1.708	1.768	2.02
7	1.731	1.878	1.938	2.19
8	1.901	2.048	2.108	2.36
9	2.071	2.218	2.278	2.53
10	2.241	2.388	2.448	2.70
11	2.411	2.558	2.618	2.87
12	2.581	2.728	2.788	3.04
13	2.751	2.898	2.958	3.21

- Unless prepared in 5-digit/scheme sacks or paid at the single-piece prices, presorted parcels are subject to a \$0.05 surcharge if any of the following characteristics apply:
 - The parcels weigh less than 2 ounces.
 - The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode, under [708.8.0](#), for the ZIP Code of the delivery address.
 - The parcels are irregularly shaped, such as rolls, tubes, and triangles.
- Use single-piece price for mixed ADC sortation.



Commercial Parcels

Commercial Parcels: Standard Mail



Standard Mail Regular

COMMERCIAL PARCELS

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece price	None	\$0.389	\$0.405	\$0.519	---	---	---	\$0.708	\$0.761	\$1.080	\$1.330
	DBMC	0.356	0.372	0.486	---	---	---	0.675	0.728	1.047	1.297
	DSCF	0.346	0.362	0.476	---	---	---	0.665	0.718	1.037	---
	DDU	0.321	0.337	0.451	---	---	---	0.640	---	---	---
more than 3.3 oz. ³ per pound price	None	0.604	0.604	0.635	0.733	0.733	0.733	0.733	0.733	0.733	0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	---	0.574	0.574	0.574	0.574
	DSCF	0.395	0.395	0.426	0.524	---	---	0.524	0.524	0.524	---
	DDU	0.273	0.273	0.304	0.402	---	---	0.402	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece price		0.264	0.280	0.388	0.400	0.799	1.007	0.557	0.610	0.929	1.179

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Standard Mail Nonprofit

COMMERCIAL PARCELS

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece price	None	\$0.300	\$0.316	\$0.449	---	---	---	\$0.528	\$0.581	\$0.900	\$1.150
	DBMC	0.267	0.283	0.416	---	---	---	0.495	0.548	0.867	1.117
	DSCF	0.257	0.273	0.406	---	---	---	0.485	0.538	0.857	---
	DDU	0.232	0.248	0.381	---	---	---	0.460	---	---	---
more than 3.3 oz. ³ per pound price	None	0.415	0.415	0.446	0.633	0.633	0.633	0.633	0.633	0.633	0.633
	DBMC	0.256	0.256	0.287	0.474	0.474	---	0.474	0.474	0.474	0.474
	DSCF	0.206	0.206	0.237	0.424	---	---	0.424	0.424	0.424	---
	DDU	0.084	0.084	0.115	0.302	---	---	0.302	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece price		0.214	0.230	0.357	0.280	0.679	0.887	0.397	0.450	0.769	1.019

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Standard Mail Regular

NOT FLAT-MACHINABLE

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece price	None	\$0.519	\$0.580	\$0.871	\$1.183
	DBMC	0.486	0.547	0.838	1.150
	DSCF	0.476	0.537	0.828	---
	DDU	0.451	---	---	---
more than 3.3 oz. ² per pound price	None	0.733	0.733	0.733	0.733
	DBMC	0.574	0.574	0.574	0.574
	DSCF	0.524	0.524	0.524	---
	DDU	0.402	---	---	---
+		+	+	+	+
per piece price		0.368	0.429	0.720	1.032

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM prices.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Standard Mail Nonprofit

NOT FLAT-MACHINABLE

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece price	None	\$0.353	\$0.414	\$0.705	\$1.017
	DBMC	0.320	0.381	0.672	0.984
	DSCF	0.310	0.371	0.662	---
	DDU	0.285	---	---	---
more than 3.3 oz. ² per pound price	None	0.633	0.633	0.633	0.633
	DBMC	0.474	0.474	0.474	0.474
	DSCF	0.424	0.424	0.424	---
	DDU	0.302	---	---	---
+		+	+	+	+
per piece price		0.222	0.283	0.574	0.886

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM prices.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.



Bound Printed Matter

COMMERCIAL PARCELS

Each piece is subject to both a piece price and a pound price. ¹		Carrier Route			Presorted ²		
		Price per piece	+	Price per pound	Price per piece	+	Price per pound
Zone	Local, 1&2	\$1.306	+	\$0.137	\$1.413	+	\$0.137
	3	1.306	+	0.170	1.413	+	0.170
	4	1.306	+	0.210	1.413	+	0.210
	5	1.306	+	0.269	1.413	+	0.269
	6	1.306	+	0.338	1.413	+	0.338
	7	1.306	+	0.381	1.413	+	0.381
	8	1.306	+	0.508	1.413	+	0.508
	<i>Destination Entry</i>						
DBMC	1&2	\$1.032	+	\$0.099	\$1.139	+	\$0.099
	3	1.032	+	0.127	1.139	+	0.127
	4	1.032	+	0.175	1.139	+	0.175
	5	1.032	+	0.234	1.139	+	0.234
DSCF		\$0.658	+	\$0.089	\$0.765	+	\$0.089
DDU		0.487	+	0.039	0.594	+	0.039

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
2. Machinable presorted parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum), except for parcels mailed at presorted DDU or DSCF prices.



Bound Printed Matter

COMMERCIAL NONPRESORTED PARCELS

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$2.15	\$2.19	\$2.25	\$2.34	\$2.45	\$2.51	\$2.70
1.5	2.15	2.19	2.25	2.34	2.45	2.51	2.70
2.0	2.24	2.30	2.38	2.50	2.64	2.72	2.98
2.5	2.34	2.41	2.51	2.66	2.84	2.94	3.26
3.0	2.43	2.52	2.64	2.82	3.03	3.15	3.54
3.5	2.53	2.63	2.77	2.98	3.23	3.37	3.82
4.0	2.62	2.74	2.90	3.14	3.42	3.58	4.10
4.5	2.72	2.85	3.03	3.30	3.62	3.80	4.38
5.0	2.81	2.96	3.16	3.46	3.81	4.01	4.66
6.0	3.00	3.18	3.42	3.78	4.20	4.44	5.22
7.0	3.19	3.40	3.68	4.10	4.59	4.87	5.78
8.0	3.38	3.62	3.94	4.42	4.98	5.30	6.34
9.0	3.57	3.84	4.20	4.74	5.37	5.73	6.90
10.0	3.76	4.06	4.46	5.06	5.76	6.16	7.46
11.0	3.95	4.28	4.72	5.38	6.15	6.59	8.02
12.0	4.14	4.50	4.98	5.70	6.54	7.02	8.58
13.0	4.33	4.72	5.24	6.02	6.93	7.45	9.14
14.0	4.52	4.94	5.50	6.34	7.32	7.88	9.70
15.0	4.71	5.16	5.76	6.66	7.71	8.31	10.26

1. For barcode discount, deduct \$0.03 per piece (machinable parcels only, 50-piece minimum).

This page intentionally left blank



Parcel Select Destination Entry

COMMERCIAL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2}						Nonmachinable ^{1, 2}						
	DDU	DSCF	DBMC/ASF Zone ³				DDU	DSCF		DBMC/ASF Zone ⁵			
			1 & 2	3	4	5		5-Digit	3-Digit ⁴	1 & 2	3	4	5
1	\$1.47	\$2.01	\$2.52	\$2.94	\$3.29	\$4.22	\$1.47	\$2.01	\$2.92	\$4.55	\$4.97	\$5.32	\$6.25
2	1.54	2.23	2.83	3.60	4.29	5.02	1.54	2.23	3.14	4.86	5.63	6.32	7.05
3	1.60	2.44	3.14	4.27	5.24	5.85	1.60	2.44	3.35	5.17	6.30	7.27	7.88
4	1.65	2.61	3.43	4.87	6.01	6.55	1.65	2.61	3.52	5.46	6.90	8.04	8.58
5	1.71	2.78	3.69	5.45	6.58	7.24	1.71	2.78	3.69	5.72	7.48	8.61	9.27
6	1.76	2.95	3.95	5.97	7.04	7.84	1.76	2.95	3.86	5.98	8.00	9.07	9.87
7	1.81	3.11	4.19	6.48	7.49	8.45	1.81	3.11	4.02	6.22	8.51	9.52	10.48
8	1.85	3.27	4.44	6.97	7.89	8.99	1.85	3.27	4.18	6.47	9.00	9.92	11.02
9	1.90	3.40	4.64	7.38	8.26	9.43	1.90	3.40	4.31	6.67	9.41	10.29	11.46
10	1.94	3.53	4.85	7.81	9.15	9.88	1.94	3.53	4.44	6.88	9.84	11.18	11.91
11	2.02	3.74	5.17	8.43	9.65	10.45	2.02	3.74	4.65	7.20	10.46	11.68	12.48
12	2.10	3.93	5.47	8.98	10.00	10.85	2.10	3.93	4.84	7.50	11.01	12.03	12.88
13	2.17	4.12	5.74	9.47	10.33	11.23	2.17	4.12	5.03	7.77	11.50	12.36	13.26
14	2.24	4.30	6.04	9.93	10.69	11.57	2.24	4.30	5.21	8.07	11.96	12.72	13.60
15	2.31	4.49	6.29	10.34	10.98	11.89	2.31	4.49	5.40	8.32	12.37	13.01	13.92
16	2.37	4.68	6.56	10.64	11.26	12.21	2.37	4.68	5.59	8.59	12.67	13.29	14.24
17	2.43	4.86	6.82	10.91	11.57	12.49	2.43	4.86	5.77	8.85	12.94	13.60	14.52
18	2.49	5.01	7.04	11.17	11.82	12.76	2.49	5.01	5.92	9.07	13.20	13.85	14.79
19	2.55	5.18	7.29	11.44	12.08	13.02	2.55	5.18	6.09	9.32	13.47	14.11	15.05
20	2.61	5.34	7.51	11.70	12.30	13.25	2.61	5.34	6.25	9.54	13.73	14.33	15.28
21	2.66	5.48	7.74	11.94	12.53	13.48	2.66	5.48	6.39	9.77	13.97	14.56	15.51
22	2.71	5.64	7.96	12.18	12.77	13.69	2.71	5.64	6.55	9.99	14.21	14.80	15.72
23	2.76	5.80	8.19	12.43	13.01	13.92	2.76	5.80	6.71	10.22	14.46	15.04	15.95
24	2.81	5.95	8.40	12.66	13.25	14.11	2.81	5.95	6.86	10.43	14.69	15.28	16.14
25	2.86	6.07	8.59	12.88	13.47	14.31	2.86	6.07	6.98	10.62	14.91	15.50	16.34
26	2.90	6.19	8.77	13.09	13.70	14.47	2.90	6.19	7.10	10.80	15.12	15.73	16.50
27	2.94	6.35	8.99	13.32	13.92	14.64	2.94	6.35	7.26	11.02	15.35	15.95	16.67
28	2.99	6.47	9.15	13.54	14.12	14.83	2.99	6.47	7.38	11.18	15.57	16.15	16.86
29	3.03	6.60	9.35	13.75	14.33	15.05	3.03	6.60	7.51	11.38	15.78	16.36	17.08
30	3.07	6.71	9.51	13.94	14.52	15.25	3.07	6.71	7.62	11.54	15.97	16.55	17.28
31	3.10	6.84	9.70	14.12	14.72	15.47	3.10	6.84	7.75	11.73	16.15	16.75	17.50
32	3.14	6.95	9.85	14.33	14.92	15.65	3.14	6.95	7.86	11.88	16.36	16.95	17.68
33	3.18	7.06	10.03	14.50	15.09	15.85	3.18	7.06	7.97	12.06	16.53	17.12	17.88
34	3.21	7.19	10.20	14.62	15.28	16.04	3.21	7.19	8.10	12.23	16.65	17.31	18.07
35	3.25	7.28	10.32	14.79	15.46	16.22	3.25	7.28	8.19	12.35	16.82	17.49	18.25

1. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).
2. Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable prices.
3. Machinable parcels must be barcoded. Nonbarcoded machinable parcels are eligible only for retail Intra-BMC/ASF prices.
4. Prices include the \$0.91 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.
5. Prices include the \$2.03 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Select Destination Entry

COMMERCIAL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2}						Nonmachinable ^{1, 2}						
	DDU	DSCF	DBMC/ASF Zone ³				DDU	DSCF		DBMC/ASF Zone ⁵			
			1 & 2	3	4	5		5-Digit	3-Digit ⁴	1 & 2	3	4	5
36	---	---	---	---	---	---	\$3.28	\$7.39	\$8.30	\$12.53	\$16.94	\$17.65	\$18.43
37	---	---	---	---	---	---	3.31	7.49	8.40	12.69	17.07	17.82	18.60
38	---	---	---	---	---	---	3.34	7.58	8.49	12.84	17.21	17.99	18.78
39	---	---	---	---	---	---	3.37	7.69	8.60	12.99	17.35	18.14	18.94
40	---	---	---	---	---	---	3.40	7.75	8.66	13.09	17.46	18.31	19.11
41	---	---	---	---	---	---	3.43	7.83	8.74	13.23	17.63	18.41	19.27
42	---	---	---	---	---	---	3.46	7.94	8.85	13.37	17.74	18.53	19.42
43	---	---	---	---	---	---	3.49	8.02	8.93	13.50	17.86	18.60	19.58
44	---	---	---	---	---	---	3.51	8.10	9.01	13.62	17.98	18.69	19.72
45	---	---	---	---	---	---	3.54	8.18	9.09	13.75	18.08	18.93	19.86
46	---	---	---	---	---	---	3.56	8.27	9.18	13.86	18.21	19.01	20.12
47	---	---	---	---	---	---	3.59	8.34	9.25	13.98	18.31	19.09	20.55
48	---	---	---	---	---	---	3.61	8.40	9.31	14.08	18.44	19.15	21.00
49	---	---	---	---	---	---	3.63	8.47	9.38	14.19	18.55	19.22	21.43
50	---	---	---	---	---	---	3.66	8.54	9.45	14.31	18.65	19.28	21.89
51	---	---	---	---	---	---	3.68	8.64	9.55	14.44	18.73	19.36	22.35
52	---	---	---	---	---	---	3.70	8.68	9.59	14.54	18.89	19.42	22.84
53	---	---	---	---	---	---	3.72	8.73	9.64	14.64	18.96	19.46	23.33
54	---	---	---	---	---	---	3.74	8.81	9.72	14.77	19.02	19.53	23.83
55	---	---	---	---	---	---	3.76	8.92	9.83	14.89	19.09	19.60	24.04
56	---	---	---	---	---	---	3.78	8.97	9.88	14.99	19.15	19.68	24.13
57	---	---	---	---	---	---	3.80	9.05	9.96	15.11	19.17	19.71	24.28
58	---	---	---	---	---	---	3.81	9.12	10.03	15.23	19.24	19.76	24.38
59	---	---	---	---	---	---	3.83	9.21	10.12	15.35	19.28	19.82	24.49
60	---	---	---	---	---	---	3.85	9.27	10.18	15.47	19.31	19.85	24.61
61	---	---	---	---	---	---	3.87	9.31	10.22	15.54	19.38	19.92	24.71
62	---	---	---	---	---	---	3.88	9.38	10.29	15.65	19.42	20.00	24.81
63	---	---	---	---	---	---	3.90	9.45	10.36	15.76	19.45	20.10	24.90
64	---	---	---	---	---	---	3.91	9.53	10.44	15.87	19.48	20.19	25.01
65	---	---	---	---	---	---	3.93	9.58	10.49	15.98	19.53	20.28	25.09
66	---	---	---	---	---	---	3.94	9.62	10.53	16.03	19.57	20.38	25.21
67	---	---	---	---	---	---	3.96	9.69	10.60	16.13	19.60	20.49	25.29
68	---	---	---	---	---	---	3.97	9.73	10.64	16.22	19.63	20.54	25.38
69	---	---	---	---	---	---	3.99	9.81	10.72	16.33	19.66	20.64	25.47
70	---	---	---	---	---	---	4.00	9.86	10.77	16.42	19.71	20.74	25.56
Oversized	---	---	---	---	---	---	6.99	14.92	14.92	23.19	32.44	43.55	45.26

- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in [401.2.3.2](#) must pay the nonmachinable prices.
- Machinable parcels must be barcoded. Nonbarcoded machinable parcels are eligible only for retail Intra-BMC/ASF prices.
- Prices include the \$0.91 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.
- Prices include the \$2.03 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Select BMC and OBMC Presort (Inter-BMC)

COMMERCIAL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}							Nonmachinable ^{1, 2, 3, 5, 6}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$4.55	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25	\$8.25
2	4.55	4.85	5.35	5.94	6.13	6.35	6.67	8.25	8.55	9.05	9.64	9.83	10.05	10.37
3	5.05	5.70	6.60	6.94	7.22	7.52	8.12	8.75	9.40	10.30	10.64	10.92	11.22	11.82
4	5.75	6.75	7.55	7.88	8.23	8.62	9.38	9.45	10.45	11.25	11.58	11.93	12.32	13.08
5	6.40	7.70	8.37	8.76	9.19	9.67	10.58	10.10	11.40	12.07	12.46	12.89	13.37	14.28
6	7.00	8.60	9.15	9.61	10.11	10.66	11.72	10.70	12.30	12.85	13.31	13.81	14.36	15.42
7	7.55	9.34	9.89	10.42	10.98	11.60	12.81	11.25	13.04	13.59	14.12	14.68	15.30	16.51
8	8.00	9.70	10.61	11.19	11.82	12.51	13.85	11.70	13.40	14.31	14.89	15.52	16.21	17.55
9	8.40	10.06	11.30	11.94	12.63	13.39	14.86	12.10	13.76	15.00	15.64	16.33	17.09	18.56
10	8.80	11.20	11.96	12.66	13.40	14.23	15.83	12.50	14.90	15.66	16.36	17.10	17.93	19.53
11	9.15	11.60	12.60	13.35	14.16	15.04	16.76	12.85	15.30	16.30	17.05	17.86	18.74	20.46
12	9.50	11.90	13.22	14.02	14.88	15.83	17.67	13.20	15.60	16.92	17.72	18.58	19.53	21.37
13	9.90	12.17	13.82	14.67	15.59	16.59	18.55	13.60	15.87	17.52	18.37	19.29	20.29	22.25
14	10.11	12.51	14.41	15.30	16.27	17.33	19.40	13.81	16.21	18.11	19.00	19.97	21.03	23.10
15	10.29	12.79	14.97	15.92	16.93	18.05	20.22	13.99	16.49	18.67	19.62	20.63	21.75	23.92
16	10.44	13.06	15.52	16.51	17.58	18.75	21.03	14.14	16.76	19.22	20.21	21.28	22.45	24.73
17	10.63	13.29	16.06	17.09	18.21	19.43	21.81	14.33	16.99	19.76	20.79	21.91	23.13	25.51
18	10.77	13.54	16.58	17.66	18.82	20.10	22.57	14.47	17.24	20.28	21.36	22.52	23.80	26.27
19	10.96	13.79	17.09	18.21	19.42	20.74	23.32	14.66	17.49	20.79	21.91	23.12	24.44	27.02
20	11.09	14.02	17.59	18.75	20.00	21.37	24.04	14.79	17.72	21.29	22.45	23.70	25.07	27.74
21	11.25	14.26	18.08	19.27	20.57	21.99	24.75	14.95	17.96	21.78	22.97	24.27	25.69	28.45
22	11.38	14.44	18.47	19.79	21.12	22.59	25.44	15.08	18.14	22.17	23.49	24.82	26.29	29.14
23	11.53	14.70	18.80	20.29	21.67	23.18	26.12	15.23	18.40	22.50	23.99	25.37	26.88	29.82
24	11.64	14.89	19.07	20.78	22.20	23.76	26.78	15.34	18.59	22.77	24.48	25.90	27.46	30.48
25	11.79	15.08	19.37	21.26	22.72	24.32	27.43	15.49	18.78	23.07	24.96	26.42	28.02	31.13
26	11.90	15.27	19.64	21.73	23.23	24.87	28.07	15.60	18.97	23.34	25.43	26.93	28.57	31.77
27	12.07	15.46	19.89	22.19	23.73	25.41	28.69	15.77	19.16	23.59	25.89	27.43	29.11	32.39
28	12.16	15.65	20.18	22.64	24.22	25.94	29.30	15.86	19.35	23.88	26.34	27.92	29.64	33.00
29	12.30	15.84	20.44	23.09	24.70	26.46	29.90	16.00	19.54	24.14	26.79	28.40	30.16	33.60
30	12.41	15.99	20.67	23.52	25.17	26.97	30.48	16.11	19.69	24.37	27.22	28.87	30.67	34.18
31	12.55	16.16	20.91	23.95	25.63	27.47	31.06	16.25	19.86	24.61	27.65	29.33	31.17	34.76
32	12.64	16.33	21.15	24.37	26.07	27.97	31.62	16.34	20.03	24.85	28.07	29.77	31.67	35.32
33	12.75	16.50	21.39	24.78	26.50	28.45	32.18	16.45	20.20	25.09	28.48	30.20	32.15	35.88
34	12.88	16.61	21.57	25.18	26.92	28.92	32.72	16.58	20.31	25.27	28.88	30.62	32.62	36.42
35	12.99	16.80	21.80	25.58	27.33	29.39	33.26	16.69	20.50	25.50	29.28	31.03	33.09	36.96

- Must be part of a mailing of 50 or more pieces and prepared as an OBMC Presort or BMC Presort mailing.
 - For OBMC Presort, deduct \$1.42 per parcel.
 - For BMC Presort, deduct \$0.32 per parcel.
- For parcels that destinate to different BMC service areas see 453.3.1.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- Machinable parcels may be eligible for a barcode discount of \$0.03 per parcel.
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Select BMC and OBMC Presort (Inter-BMC)

COMMERCIAL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}								Nonmachinable ^{1, 2, 3, 5, 6}							
	Zone								Zone							
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8		
36	---	---	---	---	---	---	---	\$16.79	\$20.64	\$25.74	\$29.67	\$31.43	\$33.54	\$37.48		
37	---	---	---	---	---	---	---	16.89	20.77	25.90	30.05	31.82	33.99	38.00		
38	---	---	---	---	---	---	---	16.99	20.95	26.09	30.43	32.21	34.43	38.51		
39	---	---	---	---	---	---	---	17.11	21.05	26.28	30.80	32.60	34.87	39.01		
40	---	---	---	---	---	---	---	17.21	21.22	26.49	31.16	32.98	35.30	39.50		
41	---	---	---	---	---	---	---	17.34	21.36	26.65	31.52	33.35	35.72	39.98		
42	---	---	---	---	---	---	---	17.43	21.48	26.83	31.87	33.72	36.13	40.46		
43	---	---	---	---	---	---	---	17.49	21.61	27.02	32.22	34.09	36.54	40.93		
44	---	---	---	---	---	---	---	17.60	21.71	27.17	32.56	34.45	36.94	41.39		
45	---	---	---	---	---	---	---	17.70	21.86	27.35	32.90	34.80	37.34	41.84		
46	---	---	---	---	---	---	---	17.79	21.98	27.53	33.23	35.14	37.72	42.29		
47	---	---	---	---	---	---	---	17.91	22.12	27.67	33.56	35.49	38.11	42.73		
48	---	---	---	---	---	---	---	17.99	22.23	27.85	33.88	35.84	38.49	43.17		
49	---	---	---	---	---	---	---	18.05	22.36	27.99	34.20	36.16	38.86	43.59		
50	---	---	---	---	---	---	---	18.14	22.45	28.11	34.51	36.50	39.23	44.02		
51	---	---	---	---	---	---	---	18.26	22.59	28.29	34.82	36.83	39.59	44.43		
52	---	---	---	---	---	---	---	18.33	22.70	28.43	35.13	37.15	39.94	44.84		
53	---	---	---	---	---	---	---	18.45	22.79	28.52	35.43	37.47	40.30	45.25		
54	---	---	---	---	---	---	---	18.51	22.94	28.70	35.72	37.78	40.64	45.65		
55	---	---	---	---	---	---	---	18.59	22.98	28.84	35.91	38.09	40.99	46.04		
56	---	---	---	---	---	---	---	18.69	23.15	28.96	36.08	38.40	41.32	46.43		
57	---	---	---	---	---	---	---	18.78	23.24	29.10	36.22	38.70	41.66	46.81		
58	---	---	---	---	---	---	---	18.85	23.34	29.22	36.37	39.01	41.99	47.19		
59	---	---	---	---	---	---	---	18.94	23.44	29.36	36.51	39.31	42.31	47.56		
60	---	---	---	---	---	---	---	19.03	23.53	29.50	36.65	39.60	42.63	47.93		
61	---	---	---	---	---	---	---	19.15	23.67	29.60	36.78	39.90	42.95	48.30		
62	---	---	---	---	---	---	---	19.22	23.74	29.73	36.92	40.18	43.26	48.66		
63	---	---	---	---	---	---	---	19.27	23.86	29.85	37.04	40.46	43.57	49.01		
64	---	---	---	---	---	---	---	19.35	23.92	29.95	37.17	40.74	43.87	49.36		
65	---	---	---	---	---	---	---	19.43	24.04	30.08	37.30	41.02	44.18	49.71		
66	---	---	---	---	---	---	---	19.54	24.14	30.17	37.41	41.31	44.47	50.05		
67	---	---	---	---	---	---	---	19.63	24.24	30.30	37.54	41.58	44.77	50.39		
68	---	---	---	---	---	---	---	19.68	24.33	30.43	37.65	41.85	45.06	50.72		
69	---	---	---	---	---	---	---	19.75	24.39	30.53	37.77	42.12	45.34	51.05		
70	---	---	---	---	---	---	---	19.86	24.52	30.64	37.87	42.38	45.63	51.38		
Oversized	---	---	---	---	---	---	---	54.84	59.88	63.23	75.30	89.24	94.83	120.88		

- Must be part of a mailing of 50 or more pieces and prepared as an OBMC Presort or BMC Presort mailing.
 - For OBMC Presort, deduct \$1.42 per parcel.
 - For BMC Presort, deduct \$0.32 per parcel.
- For parcels that destinate to different BMC service areas see 453.3.1.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- Machinable parcels may be eligible for a barcode discount of \$0.03 per parcel.
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable price.
- Prices include the \$3.70 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.



Parcel Select

BARCODED INTRA-BMC

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}				
	Zone				
	Local	1 & 2	3	4	5
1	\$3.64	\$3.99	\$4.02	\$4.11	\$4.30
2	4.08	4.47	4.77	4.86	5.13
3	4.48	4.97	5.45	5.57	5.94
4	4.85	5.67	6.08	6.20	6.68
5	5.18	6.26	6.62	6.77	7.37
6	5.48	6.64	7.12	7.27	7.98
7	5.71	7.00	7.57	7.74	8.57
8	5.90	7.58	8.00	8.18	9.10
9	6.10	7.90	8.39	8.62	9.59
10	6.29	8.24	8.81	9.31	10.05
11	6.46	8.53	9.15	9.67	10.47
12	6.64	8.84	9.49	10.02	10.87
13	6.81	9.04	9.79	10.35	11.25
14	6.97	9.21	10.07	10.71	11.59
15	7.12	9.38	10.36	11.00	11.91
16	7.28	9.54	10.66	11.28	12.23
17	7.42	9.74	10.93	11.59	12.51
18	7.56	9.88	11.19	11.84	12.78
19	7.69	10.04	11.46	12.10	13.04
20	7.84	10.21	11.72	12.32	13.27
21	7.96	10.33	11.96	12.55	13.50
22	8.09	10.50	12.20	12.79	13.71
23	8.22	10.61	12.45	13.03	13.94
24	8.35	10.76	12.68	13.27	14.13
25	8.47	10.88	12.90	13.49	14.33
26	8.58	11.03	13.11	13.72	14.49
27	8.70	11.15	13.34	13.94	14.66
28	8.81	11.26	13.56	14.14	14.85
29	8.93	11.39	13.77	14.35	15.07
30	9.05	11.51	13.96	14.54	15.27
31	9.15	11.63	14.14	14.74	15.49
32	9.23	11.75	14.35	14.94	15.67
33	9.35	11.86	14.52	15.11	15.87
34	9.42	11.97	14.64	15.30	16.06
35	9.50	12.07	14.81	15.48	16.24

- All Parcel Select Barcoded Intra-BMC pieces must be part of a mailing of 50 or more pieces.
- For parcels that originate and destinate in the same BMC service area (see 453.3.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- For nonbarcoded pieces, add \$0.03 per parcel.
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the retail Parcel Post Intra-BMC price.



Parcel Select

BARCODED INTER-BMC

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 5}						
	Zone						
	1 & 2	3	4	5	6	7	8
1	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52	\$4.52
2	4.52	4.82	5.32	5.91	6.10	6.32	6.64
3	5.02	5.67	6.57	6.91	7.19	7.49	8.09
4	5.72	6.72	7.52	7.85	8.20	8.59	9.35
5	6.37	7.67	8.34	8.73	9.16	9.64	10.55
6	6.97	8.57	9.12	9.58	10.08	10.63	11.69
7	7.52	9.31	9.86	10.39	10.95	11.57	12.78
8	7.97	9.67	10.58	11.16	11.79	12.48	13.82
9	8.37	10.03	11.27	11.91	12.60	13.36	14.83
10	8.77	11.17	11.93	12.63	13.37	14.20	15.80
11	9.12	11.57	12.57	13.32	14.13	15.01	16.73
12	9.47	11.87	13.19	13.99	14.85	15.80	17.64
13	9.87	12.14	13.79	14.64	15.56	16.56	18.52
14	10.08	12.48	14.38	15.27	16.24	17.30	19.37
15	10.26	12.76	14.94	15.89	16.90	18.02	20.19
16	10.41	13.03	15.49	16.48	17.55	18.72	21.00
17	10.60	13.26	16.03	17.06	18.18	19.40	21.78
18	10.74	13.51	16.55	17.63	18.79	20.07	22.54
19	10.93	13.76	17.06	18.18	19.39	20.71	23.29
20	11.06	13.99	17.56	18.72	19.97	21.34	24.01
21	11.22	14.23	18.05	19.24	20.54	21.96	24.72
22	11.35	14.41	18.44	19.76	21.09	22.56	25.41
23	11.50	14.67	18.77	20.26	21.64	23.15	26.09
24	11.61	14.86	19.04	20.75	22.17	23.73	26.75
25	11.76	15.05	19.34	21.23	22.69	24.29	27.40
26	11.87	15.24	19.61	21.70	23.20	24.84	28.04
27	12.04	15.43	19.86	22.16	23.70	25.38	28.66
28	12.13	15.62	20.15	22.61	24.19	25.91	29.27
29	12.27	15.81	20.41	23.06	24.67	26.43	29.87
30	12.38	15.96	20.64	23.49	25.14	26.94	30.45
31	12.52	16.13	20.88	23.92	25.60	27.44	31.03
32	12.61	16.30	21.12	24.34	26.04	27.94	31.59
33	12.72	16.47	21.36	24.75	26.47	28.42	32.15
34	12.85	16.58	21.54	25.15	26.89	28.89	32.69
35	12.96	16.77	21.77	25.55	27.30	29.36	33.23

- All Parcel Select Barcoded Inter-BMC pieces must be part of a mailing of 50 or more pieces.
- For parcels that destinate to a different BMC service area (see 453.3.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
 - More than 108 inches but not more than 130 inches, use oversized prices regardless of weight.
- For nonbarcoded pieces, add \$0.03 per parcel.
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the retail Parcel Post Inter-BMC price.



Media Mail

COMMERCIAL PARCELS

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.42	\$1.90	36	\$13.67	\$14.15
2	1.77	2.25	37	14.02	14.50
3	2.12	2.60	38	14.37	14.85
4	2.47	2.95	39	14.72	15.20
5	2.82	3.30	40	15.07	15.55
6	3.17	3.65	41	15.42	15.90
7	3.52	4.00	42	15.77	16.25
8	3.87	4.35	43	16.12	16.60
9	4.22	4.70	44	16.47	16.95
10	4.57	5.05	45	16.82	17.30
11	4.92	5.40	46	17.17	17.65
12	5.27	5.75	47	17.52	18.00
13	5.62	6.10	48	17.87	18.35
14	5.97	6.45	49	18.22	18.70
15	6.32	6.80	50	18.57	19.05
16	6.67	7.15	51	18.92	19.40
17	7.02	7.50	52	19.27	19.75
18	7.37	7.85	53	19.62	20.10
19	7.72	8.20	54	19.97	20.45
20	8.07	8.55	55	20.32	20.80
21	8.42	8.90	56	20.67	21.15
22	8.77	9.25	57	21.02	21.50
23	9.12	9.60	58	21.37	21.85
24	9.47	9.95	59	21.72	22.20
25	9.82	10.30	60	22.07	22.55
26	10.17	10.65	61	22.42	22.90
27	10.52	11.00	62	22.77	23.25
28	10.87	11.35	63	23.12	23.60
29	11.22	11.70	64	23.47	23.95
30	11.57	12.05	65	23.82	24.30
31	11.92	12.40	66	24.17	24.65
32	12.27	12.75	67	24.52	25.00
33	12.62	13.10	68	24.87	25.35
34	12.97	13.45	69	25.22	25.70
35	13.32	13.80	70	25.57	26.05

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).



Library Mail

COMMERCIAL PARCELS

Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.35	\$1.81
2	1.68	2.14
3	2.01	2.47
4	2.34	2.80
5	2.67	3.13
6	3.00	3.46
7	3.33	3.79
8	3.66	4.12
9	3.99	4.45
10	4.32	4.78
11	4.65	5.11
12	4.98	5.44
13	5.31	5.77
14	5.64	6.10
15	5.97	6.43
16	6.30	6.76
17	6.63	7.09
18	6.96	7.42
19	7.29	7.75
20	7.62	8.08
21	7.95	8.41
22	8.28	8.74
23	8.61	9.07
24	8.94	9.40
25	9.27	9.73
26	9.60	10.06
27	9.93	10.39
28	10.26	10.72
29	10.59	11.05
30	10.92	11.38
31	11.25	11.71
32	11.58	12.04
33	11.91	12.37
34	12.24	12.70
35	12.57	13.03

Weight Not Over (pounds)	5-Digit	Basic ¹
36	\$12.90	\$13.36
37	13.23	13.69
38	13.56	14.02
39	13.89	14.35
40	14.22	14.68
41	14.55	15.01
42	14.88	15.34
43	15.21	15.67
44	15.54	16.00
45	15.87	16.33
46	16.20	16.66
47	16.53	16.99
48	16.86	17.32
49	17.19	17.65
50	17.52	17.98
51	17.85	18.31
52	18.18	18.64
53	18.51	18.97
54	18.84	19.30
55	19.17	19.63
56	19.50	19.96
57	19.83	20.29
58	20.16	20.62
59	20.49	20.95
60	20.82	21.28
61	21.15	21.61
62	21.48	21.94
63	21.81	22.27
64	22.14	22.60
65	22.47	22.93
66	22.80	23.26
67	23.13	23.59
68	23.46	23.92
69	23.79	24.25
70	24.12	24.58

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

Periodicals

Outside-County—Including Science-of-Agriculture

Pound Prices—per pound or fraction

ADVERTISING PORTION			NONADVERTISING PORTION			Preferred Price Discount:
Zone	Regular Price	Science-of-Agriculture	Zone	Regular Price	Science-of-Agriculture	
DDU	\$0.165	\$0.124	DDU	\$0.137	\$0.137	Authorized Nonprofit and Classroom publications and publications that meet the standards for Limited Circulation publications and Limited Circulation Science-of-Agriculture publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance in 707.7.
DSCF	0.215	0.162	DSCF	0.179	0.179	
DADC	0.225	0.169	DADC	0.187	0.187	
1 & 2	0.246	0.184	Other	0.205	0.205	
3	0.265	0.265				
4	0.312	0.312				
5	0.383	0.383				
6	0.459	0.459				
7	0.550	0.550				
8	0.628	0.628				

Piece Prices—per addressed piece

Bundle Level	LETTERS		MACHINABLE FLATS		NONMACHINABLE FLATS		PARCELS
	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	
5-Digit	\$0.217	\$0.284	\$0.276	\$0.284	\$0.293	\$0.298	\$0.298
3-Digit/SCF	0.283	0.358	0.341	0.358	0.373	0.384	0.384
ADC	0.298	0.381	0.360	0.381	0.424	0.445	0.445
MXD ADC	0.337	0.444	0.416	0.444	0.519	0.550	0.550

All Firm bundles: \$0.174

All Carrier Route pieces: Saturation—\$0.135; High Density—\$0.153; Basic—\$0.174

Nonadvertising adjustment factor for each 1% of nonadvertising content: \$0.00094

Bundle Prices—per bundle

Bundle Level	CONTAINER LEVEL			
	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Firm	\$0.028	\$0.046	\$0.049	\$0.081
Carrier Route	0.040	0.098	0.107	---
5-Digit	0.008	0.086	0.098	0.166
3-Digit/SCF	---	0.040	0.065	0.138
ADC	---	---	0.039	0.133
MXD ADC	---	---	---	0.103

Container Prices—per pallet, tray, or sack

Entry	PALLET			TRAY/SACK			
	5-Digit	3-Digit/SCF	ADC	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Destination Delivery Unit	\$1.236	---	---	\$0.721	---	---	---
Destination SCF	8.237	\$6.898	---	0.927	\$0.618	---	---
Destination ADC	15.959	12.561	\$9.163	1.338	1.030	\$0.618	---
Destination BMC	18.018	14.826	13.385	1.544	1.236	1.132	---
Origin	27.748	23.660	19.161	2.306	1.956	1.853	\$0.432

Periodicals

In-County

POUND PRICES— per pound or fraction		PIECE PRICES— per addressed piece		
LETTERS, FLATS, & PARCELS		AUTOMATION		NONAUTOMATION
Zone	Price	Letters	Flats	Letters, Flats, and Parcels
DDU	\$0.136			
None	0.176			
		Carrier Route		
		<i>Saturation</i>	---	\$0.029
		<i>High Density</i>	---	0.042
		<i>Basic</i>	---	0.057
		5-Digit	\$0.045	0.101
		3-Digit	0.047	0.113
		Basic	0.056	0.125

Destination delivery unit (DDU) discount for each addressed piece: \$0.008.

Ride-Along Price—Outside County and In-County per Ride-Along piece: \$0.159

Extra Services

CERTIFICATE OF MAILING

Individual Pieces	Fee
Individual article (Form 3817)	\$1.10
Duplicate copies of Form 3817 or mailing bill, per page	1.10
Firm mailing books (Form 3877), per article listed (minimum 3)	0.40
Bulk Quantities	Fee
For first 1,000 pieces (or fraction thereof)	\$6.00
Each additional 1,000 pieces (or fraction thereof)	0.70
Duplicate copy of Form 3606	1.10

CERTIFIED MAIL Fee—\$2.70

COLLECT ON DELIVERY (COD)

Amount to be collected or insurance coverage desired, whichever is higher ¹	Fee
\$0.01 to \$50	\$5.25
50.01 to 100	6.45
100.01 to 200	7.65
200.01 to 300	8.85
300.01 to 400	10.05
400.01 to 500	11.25
500.01 to 600	12.45
600.01 to 700	13.65
700.01 to 800	14.85
800.01 to 900	16.05
900.01 to 1,000	17.25
Additional COD Services	Fee
Restricted delivery ²	\$4.30
Notice of nondelivery	3.70
Alteration of COD charges	3.70
Designation of new addressee	3.70
Registered COD ³	4.65

1. For Express Mail COD shipments valued at \$100 or less, the COD fee is based on the amount to be collected. Express Mail insurance automatically provides up to \$100 merchandise insurance.

2. Not available with Express Mail COD.

3. Regardless of amount to be collected or insurance value.

CONFIRM

Subscription Level	Subscription Fee and Term	Additional ID Code Fee and Term	Additional Scans Fee and Number
Silver	\$2,000 3 months	\$900 each 3 months	\$500 block of 2 million scans
Gold	\$6,500 12 months	\$900 each 3 months \$2,500 annual	\$800 block of 6 million scans
Platinum	\$23,500 12 months	\$900 each 3 months \$2,500 annual	NA

DELIVERY CONFIRMATION

Delivery Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$0.75
	Electronic	0.18
Priority Mail	Retail	0.65
	Electronic	0.00
Package Services (parcels only)	Retail	0.75
	Electronic	0.18
Standard Mail (NFMs and parcels)	Electronic	0.18
Parcel Select Destination Entry	Electronic	0.00
Parcel Select (all other)	Electronic	0.18

SIGNATURE CONFIRMATION

Signature Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$2.20
	Electronic	1.80
Priority Mail	Retail	2.20
	Electronic	1.80
Package Services (parcels only)	Retail	2.20
	Electronic	1.80
Parcel Select	Electronic	1.80

INSURANCE

Amount for Merchandise Insurance Coverage Desired	Fee ¹
\$0.01 to \$50	\$1.70
50.01 to 100	2.15
100.01 to 200	2.60
200.01 to 300	4.60
300.01 to 400	5.55
400.01 to 500	6.50
500.01 to 600	7.45
600.01 to 5,000 (maximum liability is \$5000)	\$7.45 plus \$0.95 per \$100 or fraction thereof over \$600 in declared value

1. Bulk insurance discount \$0.80 per piece. (See 503.4.4 for eligibility.)

EXPRESS MAIL INSURANCE

Amount for Merchandise Insurance Coverage Desired	Fee ¹
\$0.01 to \$100.00	\$0.00
100.01 to 200.00	0.75
200.01 to 500.00	2.10
500.01 to 5,000.00	\$2.10 plus \$1.35 for each \$500 or fraction thereof over \$500

1. Express Mail merchandise maximum coverage: \$5,000. Document reconstruction maximum liability: \$100.

Extra Services

REGISTERED MAIL

Declared Value	Fee (in addition to postage)	Declared Value	Fee (in addition to postage) ¹
\$0.00	\$10.00	\$25,000.01 to \$15,000,000	\$42.10 + handling charge of \$1.20 per each \$1,000 or fraction thereof over first \$25,000
0.01 to 100	10.80		
100.01 to 500	12.10		
500.01 to 1,000	13.30		
1,000.01 to 2,000	14.50		
2,000.01 to 3,000	15.70		
3,000.01 to 4,000	16.90		
4,000.01 to 5,000	18.10		
5,000.01 to 6,000	19.30		
6,000.01 to 7,000	20.50		
7,000.01 to 8,000	21.70		
8,000.01 to 9,000	22.90		
9,000.01 to 10,000	24.10		
10,000.01 to 11,000	25.30		
11,000.01 to 12,000	26.50		
12,000.01 to 13,000	27.70		
13,000.01 to 14,000	28.90		
14,000.01 to 15,000	30.10		
15,000.01 to 16,000	31.30		
16,000.01 to 17,000	32.50	Additional Services	
17,000.01 to 18,000	33.70	COD Collection Charge (maximum amount collectible is \$1,000)	\$4.65
18,000.01 to 19,000	34.90	Restricted Delivery	4.30
19,000.01 to 20,000	36.10	Return Receipts, requested at time of mailing showing to whom, signature, date of delivery, and addressee's address (if different)	2.20
20,000.01 to 21,000	37.30	Return Receipts, requested at time of mailing (receive electronically)	1.00
21,000.01 to 22,000	38.50	Return Receipts, requested after mailing showing only to whom and date delivered	4.35
22,000.01 to 23,000	39.70		
23,000.01 to 24,000	40.90		
24,000.01 to 25,000	42.10		

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

RESTRICTED DELIVERY

Fee, per item, in addition to postage and other fees—\$4.30

RETURN RECEIPT FOR MERCHANDISE (FORM 3804)

Requested at time of mailing—\$3.60

SPECIAL HANDLING

Weight	Fee
Not more than 10 pounds	\$7.10
More than 10 pounds	9.90

RETURN RECEIPT

Return Receipt (In conjunction with another service)	Fee
Requested at time of mailing (receive by mail)	\$2.20
Requested at time of mailing (receive electronically)	1.00
Requested after mailing (Form 3811-A) (receive by fax, mail, or e-mail)	4.35

Recipient Services

CALLER SERVICE

Fee Group	For Each Separation Provided
	Per Semiannual (6-month) Period
	Fee
1	\$644.00
2	562.00
3	495.00
4	487.00
5	476.00
6	425.00
7	379.00
Additional Fees and Services	
For each reserved call number, per calendar year	\$39.00

POST OFFICE BOX SERVICE

Fee Group	Box Size and Fee per Semiannual (6-month) Period				
	1	2	3	4	5
1	\$43.00	\$66.00	\$120.00	\$247.00	\$398.00
2	36.00	56.00	95.00	187.00	333.00
3	29.00	47.00	85.00	153.00	255.00
4	21.00	35.00	53.00	104.00	200.00
5	19.00	27.00	49.00	90.00	151.00
6	13.00	21.00	36.00	63.00	112.00
7	10.00	16.00	29.00	49.00	87.00
E ¹	0.00	0.00	0.00	0.00	0.00
Additional Fees and Services					
Deposit per key issued	\$1.00				
Key duplication or replacement (after first 2 keys), each	6.00				
Post office box lock replacement, each	14.00				

1. Eligibility and location determined by USPS.

PREMIUM FORWARDING SERVICE

Enrollment fee—\$10.00
 Weekly reshipment charge—\$11.95

Mailer Services

ADDRESS CORRECTION SERVICE

Per manual notice issued—\$0.50

Per electronic notice (or manual notice for electronic option customers) issued:

- First-Class Mail—\$0.08
- Other than First-Class Mail—\$0.25

Per automated notice issued:

- First-Class Mail letters (first two notices)—\$0.00
- First-Class Mail letters (per additional notice)—\$0.06
- Standard Mail letters (first two notices)—\$0.03
- Standard Mail letters (per additional notice)—\$0.18

ADDRESS SEQUENCING SERVICE

Per card removed by the USPS for an incorrect or undeliverable address or added for a missing or new address—\$0.34

BULK PARCEL RETURN SERVICE

Annual permit fee—\$180.00
 Annual account maintenance fee—\$565.00
 Per piece returned, regardless of weight—\$2.25
 For Standard Mail machinable parcels only.

MERCHANDISE RETURN SERVICE

Annual permit fee—\$180.00
 Annual account maintenance fee (for advance deposit account)—\$565.00

PICKUP SERVICE FEE

For Express Mail, Priority Mail, and Parcel Post:
 Per Pickup on Demand or Custom Designed delivery stop—\$14.75

SHIPPER PAID FORWARDING

Annual account maintenance fee—\$565.00
 For Standard Mail machinable parcels and most Package Services parcels.

BUSINESS REPLY MAIL

Business Reply Mail (BRM)	High Volume	Basic
Annual permit fee	\$180.00	\$180.00
Annual account maintenance fee	565.00	None
1-ounce letter price + per piece ¹	0.42 + 0.08	0.42 + 0.72
1-ounce flat price + per piece ¹	0.83 + 0.08	0.83 + 0.72
1-ounce parcel price + per piece ¹	1.17 + 0.08	1.17 + 0.72
Card price + per piece	0.27 + 0.08	0.27 + 0.72
Qualified Business Reply Mail (QBRM)	High Volume	Basic
Annual permit fee	\$180.00	\$180.00
Annual account maintenance fee	565.00	565.00
Quarterly fee	1,855.00	None
1-ounce letter price + per piece ²	0.397 + 0.006	0.397 + 0.05
Card price + per piece	0.247 + 0.006	0.247 + 0.05

1. \$0.17 each additional ounce; use Priority Mail prices for flats and parcels over 13 ounces.
 2. Second ounce or fraction—\$0.17.

Mailer Services

MAILING LIST SERVICE

For correction of name and address on occupant lists, per name on list—\$0.34. Minimum per list (30 items)—\$10.20

For sorting mailing lists on cards by 5-digit ZIP Code, per 1,000 addresses or fraction—\$115.00

For address changes provided to election boards and voter registration commissions, per Form 3575—\$0.33

PARCEL RETURN SERVICE

Annual permit fee—\$180.00

Annual account maintenance fee—\$565.00

CUSTOMIZED MARKETMAIL

Standard Mail Regular, per piece—\$0.460

Standard Mail Nonprofit, per piece—\$0.334

REPOSITIONABLE NOTES

First-Class Mail letters and flats—\$0.005

Periodicals letters and flats—\$0.015

Standard Mail letters and flats—\$0.015

PARCEL RETURN SERVICE— MACHINABLE

Weight Not Over (pounds) ¹	RBMC				
	RDU	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	\$1.62	\$2.35	\$2.48	\$2.56	\$2.76
2	1.69	3.18	3.22	3.32	3.60
3	1.76	3.86	3.91	4.03	4.41
4	1.82	4.31	4.54	4.66	5.15
5	1.88	4.72	5.08	5.24	5.84
6	1.94	5.10	5.59	5.74	6.46
7	1.99	5.42	6.04	6.22	7.05
8	2.04	6.05	6.47	6.66	7.58
9	2.09	6.37	6.86	7.10	8.07
10	2.13	6.64	7.28	7.79	8.54
11	2.22	6.81	7.62	8.15	8.95
12	2.31	7.02	7.96	8.50	9.36
13	2.39	7.21	8.27	8.83	9.74
14	2.46	7.38	8.55	9.20	10.08
15	2.54	7.52	8.84	9.48	10.40
16	2.61	7.68	9.14	9.77	10.73
17	2.68	7.87	9.42	10.08	11.00
18	2.74	7.99	9.68	10.33	11.28
19	2.81	8.16	9.94	10.59	11.54
20	2.87	8.29	10.15	10.81	11.77
21	2.93	8.43	10.35	11.04	12.00
22	2.98	8.57	10.52	11.29	12.21
23	3.04	8.69	10.75	11.53	12.44
24	3.09	8.80	10.90	11.77	12.63
25	3.14	8.92	11.08	11.99	12.83
26	3.19	9.05	11.23	12.22	12.99
27	3.24	9.17	11.41	12.44	13.17
28	3.28	9.26	11.57	12.60	13.35
29	3.33	9.38	11.75	12.74	13.57
30	3.37	9.50	11.88	12.88	13.77
31	3.41	9.61	12.00	13.00	13.99
32	3.46	9.75	12.16	13.15	14.18
33	3.50	9.82	12.30	13.26	14.38
34	3.53	9.94	12.41	13.38	14.53
35	3.57	10.02	12.56	13.48	14.66

1. Parcels that measure in combined length and girth:
- Balloon Price: RBMC pieces more than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices.
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).

Mailer Services

PARCEL RETURN SERVICE—NONMACHINABLE

Weight Not Over (pounds) ¹	RDU	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
1	\$1.62	\$5.08	\$5.21	\$5.29	\$5.49
2	1.69	5.91	5.95	6.05	6.33
3	1.76	6.59	6.64	6.76	7.14
4	1.82	7.04	7.27	7.39	7.88
5	1.88	7.45	7.81	7.97	8.57
6	1.94	7.83	8.32	8.47	9.19
7	1.99	8.15	8.77	8.95	9.78
8	2.04	8.78	9.20	9.39	10.31
9	2.09	9.10	9.59	9.83	10.80
10	2.13	9.37	10.01	10.52	11.27
11	2.22	9.54	10.35	10.88	11.68
12	2.31	9.75	10.69	11.23	12.09
13	2.39	9.94	11.00	11.56	12.47
14	2.46	10.11	11.28	11.93	12.81
15	2.54	10.25	11.57	12.21	13.13
16	2.61	10.41	11.87	12.50	13.46
17	2.68	10.60	12.15	12.81	13.73
18	2.74	10.72	12.41	13.06	14.01
19	2.81	10.89	12.67	13.32	14.27
20	2.87	11.02	12.88	13.54	14.50
21	2.93	11.16	13.08	13.77	14.73
22	2.98	11.30	13.25	14.02	14.94
23	3.04	11.42	13.48	14.26	15.17
24	3.09	11.53	13.63	14.50	15.36
25	3.14	11.65	13.81	14.72	15.56
26	3.19	11.78	13.96	14.95	15.72
27	3.24	11.90	14.14	15.17	15.90
28	3.28	11.99	14.30	15.33	16.08
29	3.33	12.11	14.48	15.47	16.30
30	3.37	12.23	14.61	15.61	16.50
31	3.41	12.34	14.73	15.73	16.72
32	3.46	12.48	14.89	15.88	16.91
33	3.50	12.55	15.03	15.99	17.11
34	3.53	12.67	15.14	16.11	17.26
35	3.57	12.75	15.29	16.21	17.39
36	3.61	12.88	15.45	16.35	17.56
37	3.64	12.98	15.55	16.44	17.64
38	3.68	13.04	15.64	16.50	17.70
39	3.71	13.11	15.75	16.57	17.77
40	3.74	13.17	15.82	16.61	17.84
41	3.77	13.27	15.94	16.67	17.91
42	3.80	13.30	16.02	16.73	17.97
43	3.83	13.36	16.11	16.80	18.00
44	3.86	13.43	16.18	16.85	18.04
45	3.89	13.48	16.25	17.05	18.10
46	3.92	13.57	16.35	17.10	18.13
47	3.94	13.63	16.40	17.13	18.17
48	3.97	13.68	16.50	17.16	18.22

Weight Not Over (pounds) ¹	RDU	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
49	\$4.00	\$13.75	\$16.58	\$17.20	\$18.25
50	4.02	13.76	16.65	17.23	18.30
51	4.04	13.86	16.70	17.26	18.35
52	4.07	13.91	16.81	17.31	18.38
53	4.09	13.93	16.85	17.32	18.43
54	4.11	13.99	16.88	17.36	18.46
55	4.13	14.04	16.91	17.39	18.50
56	4.16	14.09	16.93	17.43	18.55
57	4.18	14.16	16.93	17.43	18.59
58	4.20	14.21	16.96	17.45	18.64
59	4.22	14.26	16.98	17.47	18.68
60	4.23	14.32	16.99	17.47	18.71
61	4.25	14.37	17.00	17.50	18.76
62	4.27	14.41	17.01	17.57	18.79
63	4.29	14.47	17.01	17.64	18.85
64	4.31	14.52	17.01	17.67	18.89
65	4.32	14.56	17.05	17.72	18.92
66	4.34	14.62	17.05	17.79	18.97
67	4.35	14.68	17.06	17.87	19.01
68	4.37	14.68	17.06	17.90	19.04
69	4.39	14.75	17.06	17.97	19.10
70	4.40	14.80	17.06	18.02	19.14
Oversized	7.68	30.05	30.56	31.48	32.88

1. Parcels that measure in combined length and girth:
- Balloon Price: RBMC pieces more than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices.
 - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).

Other Fees and Charges

ANNUAL MAILING FEES (per 12-month period)

First-Class Mail Presort, per office of mailing—\$180.00
 Standard Mail—\$180.00
 Parcel Select (destination entry)—\$180.00
 Presorted Media Mail—\$180.00
 Presorted Library Mail—\$180.00
 Bound Printed Matter (destination entry)—\$180.00
 Parcel Return Service—\$180.00

DETACHED ADDRESS LABELS

For Standard Mail Enhanced Carrier Route flats and parcels:
 Per detached address label—\$0.017

PARCEL AIRLIFT (PAL)

Weight not more than 2 pounds—\$0.50
 Weight not more than 3 pounds—\$1.05
 Weight not more than 4 pounds—\$1.50
 Weight not more than 30 pounds—\$2.05

PERIODICALS APPLICATION FEES

Original entry—\$510.00
 Additional entry—\$80.00
 Reentry—\$60.00
 Registration for news agents—\$50.00

PERMIT IMPRINT

Application fee—\$180.00

MONEY ORDERS

Service	Fee
Domestic money order	
\$0.01 to \$500	\$1.05
\$500.01 to \$1,000	1.50
Postal military money order (issued by military facilities)	0.30
Inquiry fee (includes the issuance of a copy of a paid money order)	5.20
Maximum amount per money order—\$1,000	

PLAIN STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	Each	500
Size 6-3/4	\$0.09	\$14.90
Size 10	0.09	16.95

PERSONALIZED STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	50	500
Size 6-3/4	\$4.60	\$22.00
Size 10	4.60	25.00

STAMPED CARDS

Fee, in addition to the postage value preprinted on the card:

TYPE	FEE
Single Card	\$0.03
Double Card	0.06
Sheet of 40 cards (uncut)	1.20

This page intentionally left blank

Postal Explorer

pe.usps.com

Publications

Up-to-date [Domestic Mail Manual](#), [Quick Service Guides](#), [International Mail Manual](#), and more.

Price Calculators

Use the [retail](#) and [business price calculators](#) to compute prices.

Domestic Price Charts

Prices and Fees Reference is available as a [PDF](#) and [HTML](#) document.

Zone Charts

Access up-to-date [National Zone Charts](#).