

Easy Reference Guide for Direct Mail

Volume 20 • February 2019



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CONTENTS AT A GLANCE

QUICK REFERENCE-DOMESTIC/FOREIGN 4-5

RATES

FIRST CLASS DOMESTIC 6-7

PRIORITY MAIL 8

FIRST CLASS INTERNATIONAL 9

STANDARD LETTERS/FLATS/PARCELS 10-14

PARCEL SELECT 15

BOUND PRINTED MATTER FLATS/PARCELS 16-17

DOMESTIC EXTRA SERVICES 18

ADDRESS PLACEMENT 19-21

PHYSICAL STANDARDS AND DESIGN – POSTCARDS, LETTERS & FLATS 22-27

MOVE UPDATE STANDARDS 28-29

BOOKLET SEALING REQUIRMENTS 30-36

FOLDED SELFMAILER SEALING REQUIRMENTS 37-41

PERSONALIZATION 42

ENVELOPES 43

MATERIAL SPECIFICATIONS AND EQUIPMENT LIMITS 44-49

EQUIPMENT 50

USPS ADDITIONAL SERVICES 51-53

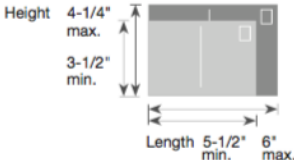
REPLY MAIL DESIGN 54-57

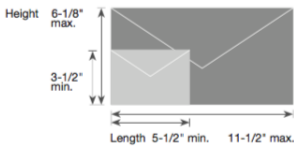
ANCILLARY SERVICE ENDORSEMENTS 58-60

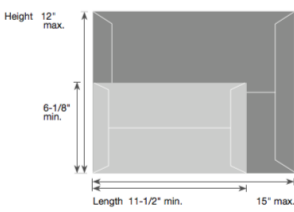
POSTAGE MARKINGS 61-62

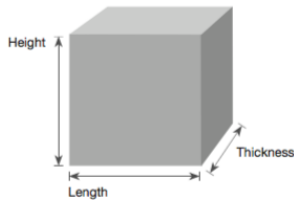
Quick Reference—International

First-Class Mail International & First-Class Package Retail

Shape	Size	Price
Postcards 	minimum maximum	Canada \$1.15
	length 5-1/2 inches 6 inches	Mexico 1.15
	height 3-1/2 inches 4-1/4 inches	All other countries 1.15
	thickness 0.007 inch 0.016 inch	

Shape	Size	Weight Not Over (oz.)	Price Groups
Letters 	minimum maximum		
	length 5-1/2 inches 11-1/2 inches	1	1 2 3-5 6-9
	height 3-1/2 inches 6-1/8 inches	1	\$1.15 \$1.15 \$1.15 \$1.15
	thickness 0.007 inch 1/4 inch	2	1.15 1.72 2.13 1.98
		3	1.61 2.29 3.12 2.81
		3.5	2.08 2.86 4.11 3.64
	Letters that meet one or more of the nonmachinable characteristics in IMM 241.217 are also subject to the \$0.21 nonmachinable surcharge		

Shape	Size	Weight Not Over (oz.)	Price Groups
Large Envelopes (Flats) 	minimum* maximum		
	length 11-1/2 inches 15 inches	1	1 2 3-5 6-9
	height 6-1/8 inches 12 inches	1	\$2.29 \$2.29 \$2.29 \$2.29
	thickness 1/4 inch 3/4 inch	2	2.50 2.97 3.23 3.18
		3	2.71 3.64 4.16 4.06
		4	2.91 4.32 5.10 4.94
		5	3.12 5.00 6.04 5.83
		6	3.33 5.67 6.97 6.71
		7	3.54 6.35 7.91 7.60
		8	3.75 7.03 8.85 8.48
		12	4.79 8.48 10.72 10.31
		16	5.83 9.94 12.60 12.13
	* Flats exceed at least one of these dimensions.		
	Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.		

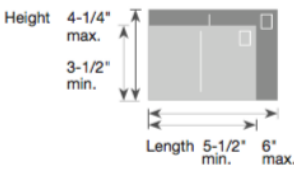
Shape	Size	Price
Packages 	Size—Other than Rolls	
	Maximum length = 24 inches	
	Maximum length + height + thickness combined = 36 inches	
	Size—Rolls	
Minimum length =		
Minimum length + twice the diameter combined		
Maximum length + twice the diameter combined = 42 inches		

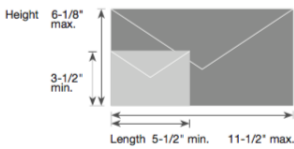
First-Class Package International Service Price Groups

Weight Not Over (oz.)	1	2	3	4	5	6	7	8	9
1-8	\$10.50	\$12.25	\$14.25	\$14.25	\$14.25	\$14.50	\$13.75	\$13.50	\$14.50
9-32	17.25	21.50	23.50	24.00	24.00	24.50	23.25	22.75	24.50
33-48	26.25	33.00	35.00	36.75	37.50	38.75	37.00	34.75	38.50
49-64	39.00	47.50	52.75	59.50	61.00	63.00	59.50	55.25	62.50

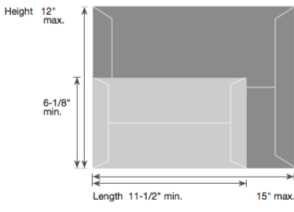
Quick Reference—International

First-Class Mail International & First-Class Package International Service—Retail

Shape	Size		Price	
	minimum	maximum	Canada	
Postcards 	length	5-1/2 inches 6 inches	Mexico	\$1.15
	height	3-1/2 inches 4-1/4 inches	All other countries	1.15
	thickness	0.007 inch 0.016 inch		1.15

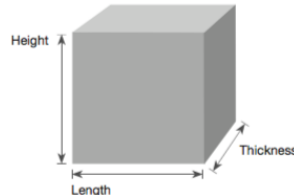
Shape	Size		Weight Not Over (oz.)	Price Groups			
	minimum	maximum		1	2	3-5	6-9
Letters 	length	5-1/2 inches 11-1/2 inches	1	\$1.15	\$1.15	\$1.15	\$1.15
	height	3-1/2 inches 6-1/8 inches	2	1.15	1.72	2.13	1.98
	thickness	0.007 inch 1/4 inch	3	1.61	2.29	3.12	2.81
			3.5	2.08	2.86	4.11	3.64

Letters that meet one or more of the nonmachinable characteristics in IMM 241.217 are also subject to the \$0.21 nonmachinable surcharge

Shape	Size		Weight Not Over (oz.)	Price Groups			
	minimum*	maximum		1	2	3-5	6-9
Large Envelopes (Flats) 	length	11-1/2 inches 15 inches	1	\$2.29	\$2.29	\$2.29	\$2.29
	height	6-1/8 inches 12 inches	2	2.50	2.97	3.23	3.18
	thickness	1/4 inch 3/4 inch	3	2.71	3.64	4.16	4.06
			4	2.91	4.32	5.10	4.94
			5	3.12	5.00	6.04	5.83
			6	3.33	5.67	6.97	6.71
			7	3.54	6.35	7.91	7.60
			8	3.75	7.03	8.85	8.48
			12	4.79	8.48	10.72	10.31
			16	5.83	9.94	12.60	12.13

* Flats exceed at least one of these dimensions.

Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.

Shape	Size	Price
Packages 	Size—Other than Rolls	
	Maximum length = 24 inches	
	Maximum length + height + thickness combined = 36 inches	
	Size—Rolls	
Minimum length =		
Minimum length + twice the diameter combine		
Maximum length + twice the diameter combined = 42 inches		

First-Class Package International Service Price Groups

Weight Not Over (oz.)	1	2	3	4	5	6	7	8	9
1-8	\$10.50	\$12.25	\$14.25	\$14.25	\$14.25	\$14.50	\$13.75	\$13.50	\$14.50
9-32	17.25	21.50	23.50	24.00	24.00	24.50	23.25	22.75	24.50
33-48	26.25	33.00	35.00	36.75	37.50	38.75	37.00	34.75	38.50
49-64	39.00	47.50	52.75	59.50	61.00	63.00	59.50	55.25	62.50

First-Class Mail

Commercial

Letters & Cards

Commercial Letters & Postcards

Weight Not Over (oz.)	Automation ¹			Machinable	Nonmachinable
	5-Digit	AADC	Mixed AADC	Presorted	(Broken out separately on Postage Statement)
1	\$0.383	\$0.412	\$0.428	\$0.459	\$0.609
2	0.383	0.412	0.428	0.459	0.609
3	0.383	0.412	0.428	0.459	0.609
3.5	0.383	0.412	0.428	0.459	0.609
Postcard	0.257	0.268	0.274	0.280	-

Residual Single-Piece Letters

Weight Not Over (oz.)	(B4)
1	\$0.56
2	0.56
3	0.56
3.5	0.56

Single Piece—Letters & Postcards

Weight Not Over (oz.)	Cr	Pieces from USPS MKT Mail	
		Weight Not Over (oz.)	(B6 and B9)
1	\$0.50	1	\$0.55
2	0.65	2	0.70
3	0.80	3	0.85
3.5	0.95	3.5	1.00
Postcard	0.35	-	-

Share Mail Letters and Postcards²

Weight Not Over (oz.)	Letters	Postcards
1	\$0.59	\$0.44

1. Subtract \$0.003 for each automation letter that complies with the Full-Service Intelligent Mail option requirements.
2. To qualify for Share Mail, customers must meet and comply with all eligibility requirements of the program.

First-Class Mail, First-Class Package Service

Commercial

First-Class Mail

Commercial Flats (Large Envelopes)¹

Weight Not Over (oz.)	Automation ²				Machinable
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted
1	\$0.486	\$0.605	\$0.644	\$0.727	\$0.799
2	0.636	0.755	0.794	0.877	0.949
3	0.786	0.905	0.944	1.027	1.099
4	0.936	1.055	1.094	1.177	1.249
5	1.086	1.205	1.244	1.327	1.399
6	1.236	1.355	1.394	1.477	1.549
7	1.386	1.505	1.544	1.627	1.699
8	1.536	1.655	1.694	1.777	1.849
9	1.686	1.805	1.844	1.927	1.999
10	1.836	1.955	1.994	2.077	2.149
11	1.986	2.105	2.144	2.227	2.299
12	2.136	2.255	2.294	2.377	2.449
13	2.286	2.405	2.444	2.527	2.599

First-Class Package Service

Commercial—Parcels

Weight Not Over (oz.)	Zone ^{3,4}							
	1 & 2	3	4	5	6	7	8	9
1	\$2.66	\$2.68	\$2.70	\$2.76	\$2.84	\$2.96	\$3.09	\$3.09
2	2.66	2.68	2.70	2.76	2.84	2.96	3.09	3.09
3	2.66	2.68	2.70	2.76	2.84	2.96	3.09	3.09
4	2.66	2.68	2.70	2.76	2.84	2.96	3.09	3.09
5	3.18	3.20	3.22	3.28	3.36	3.49	3.63	3.63
6	3.18	3.20	3.22	3.28	3.36	3.49	3.63	3.63
7	3.18	3.20	3.22	3.28	3.36	3.49	3.63	3.63
8	3.18	3.20	3.22	3.28	3.36	3.49	3.63	3.63
9	3.82	3.85	3.88	3.96	4.06	4.19	4.33	4.33
10	3.82	3.85	3.88	3.96	4.06	4.19	4.33	4.33
11	3.82	3.85	3.88	3.96	4.06	4.19	4.33	4.33
12	3.82	3.85	3.88	3.96	4.06	4.19	4.33	4.33
13	4.94	4.98	5.02	5.12	5.24	5.38	5.53	5.53
14	4.94	4.98	5.02	5.12	5.24	5.38	5.53	5.53
15	4.94	4.98	5.02	5.12	5.24	5.38	5.53	5.53
15.999	4.94	4.98	5.02	5.12	5.24	5.38	5.53	5.53

1. Large envelopes (flats) with certain characteristics (see DMM 201.4.7) are subject to parcel prices.
2. Subtract \$0.003 for each automation flat that complies with the Full-Service Intelligent Mail option requirements.
3. Parcels are subject to a \$0.20 surcharge if they are irregularly shaped, such as rolls, tubes, and triangles.
4. IMpb Noncompliant Fee: \$0.20 per piece.

Priority Mail

Commercial Base—Letters, Large Envelopes & Parcels

Flat Rate Envelopes (12-1/2" x 9-1/2" or smaller):	\$6.95
Legal Flat Rate Envelope:	\$7.25
Padded Flat Rate Envelope:	\$7.55
Small Flat Rate Box:	\$7.50
Medium Flat Rate Box:	\$12.80
Large Flat Rate Box:	\$17.60
APO/FPO/DPO Large Flat Rate Box:	\$16.10

Weight Not Over (lbs.)	Zone ^{1,2}							
	Local, 1 & 2	3	4	5	6	7	8	9
1	\$6.95	\$7.28	\$7.49	\$7.65	\$7.82	\$7.99	\$8.25	\$9.91
2	7.42	7.61	7.88	8.50	9.70	10.23	10.86	15.17
3	7.61	7.99	8.34	9.26	11.80	13.10	15.28	20.58
4	7.71	8.20	8.81	10.03	13.75	15.59	17.61	24.78
5	7.81	8.25	9.12	10.33	15.67	17.92	20.40	28.84
6	7.91	8.29	9.22	13.77	17.93	20.83	23.81	33.05
7	8.15	9.41	9.46	15.43	19.86	23.48	26.75	37.11
8	8.20	9.87	11.16	16.84	21.82	25.85	30.04	41.66
9	9.01	10.25	11.62	18.06	23.74	28.00	33.40	46.33
10	9.38	10.67	11.69	19.51	25.64	30.79	36.32	50.38
11	10.67	12.77	13.69	21.31	27.52	33.51	39.34	55.04
12	11.32	13.58	15.93	22.81	30.01	36.23	42.20	59.01
13	11.91	14.36	16.68	24.03	32.21	37.69	43.69	61.12
14	12.52	15.15	17.57	25.43	34.02	39.79	45.86	64.15
15	13.01	15.94	18.42	26.74	35.33	40.56	47.06	65.84
16	13.45	16.79	19.42	28.07	37.34	42.84	49.65	69.46
17	13.88	17.57	20.35	29.44	39.23	45.07	52.29	73.12
18	14.15	18.11	21.26	30.76	41.31	47.29	54.91	76.81
19	14.48	18.53	21.75	31.57	43.16	49.49	57.51	80.45
20	15.05	18.82	22.19	32.15	44.28	51.34	60.18	84.16
21	15.71	19.27	22.70	32.72	44.63	51.82	60.95	85.96
22	16.21	19.79	23.46	33.37	44.93	52.22	61.65	86.96
23	16.69	20.26	24.02	33.98	45.18	52.58	62.02	87.47
24	17.37	21.12	25.38	35.32	46.13	53.95	63.53	89.61
25-70	SEE DMM							

1. Parcels addressed for delivery to zones 5–9 that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (see DMM 223.1.6).
2. IMpb Noncompliant Fee: \$0.20 per piece.

First-Class Mail Int'l, First-Class Package Int'l Service, Airmail M-Bags

Retail

First-Class Mail International

Retail Postcards

Canada	\$1.15
Mexico	1.15
All other countries	1.15

First-Class Mail International

Retail Letters

Weight Not Over (oz.)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$1.15	\$1.15	\$1.15	\$1.15
2	1.15	1.72	2.13	1.98
3	1.61	2.29	3.12	2.81
3.5	2.08	2.86	4.11	3.64

Nonmachinable letter surcharge: \$0.21.

First-Class Mail International

Retail Large Envelopes (Flats)

Weight Not Over (oz.)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$2.29	\$2.29	\$2.29	\$2.29
2	2.50	2.97	3.23	3.18

USPS Marketing Mail

Commercial Letters

Carrier Route & Automation

	Entry Discount	Saturation	Carrier Route ^{1,2}			Automation ¹		
			High Density Plus	High Density	Basic	5-Digit	AADC	Mixed AADC
Letters weighing 3.5 oz. or less per piece price	None	\$0.190	\$0.200	\$0.209	\$0.294	\$0.256	\$0.281	\$0.291
	DNDC	0.170	0.180	0.189	0.269	0.234	0.259	0.269
	DSCF	0.165	0.175	0.184	0.262	0.228	0.253	-
	DDU	-	-	-	-	-	-	-

Nonautomation

	Machinable		
	Entry Discount	AADC	Mixed AADC
Letters weighing 3.5 oz. or less per piece price	None	\$0.292	\$0.302
	DNDC	0.270	0.280
	DSCF	0.264	-
	DDU	-	-

Nonautomation

	Entry Discount	Saturation	Carrier Route ²			Nonmachinable			
			High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 4 oz. or less per piece price	None	\$0.224	\$0.232	\$0.250	\$0.300	\$0.505	\$0.573	\$0.595	\$0.668
	DNDC	0.186	0.194	0.212	0.270	0.483	0.551	0.573	0.646
	DSCF	0.179	0.187	0.205	0.262	0.477	0.545	0.567	-
	DDU	-	-	-	-	-	-	-	-
more than 4 oz. ³ per pound price	None	0.609	0.609	0.609	0.700	0.907	0.907	0.907	0.907
	DNDC	0.454	0.454	0.454	0.580	0.736	0.736	0.736	0.736
	DSCF	0.426	0.426	0.426	0.549	0.694	0.694	0.694	-
	DDU	-	-	-	-	-	-	-	-
+		+	+	+	+	+	+	+	+
per piece price		0.072	0.080	0.098	0.125	0.242	0.334	0.390	0.425

1. Subtract \$0.003 for each letter that complies with the Full-Service Intelligent Mail option requirements.
2. EDDM letters pay Saturation prices.
3. For pieces weighing more than 4 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.

USPS Marketing Mail Nonprofit

Commercial Letters

Carrier Route & Automation

	Entry Discount	Saturation	Carrier Route ^{1,2}			Automation ¹		
			High Density Plus	High Density	Basic	5-Digit	AADC	Mixed AADC
Letters weighing 3.5 oz. or less per piece price	None	\$0.111	\$0.117	\$0.124	\$0.209	\$0.138	\$0.163	\$0.173
	DNDC	0.091	0.097	0.104	0.184	0.116	0.141	0.151
	DSCF	0.086	0.092	0.099	0.177	0.110	0.135	-
	DDU	-	-	-	-	-	-	-

Nonautomation

	Machinable		
	Entry Discount	AADC	Mixed AADC
Letters weighing 3.5 oz. or less per piece price	None	\$0.174	\$0.184
	DNDC	0.152	0.162
	DSCF	0.146	-
	DDU	-	-

Nonautomation

	Entry Discount	Saturation	Carrier Route ²				Nonmachinable		
			High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 4 oz. or less per piece price	None	\$0.136	\$0.144	\$0.166	\$0.216	\$0.387	\$0.455	\$0.477	\$0.550
	DNDC	0.098	0.106	0.128	0.186	0.365	0.433	0.455	0.528
	DSCF	0.091	0.099	0.121	0.178	0.359	0.427	0.449	-
	DDU	-	-	-	-	-	-	-	-
more than 4 oz. ³ per pound price	None	0.436	0.436	0.436	0.530	0.775	0.775	0.775	0.775
	DNDC	0.281	0.281	0.281	0.410	0.604	0.604	0.604	0.604
	DSCF	0.253	0.253	0.253	0.379	0.562	0.562	0.562	-
	DDU	-	-	-	-	-	-	-	-
+		+	+	+	+	+	+	+	+
per piece price		0.027	0.035	0.057	0.083	0.101	0.193	0.249	0.284

1. Subtract \$0.003 for each letter that complies with the Full-Service Intelligent Mail option requirements.
2. EDDM letters pay Saturation prices.
3. For pieces weighing more than 4 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.

USPS Marketing Mail

Commercial Flats (Large Envelopes)

Commercial Flats (Large Envelopes)

	Carrier Route ¹						
	Entry Discount	Saturation ²	EDDM	High Density Plus	High Density	Basic	Basic CR Bundles/Pallets
Flats weighing 4 oz. or less per piece price	None	\$0.224	\$0.225	\$0.232	\$0.250	\$0.300	\$0.279
	DNDC	0.186	0.187	0.194	0.212	0.270	0.249
	DSCF	0.179	0.180	0.187	0.205	0.262	0.241
	DDU	0.161	0.162	0.169	0.187	0.253	0.232
more than 4 oz. ³ per pound price	None	0.609	0.609	0.609	0.609	0.700	0.700
	DNDC	0.454	0.454	0.454	0.454	0.580	0.580
	DSCF	0.426	0.426	0.426	0.426	0.549	0.549
	DDU	0.357	0.357	0.357	0.357	0.511	0.511
+ per piece price	None	+	+	+	+	+	+
	None	0.072	0.073	0.080	0.098	0.125	0.104
	DNDC	0.072	0.073	0.080	0.098	0.125	0.104
	DSCF	0.072	0.073	0.080	0.098	0.125	0.104
DDU	0.072	0.073	0.080	0.098	0.125	0.104	

	Automation ¹					Nonautomation			
	Entry Discount	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 4 oz. or less per piece price	None	\$0.405	\$0.523	\$0.597	\$0.632	\$0.469	\$0.561	\$0.617	\$0.652
	DNDC	0.362	0.480	0.554	0.589	0.426	0.518	0.574	0.609
	DSCF	0.352	0.470	0.544	-	0.416	0.508	0.564	-
	DDU	-	-	-	-	-	-	-	-
more than 4 oz. ³ per pound price	None	0.907	0.907	0.907	0.907	0.907	0.907	0.907	0.907
	DNDC	0.736	0.736	0.736	0.736	0.736	0.736	0.736	0.736
	DSCF	0.694	0.694	0.694	-	0.694	0.694	0.694	-
	DDU	-	-	-	-	-	-	-	-
+ per piece price	None	+	+	+	+	+	+	+	+
	None	0.178	0.296	0.370	0.405	0.242	0.334	0.390	0.425
	DNDC	0.178	0.296	0.370	0.405	0.242	0.334	0.390	0.425
	DSCF	0.178	0.296	0.370	-	0.242	0.334	0.390	-
DDU	-	-	-	-	-	-	-	-	

1. Subtract \$0.003 for each flat that complies with the Full-Service Intelligent Mail option (not available for Saturation) requirements.
2. For carrier route flats with a detached address or marketing label, add \$0.040 per piece.
3. For pieces weighing more than 4 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.

USPS Marketing Mail Nonprofit

Commercial Flats (Large Envelopes)

Commercial Flats (Large Envelopes)

	Carrier Route ¹						
	Entry Discount	Saturation ²	EDDM	High Density Plus	High Density	Basic	Basic CR Bundles/Pallets
Flats weighing 4 oz. or less per piece price	None	\$0.136	\$0.137	\$0.144	\$0.166	\$0.216	\$0.195
	DNDC	0.098	0.099	0.106	0.128	0.186	0.165
	DSCF	0.091	0.092	0.099	0.121	0.178	0.157
	DDU	0.073	0.074	0.081	0.103	0.169	0.148
more than 4 oz. ³ per pound price	None	0.436	0.436	0.436	0.436	0.530	0.530
	DNDC	0.281	0.281	0.281	0.281	0.410	0.410
	DSCF	0.253	0.253	0.253	0.253	0.379	0.379
	DDU	0.184	0.184	0.184	0.184	0.341	0.341
+ per piece price	None	+	+	+	+	+	+
	None	0.027	0.028	0.035	0.057	0.083	0.062
	DNDC	0.027	0.028	0.035	0.057	0.083	0.062
	DSCF	0.027	0.028	0.035	0.057	0.083	0.062
DDU	0.027	0.028	0.035	0.057	0.083	0.062	

	Automation ¹					Nonautomation			
	Entry Discount	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 4 oz. or less per piece price	None	\$0.231	\$0.349	\$0.423	\$0.458	\$0.295	\$0.387	\$0.443	\$0.478
	DNDC	0.188	0.306	0.380	0.415	0.252	0.344	0.400	0.435
	DSCF	0.178	0.296	0.370	-	0.242	0.334	0.390	-
	DDU	-	-	-	-	-	-	-	-
more than 4 oz. ³ per pound price	None	0.775	0.775	0.775	0.775	0.775	0.775	0.775	0.775
	DNDC	0.604	0.604	0.604	0.604	0.604	0.604	0.604	0.604
	DSCF	0.562	0.562	0.562	-	0.562	0.562	0.562	-
	DDU	-	-	-	-	-	-	-	-
+ per piece price	None	+	+	+	+	+	+	+	+
	None	0.037	0.155	0.229	0.264	0.101	0.193	0.249	0.284
	DNDC	0.037	0.155	0.229	0.264	0.101	0.193	0.249	0.284
	DSCF	0.037	0.155	0.229	-	0.101	0.193	0.249	-
DDU	-	-	-	-	-	-	-	-	

1. Subtract \$0.003 for each flat that complies with the Full-Service Intelligent Mail option (not available for Saturation) requirements.
2. For carrier route flats with a detached address or marketing label, add \$0.040 per piece.
3. For pieces weighing more than 4 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.

USPS Marketing Mail—Commercial & Nonprofit

Commercial Marketing Parcels

USPS Marketing Mail

Commercial Marketing Parcels

	Entry Discount	5-Digit	Presorted ¹		
			SCF	NDC	Mixed NDC
Parcels weighing 3.3 oz. or less per piece price	None	-	-	\$1.270	\$1.604
	DNDC	\$0.813	\$0.906	1.220	-
	DSCF	0.763	0.856	-	-
	DDU	0.718	-	-	-
more than 3.3 oz. ² per pound price	None	-	-	1.150	1.150
	DNDC	0.905	0.905	0.905	-
	DSCF	0.663	0.663	-	-
	DDU	0.445	-	-	-
+		+	+	+	+
per piece price		0.626	0.719	1.033	1.367

USPS Marketing Mail Nonprofit

Commercial Marketing Parcels and USPS Marketing Mail Parcels

	Marketing Parcels					USPS Marketing Mail Parcels						
	Presorted ¹					Machinable ^{1,3}			Irregular ¹			
	Entry Discount	5-Digit	SCF	NDC	Mixed NDC	5-Digit	NDC	Mixed NDC	5-Digit	SCF	NDC	Mixed NDC
Parcels weighing 3.3 oz. or less per piece price	None	-	-	\$1.133	\$1.467	-	-	-	-	-	\$1.430	\$1.680
	DNDC	\$0.676	\$0.769	1.083	-	-	-	-	\$0.836	\$0.998	1.379	-
	DSCF	0.626	0.719	-	-	-	-	-	0.782	0.944	-	-
	DDU	0.581	-	-	-	-	-	-	0.741	-	-	-
more than 3.3 oz. ² per pound price	None	-	-	0.941	0.941	-	\$1.060	\$1.060	-	-	1.060	1.060
	DNDC	0.696	0.696	0.696	-	\$0.815	0.815	-	0.815	0.815	0.815	-
	DSCF	0.454	0.454	-	-	0.552	-	-	0.552	0.552	-	-
	DDU	0.236	-	-	-	0.355	-	-	0.355	-	-	-
+		+	+	+	+	+	+	+	+	+	+	
per piece price		0.532	0.625	0.939	1.273	0.668	0.954	1.350	0.668	0.830	1.211	1.461

1. For nonbarcoded parcels, add \$0.054 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
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. Machinable parcels: Must be 3.5 ounces or more

Parcel Select—Lightweight

Commercial Parcels¹

Weight Not Over (oz.)	5-Digit			SCF ²		NDC		Mixed NDC
	DDU	DSCF	DNDC	DSCF	DNDC	DNDC	None	None
1	\$1.73	\$2.02	\$2.23	\$2.24	\$2.60	\$2.84	\$3.20	\$3.57
2	1.73	2.02	2.23	2.24	2.60	2.84	3.20	3.57
3	1.73	2.02	2.23	2.24	2.60	2.84	3.20	3.57
4	1.73	2.02	2.23	2.24	2.60	2.84	3.20	3.57
5	1.78	2.10	2.33	2.35	2.77	3.03	3.41	3.80
6	1.78	2.10	2.33	2.35	2.77	3.03	3.41	3.80
7	1.78	2.10	2.33	2.35	2.77	3.03	3.41	3.80
8	1.78	2.10	2.33	2.35	2.77	3.03	3.41	3.80
9	1.83	2.24	2.72	2.75	3.23	3.53	3.93	4.34
10	1.83	2.24	2.72	2.75	3.23	3.53	3.93	4.34
11	1.83	2.24	2.72	2.75	3.23	3.53	3.93	4.34
12	1.83	2.24	2.72	2.75	3.23	3.53	3.93	4.34
13	2.02	2.52	3.16	3.22	3.73	4.05	4.47	4.90
14	2.02	2.52	3.16	3.22	3.73	4.05	4.47	4.90
15	2.02	2.52	3.16	3.22	3.73	4.05	4.47	4.90
15.999	2.02	2.52	3.16	3.22	3.73	4.05	4.47	4.90

1. IMpb Noncompliant Fee \$0.20 per piece.
2. Machinable parcels are not eligible for SCF DSCF or SCF DNDC preparation, entry or pricing.
3. Machinable parcels must weigh at least 3.5 ounces. See DMM 201.7.5 for other eligibility.

Bound Printed Matter—Commercial

Commercial Large Envelopes (Flats)—Carrier Route & Presorted, Nonpresorted

Commercial Large Envelopes (Flats)—Carrier Route & Presorted

		Carrier Route ^{1,2}	Presorted ^{1,2}		Plus per pound for Carrier Route & Presorted
		Price per piece	Price per piece	+	Price per pound
Zone	Local, 1 & 2	\$1.100	\$1.245	+	\$0.138
	3	1.100	1.245	+	0.149
	4	1.100	1.245	+	0.202
	5	1.100	1.245	+	0.257
	6	1.100	1.245	+	0.329
	7	1.100	1.245	+	0.372
	8	1.100	1.245	+	0.500
	9	1.100	1.245	+	0.500
Destination Entry					
DNDC	1 & 2	\$1.015	\$1.160	+	\$0.063
	3	1.015	1.160	+	0.097
	4	1.015	1.160	+	0.124
	5	1.015	1.160	+	0.222
DSCF		0.561	0.706	+	0.036
DDU ³		0.388	0.533	+	0.021

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. Subtract \$0.001 for each flat that complies with the Full-Service Intelligent Mail option requirements.
3. Each flat must weigh more than 1 pound to be eligible for presorted DDU price.

Commercial Large Envelopes (Flats)—Nonpresorted

Weight Not Over (lbs.)	Zone ¹						
	1 & 2	3	4	5	6	7	8 & 9
1.0	\$1.95	\$2.00	\$2.06	\$2.15	\$2.25	\$2.31	\$2.51
1.5	1.96	2.01	2.07	2.16	2.26	2.32	2.52
2.0	2.04	2.10	2.18	2.30	2.44	2.52	2.79
2.5	2.13	2.21	2.31	2.46	2.63	2.73	3.07
3.0	2.23	2.32	2.44	2.62	2.83	2.95	3.35
3.5	2.33	2.44	2.58	2.80	3.05	3.19	3.67
4.0	2.42	2.54	2.70	2.95	3.24	3.40	3.94
4.5	2.52	2.66	2.84	3.12	3.44	3.62	4.24
5.0	2.62	2.77	2.98	3.29	3.65	3.86	4.55
6.0	2.80	2.98	3.23	3.60	4.03	4.28	5.10
7.0	3.00	3.22	3.51	3.95	4.46	4.75	5.71
8.0	3.18	3.43	3.76	4.26	4.85	5.18	6.27
9.0	3.37	3.65	4.03	4.60	5.26	5.64	6.88
10.0	3.56	3.87	4.29	4.93	5.67	6.09	7.46
11.0	3.76	4.11	4.57	5.27	6.08	6.54	8.05
12.0	3.94	4.32	4.82	5.58	6.46	6.96	8.60
13.0	4.13	4.54	5.08	5.90	6.85	7.39	9.16
14.0	4.32	4.76	5.34	6.22	7.25	7.83	9.73
15.0	4.52	5.00	5.64	6.60	7.71	8.35	10.41

Bound Printed Matter—Commercial

Commercial Parcels—Carrier Route & Presorted, Nonpresorted

Commercial Parcels—Carrier Route & Presorted

Zone	Local, 1 & 2	Carrier Route ¹	Presorted ¹		Plus per pound for Carrier Route & Presorted
		Price per piece	Price per piece	+	Price per pound
		\$1.347	\$1.492	+	\$0.189
	3	1.347	1.492	+	0.225
	4	1.347	1.492	+	0.274
	5	1.347	1.492	+	0.338
	6	1.347	1.492	+	0.413
	7	1.347	1.492	+	0.476
	8	1.347	1.492	+	0.623
	9	1.347	1.492	+	0.623
Destination Entry					
DNDC	1 & 2	\$1.262	\$1.407	+	\$0.101
	3	1.262	1.407	+	0.132
	4	1.262	1.407	+	0.179
	5	1.262	1.407	+	0.249
DSCF		0.808	0.953	+	0.073
DDU		0.635	0.780	+	0.040

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.

Commercial Parcels—Nonpresorted

Weight Not Over (lbs.)	Zone ¹						
	1 & 2	3	4	5	6	7	8 & 9
1.0	\$2.65	\$2.71	\$2.77	\$2.86	\$2.98	\$3.04	\$3.25
1.5	2.73	2.79	2.85	2.94	3.06	3.13	3.34
2.0	2.78	2.86	2.94	3.06	3.22	3.30	3.59
2.5	2.90	3.00	3.10	3.25	3.46	3.56	3.92
3.0	3.03	3.15	3.27	3.45	3.70	3.82	4.26
3.5	3.17	3.31	3.45	3.67	3.96	4.10	4.62
4.0	3.29	3.45	3.61	3.86	4.19	4.35	4.95
4.5	3.41	3.59	3.77	4.05	4.42	4.60	5.27
5.0	3.54	3.75	3.96	4.27	4.68	4.89	5.63
6.0	3.79	4.04	4.29	4.67	5.17	5.42	6.30
7.0	4.05	4.34	4.63	5.07	5.67	5.96	6.99
8.0	4.30	4.63	4.96	5.47	6.15	6.48	7.65
9.0	4.55	4.93	5.31	5.89	6.65	7.03	8.36
10.0	4.80	5.22	5.64	6.28	7.12	7.54	9.01
11.0	5.07	5.54	6.01	6.71	7.65	8.12	9.75
12.0	5.31	5.82	6.33	7.09	8.11	8.62	10.40
13.0	5.56	6.11	6.66	7.48	8.58	9.13	11.05
14.0	5.83	6.43	7.03	7.92	9.10	9.70	11.78
15.0	6.08	6.72	7.36	8.31	9.59	10.23	12.46

Domestic—Extra Services and Fees

Certificate of Mailing

Individual Pieces	Fee
Individual article (PS Form 3817)	\$1.45
Firm mailing sheets (PS Form 3665), per piece listed (minimum 3 pieces)	0.41

Certified Mail

Per item, in addition to postage and other fees	Fee
Certified Mail	\$3.50
Certified Mail Restricted Delivery	8.80
Certified Mail Adult Signature Required	8.80
Certified Mail Adult Signature Restricted Delivery	8.80

Return Receipt

(In conjunction with another extra service)

Requested at time of mailing	Fee
(Hard copy PS Form 3811)	\$2.80
Electronic	1.60

Address Correction Service

Per manual notice issued Per electronic notice (or manual notice for electronic option customers issued)	Fee
First-Class Mail	0.13
First-Class Package Service—Retail	0.13
Other than First-Class Mail	0.31
Per automated notice issued	
First-Class Mail letters (first two notices)	0.07
First-Class Mail letters (per additional notice)	0.14
USPS Marketing Mail letters (first two notices)	0.10
USPS Marketing Mail letters (per additional notice)	0.27
Pieces eligible for Full-Service Intelligent Mail option	0.00
Per piece forwarding fee (when service is provided in conjunction with ACS and applicable ancillary service endorsements)	
Forwarded USPS Marketing Mail Letter	0.45
Forwarded USPS Marketing Mail Flat	1.39
Forwarded USPS Marketing Mail Parcel	4.53
Forwarded Bound Printed Matter Flat	3.21
Forwarded Parcel Select Lightweight Parcel	4.53
Annual Mailing Fees (per 12-month period)	Fee
First-Class Mail Presort, per office of mailing	\$235.00
USPS Marketing Mail	235.00
Parcel Select (destination entry or Lightweight)	0.00
Presorted Media Mail	0.00
Presorted Library Mail	0.00
Bound Printed Matter (destination entry flats only)	235.00
Bound Printed Matter (parcels)	0.00

Signature Confirmation Services

Individual Pieces		Fee
First-Class Package Service—Retail	Retail	\$3.05
	Electronic	2.60
First-Class Package Service—Commercial	Electronic	2.60
Package Services (Library Mail, Media Mail, Bound Printed Matter)	Retail	3.05
	Electronic	2.60
Parcel Select	Electronic	2.60
Priority Mail	Retail	3.05
	Electronic	2.60
USPS Retail Ground	Retail	3.05
	Electronic	2.60

Additional Signature Confirmation Services

		Fee
Signature Confirmation Restricted Delivery	Retail	\$8.25
	Electronic	7.80
Adult Signature Required		\$6.40
Adult Signature Restricted Delivery		6.66

Business Reply Mail

	High Volume	Basic
Annual permit fee (letters and flats)	\$235.00	\$235.00
Annual permit fee (parcels only)	0.00	0.00
Annual account maintenance fee	710.00	none
1-ounce letter price + per piece ¹	0.55 + 0.091	0.55 + 0.83
1-ounce flat price + per piece ¹	1.00 + 0.091	1.00 + 0.83
Parcels per piece fee ^{2,3}	0.091	0.83
Card price + per piece ¹	0.35 + 0.091	0.35 + 0.83

Qualified Business Reply Mail (QBRM)

	High Volume	Basic
Annual permit fee	\$0.00	\$0.00
Annual account maintenance fee	710.00	710.00
Quarterly Fee	2405.00	none
1-ounce letter price + per piece	0.535 + 0.014	0.535 + 0.070
2-ounce letter price + per piece	0.685 + 0.014	0.685 + 0.070
	High Volume	Basic
Card price + per piece	0.335 + 0.014	0.335 + 0.070



202 Elements on the Face of a Mailpiece

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 (Periodicals do not display postage and the address may appear on either side). Use at least 8-point type (each character must be at least 0.080 inch high). A sans-serif font is preferred. Addresses printed in all capital letters are also preferred. 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.

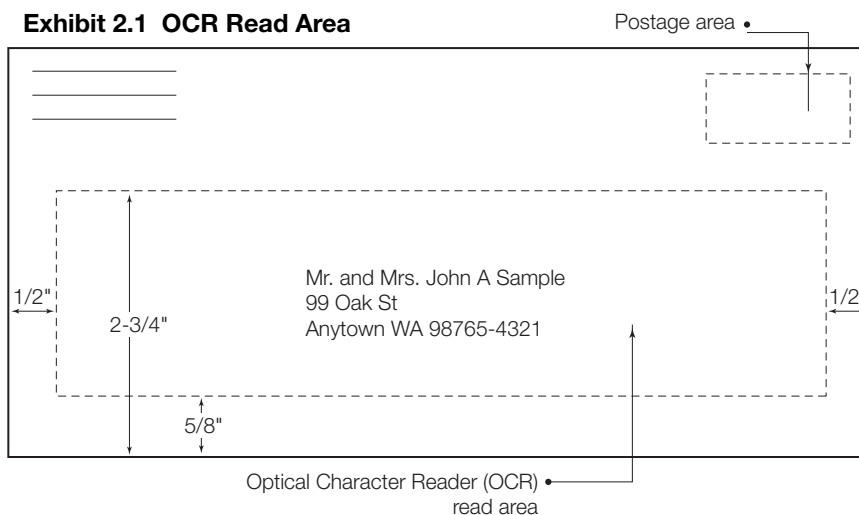
2.0 Address Placement

2.1 Letters

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 (see 601.1.1.3). See 601.6.4 for addressing standards when a window envelope is used. 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):

- 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





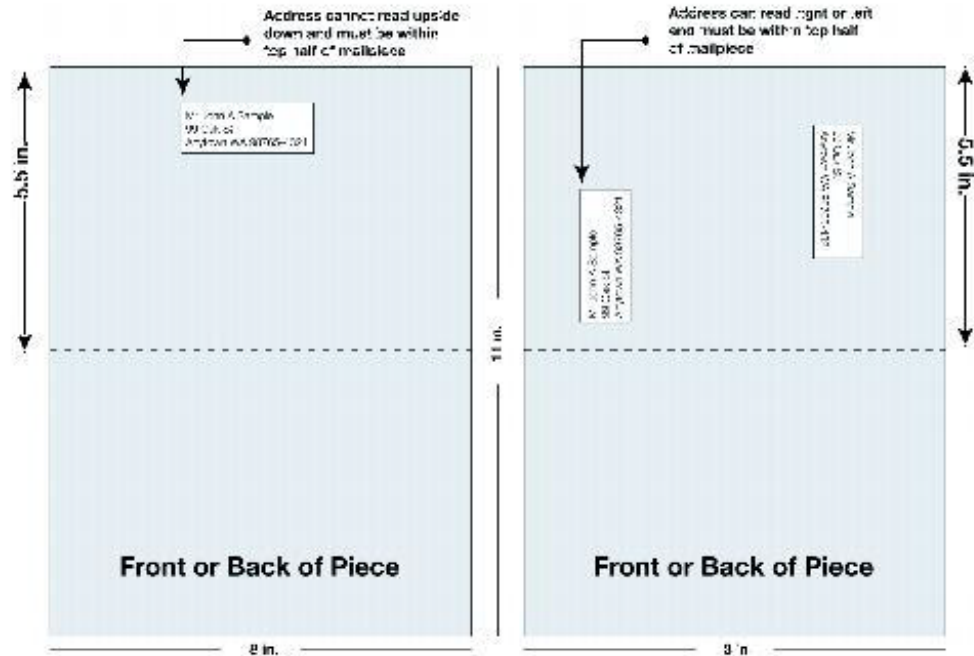
2.2 Flats

2.2.2 Address Placement on Enveloped or Polywrapped Pieces

The following standards apply to enveloped, polywrapped, or card-style Periodicals (including shrinkwrapped Firm bundles), Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices:

- a. The “top” of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see [Exhibit 2.2.2](#)), except under [2.2.2c](#) or [2.2.2d](#). Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.
- d. If the delivery address is placed on an insert polywrapped with the host piece:
 1. The address must not appear on a component that rotates within the bag.
 2. The address must remain visible throughout the addressed component's range of motion.
 3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

Exhibit 2.2.2 Delivery Address on Enveloped, Polywrapped, and Card-Style Pieces



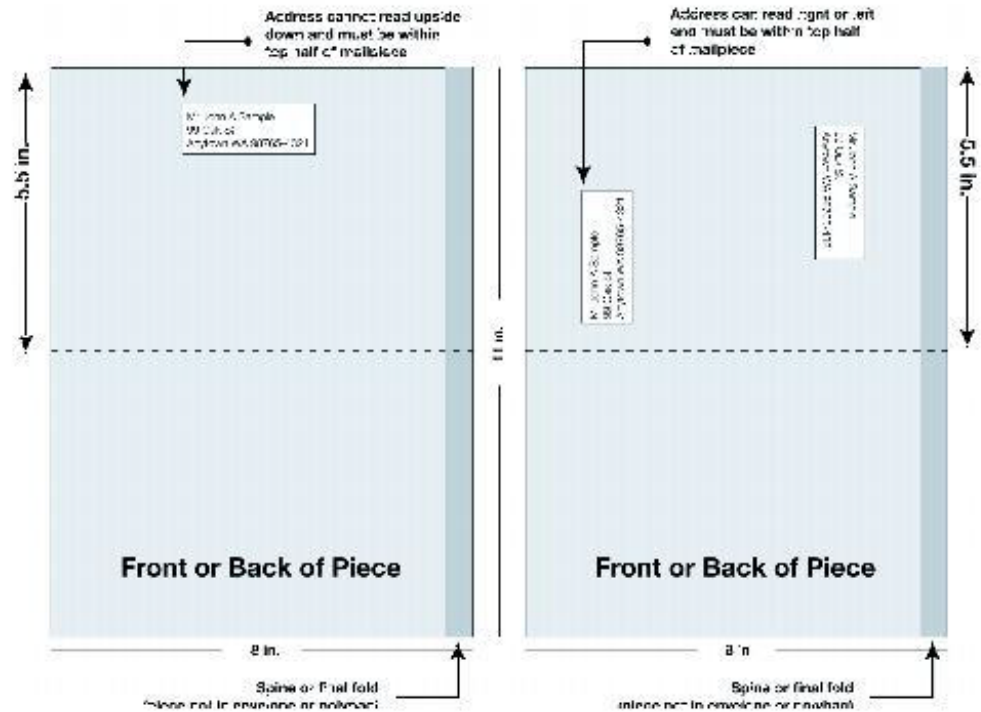


2.2.3 Address Placement on Bound or Folded Pieces

The following standards apply to bound or folded Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices not in envelopes or polywrap (see 2.2.2 for all card-style pieces):

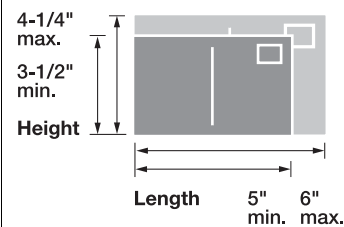
- a. The “top” is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side of the piece. Exception: For Carrier Route (or Enhanced Carrier Route) saturation pieces, the “top” of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see Exhibit 2.2.3), except under 2.2.3c. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.

Exhibit 2.2.3 Delivery Address on Bound or Folded Pieces



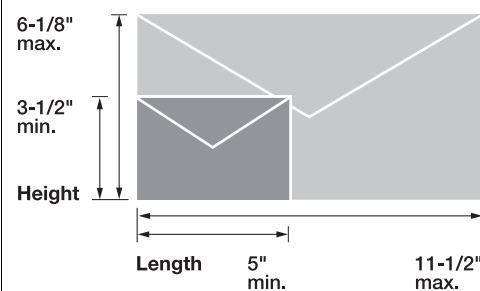
Overview

Card Dimensions



	Minimum	Maximum
Length	5 inches	6 inches
Height	3-1/2 inches	4-1/4 inches
Thickness	0.007 inch	0.016 inch

Letter Dimensions



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

Mailpieces are classified by shape and by the way they are prepared. These classifications are based on how efficiently mailpieces can be processed on Postal Service equipment. The Postal Service classifies letters and cards into one of three categories: machinable, nonmachinable, and automation. For the purposes of determining mailability or machinability, the length is the dimension parallel to the address as read ([601.1.1.2](#)).

Machinable Letters and Cards ([201.1.0](#))

If you prepare your letters and cards so that they have an accurate address and can be processed on Postal Service equipment, your mail is “machinable” and eligible for “presort” prices. Machinable mailpieces must meet specific standards, including size, shape, and weight.

Maximum weight: First-Class Mail, machinable letters and Standard Mail machinable letters: 3.3 ounces, Periodicals letters: 3.5 ounces.

Machinable letters must not meet any of the nonmachinable characteristics ([201.2.0](#)).

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
- Maximum for First-Class Mail card prices: 6 inches long, 4-1/4 inches high, and 0.016 inch thick.
- Maximum for letters and other cards: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.
- 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 1/8 inch.

Nonmachinable Letters ([201.2.0](#))

Maximum weight: First-Class Mail and Periodicals nonmachinable letters 3.5 ounces; Standard Mail nonmachinable letters; less than 16 ounces.

- Presorted First-Class Mail letters are subject to a nonmachinable surcharge if they meet any of the characteristics in [201.2.1](#). The nonmachinable characteristics do not apply to pieces mailed at card prices.
- Standard Mail letters that have one or more of the nonmachinable characteristics in [201.2.1](#) are subject to the nonmachinable letter prices in [243.1.3](#).

Examples of a nonmachinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (a square envelope has an aspect ratio of 1, making it nonmachinable).
- It is more than 4-1/4 inches high or more than 6 inches long and is less than 0.009 inch thick.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It has a delivery address parallel to the shorter side of the mailpiece.
- It contains items such as pens, pencils, or keys that create an uneven thickness.
- Letters with nonpaper surfaces, other than envelope windows or attachments that are allowed under eligibility standards by class of mail.

**Automation
Letters and
Cards
(201.3.0)**

If your letter-size mailpiece is machinable and displays the correct delivery point barcode or Intelligent Mail barcode, you may qualify for lower, “automation” prices. A letter or card meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards.

For additional information, see:

- [Quick Service Guide 201a](#), Designing Letters and Cards for Automated Processing.
- [Quick Service Guide 201b](#), Using Tabs, Wafer Seals, and Glue Strips.

Maximum weight:

- First-Class Mail automation letters: 3.5 ounces.
- Periodicals automation letters: 3.5 ounces.
- Standard Mail automation letters and carrier route letters: 3.5 ounces.
- See [201.3.6](#) for heavy letter mail weighing over 3 ounces.

Shape: rectangular. Aspect ratio (length divided by height): 1.3 to 2.5 ([201.3.7](#)).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
 - Maximum for First-Class Mail card prices: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
 - Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.
- Length is the dimension parallel to the address as read ([601.1.1.2](#)).

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures must meet the physical standards for automation letters and cards in [201.3.17](#).

Overview Letter-size mail and card-size pieces meeting the applicable automation standards are entitled to automation prices. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

Physical Standards
(201.3.0,
708.4.0)

Must meet all physical standards in [201.3.0](#).

Aspect ratio from 1.3 to 2.5 ([201.3.7](#)).

Dimensions:

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

Maximum Weight:

- First-Class Mail Presorted Machinable—3.3 ounces (0.2063 pound).
- First-Class Mail Automation—3.5 ounces (0.2188 pound).¹
- Periodicals Barcoded (Automation)—3.5 ounces (0.2188 pound).¹
- Standard Mail Automation—3.5 ounces (0.2188 pound).¹
- Enhanced Carrier Route—3.5 ounces (0.2188 pound).¹

1. Heavy letters over 3 ounces, if barcoded, must bear an address block delivery point barcode under [201.3.6](#), and be part of a 100% delivery point or Intelligent Mail barcoded mailing. Heavy letters must be prepared in a sealed envelope, and may not contain stiff enclosures or be prepared as a self-mailer or booklet-type mailpiece.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment ([201.3.8](#)).

Other machinability standards:

- Rigid and odd-shaped items prohibited or restricted ([201.3.10](#)).
- Tabbing for self-mailers or booklets (see [201.3.11](#) or [Quick Service Guide 201b](#)).

Pieces with delivery point barcodes or Intelligent Mail barcodes must meet all standards in [708.4.0](#):

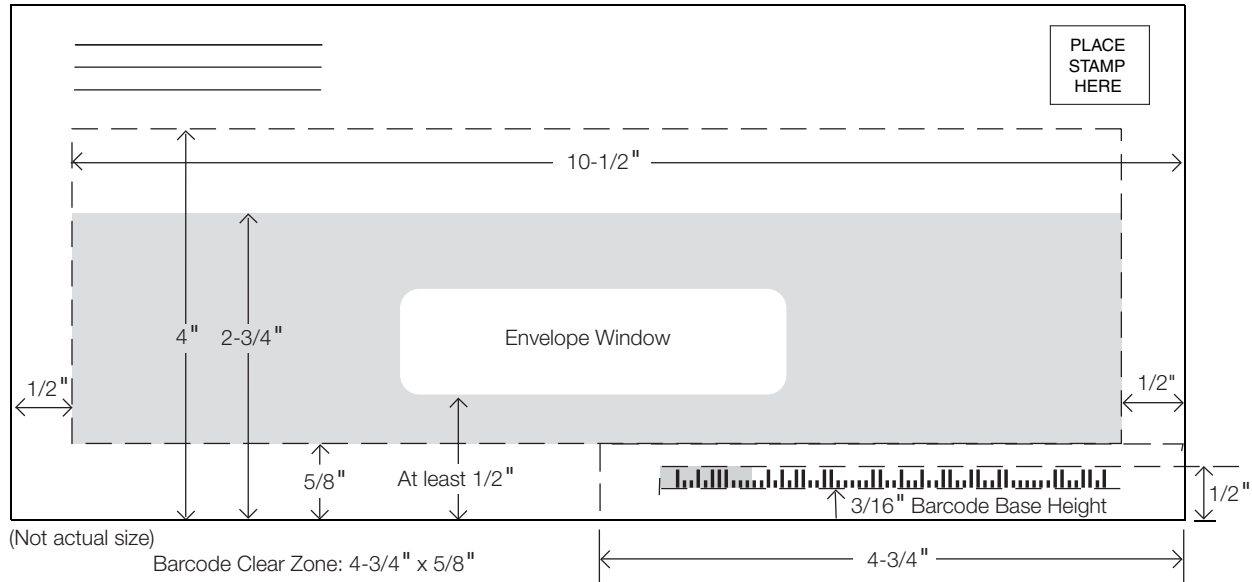
- Format of barcode bars (e.g., dimensions and spacing, [708.4.2](#)).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see page two.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed ([708.4.4](#)).

Barcode in Address Block
(202.5.0)

When the barcode is included as part of the address block the barcode must be placed in one of these positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

Physical Standards for Automation-Compatible Mail (201.3.0)



Barcode Location: delivery point barcode or Intelligent Mail barcode either within address block or within barcode clear zone in lower right corner of mailpiece (202.5.0).

Address Block Barcode: (202.5.0) Within address block (shown by dashed lines) must be:

- Rightmost bar—at least 1/2 inch from right edge of the mailpiece.
- Leftmost bar—less than 10-1/2 inches from right edge, and at least 1/2 inch from the left edge.
- Top of each bar—less than 4 inches from bottom edge of mailpiece.
- Bottom line in address block including barcode—at least 5/8 inch from bottom edge of the mailpiece.

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 barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch.

Recommended Address Placement:

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (202.2.1):

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

Barcode Skew: 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) for a barcode on a card-size or a letter-size piece 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 (708.4.4.1).

Envelope Window and Label Placement:

- 0.125 (1/8) inch—minimum clearance between leftmost and rightmost bars and any printing or window edge.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.

For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

Address Label Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

For Barcode in Lower Right Corner Location: Leftmost bar between 4-1/4 inches and 3-1/2 inches from right edge (202.5.0).

Barcode Window: If the barcode is printed on an insert to appear through a window in the lower right corner, see 202.5.1.3.

- Overview** Flat-size pieces meeting the applicable automation standards in [201.3.0](#) are entitled to automation or Periodicals machinable prices. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail. For eligibility and preparation standards for specific price options, see the appropriate Quick Service Guide above.
- Physical Standards (201.6.0)**
- Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).
- Dimensions:
- Minimum height is 5 inches. Maximum height is 12 inches.
 - Minimum length is 6 inches. Maximum length is 15 inches.
 - For bound or folded pieces, the edge perpendicular to the bound edge or folded edge may not exceed 12 inches.
 - Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.
- The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length ([201.4.2](#)).
- Maximum weight:
- First-Class Mail: 13 ounces.
 - Periodicals: 20 ounces for pieces prepared under [201.6.0](#).
 - Standard Mail: less than 16 ounces.
 - Bound Printed Matter: 20 ounces.
- Uniform thickness: The contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness. The mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities ([201.6.5](#)).
- Flexibility and deflection: automation flats must meet the flexibility standards in [201.6.5](#) and deflection standards in [201.4.6](#).
- Polywrap films and similar coverings must meet the standards in [201.4.4](#). A list of approved polywrap and polywrap manufacturers is available on ribbs.usps.gov. 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. The preferred seam placement is on the nonaddressed side of the mailpiece.
- Prohibitions: Clasps, strings, buttons, or other protrusions; also staples, unless properly used as a binding method ([201.6.5](#)).
- Delivery Address (202.1.0)**
- Flats must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (Periodicals do not display postage and the address may appear on either side.) Use at least 8-point type for addresses on flats prepared without delivery point barcodes. A sans-serif font printed in all capital letters is preferred. The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred. Mailers preparing flats with POSTNET or Intelligent Mail barcode delivery point routing codes may print addresses in all capital letters and a minimum of 6-point type.
- Address Placement (202.2.0)**
- On all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address parallel or perpendicular to the top edge on the front or the back of the mailpiece and within the top half of the mailpiece. If there is a bound or folded edge, the address as read must be within the top half when the bound or folded edge is to the right. It cannot be upside down as read in relation to the top edge.
- If the address is placed on a mailing wrapper, the address must be on a flat side, not on a fold. If a polybag is used, the address must not appear on a component that rotates within the bag and must remain visible throughout the addressed component's range of motion. See [207.3.3.11](#) for addresses prepared on Periodicals label carriers.
- Barcodes (202.5.0)**
- Barcodes must be at least 1/8 inch from any edge of the address side.
- Address block barcodes must be in one of these four positions:
- Above the address line containing the recipient's name.
 - Below the city, state, and ZIP Code line.
 - Above or below the keyline information.
 - Above or below the optional endorsement line.
- The surface the barcode is printed on must meet the reflectance standards in [708.4.4](#).

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 barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the 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 printing must be at least 0.125 (1/8) inch.

Window Envelope Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the leftmost and rightmost bars and any printing or window edge.
 - 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
 - 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.
- For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

Address Label Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

First-Class Mail, Standard Mail, Bound Printed Matter, and Periodicals (201.3.0)

Length

Minimum: 6 inches
Maximum: 15 inches

Height

Minimum: 5 inches
Maximum: 12 inches

Thickness

Minimum: 0.009 inch
Maximum: 3/4 inch

Maximum Weight

- First-Class Mail cannot weigh more than 13 ounces.
- Standard Mail must weigh less than 16 ounces.
- Periodicals and Bound Printed Matter cannot weigh more than 20 ounces.

Flexibility

Must meet flexibility standards in 201.4.3 and deflection standards in 201.4.6.

Polywrapped Pieces

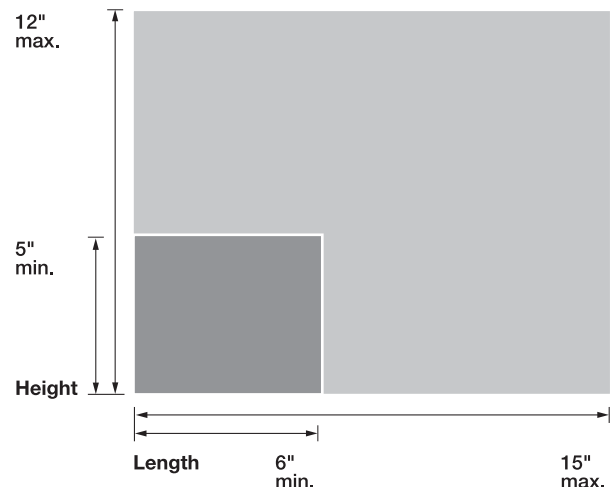
Must meet all six properties in Exhibit 201.4.5.1.

If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.

The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

Flat-Size Booklet-Type Mailpieces (201.6.5.3)

The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.



Overview 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 change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date.

The Postal Service offers four preapproved methods: Address Change Service (ACS), National Change of Address Linkage System (NCOA^{Link}), and ancillary service endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece in a mailing for any class of mail is updated with an approved method and the same address is used in a commercial First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail prices are required to meet the Move Update standard.

Address Change Service (507.4.2) Address Change Service (ACS) is an electronic enhancement to traditional, manual methods of providing change-of-address (COA) information to mailers. The system is designed to reduce the volume of manual (printed) address-correction notifications handled by both the Postal Service and mailers and to centralize and automate the provision of address correction information to mailers. Mailers add a unique mailer identification code to the address area of their mailpieces to identify them as ACS participants.

ACS may be used on any class of mail to qualify the addresses in a mailing list that is also used for First-Class Mail or Standard Mail mailings. First-Class Mail mailers who are ACS participants may use the ancillary service endorsement "Change Service Requested" to receive an electronic notice of the change-of-address information and prevent the mailpiece from being forwarded to the new address or returned to the sender. Electronic notices can be obtained on a variety of electronic media.

A mailer may determine the frequency with which to use an ancillary endorsement and ACS participant code, as long as the mailer can certify that each address in a First-Class Mail or Standard Mail mailing has been updated for customer moves within 95 days before the mailing date.

ACS is available for First-Class Mail, Periodicals, and Standard Mail. ACS is available monthly, weekly, or more frequently, depending on the needs and ACS volume of the mailer.

See example of an ACS code in [Quick Service Guide 708](#), Optional Information Lines.

Benefits:

- ACS provides significant cost-saving benefits to mailers and the Postal Service.
- ACS participants can use electronically generated address correction information to update their mailing lists more easily and in a more timely manner.

National Change of Address Linkage System (602.5.0) National Change of Address Linkage System (NCOA^{Link}) is an address correction service provided to mailers through companies licensed by the Postal Service. Updated change-of-address information for the entire country is provided on a regular basis to the licensees by the Postal Service. The licensees match mailing lists submitted to them by mailers on tape or disk against the computerized information. If a match is made, NCOA^{Link} can correct the address before it is printed.

Benefits:

- Reduces undeliverable mail by providing the most current address information, including standardized and delivery point coded addresses, for matches made to the NCOA^{Link} file for individual, family, and business moves.
- Prevents remailings after address corrections are received because the address correction is applied prior to the mailing.
- Reduces mailer costs by reducing the number of undeliverable mailpieces.
- Provides faster product/service marketing through accurate mail delivery.

For more information about NCOA^{Link}, including a list of licensees, see Postal Explorer (pe.usps.com) > Address Quality > Address Management Services > Move Update > [NCOA^{Link} Systems](#).

**Ancillary
Service
Endorsements
(507.1.5)**

Any mailer may use one of the four ancillary service endorsements below to request a notification of the addressee's new address and provide the Postal Service with instruction on how to handle undeliverable-as-addressed mail. When these endorsements are used without participation in ACS, manual notices are provided. The handling of Standard Mail items participating in ACS may be different than noted below. See DMM [Exhibit 507.1.5.3a](#).

Mailers may use the following endorsements with First-Class Mail and Standard Mail service to initiate this updating method:

Address Service Requested: The mailpiece is forwarded to the new location when possible and a printed notice is returned to the mailer with the new address information. This notice is then used by the mailer to update the address list.

- Months 1-12: the mailpiece is forwarded at no charge; the mailer is provided a separate notice of new address and charged an address correction fee.
- Months 13-18: for First-Class Mail, the mailpiece is returned with the new address attached at no charge. For Standard Mail, the mailpiece is returned at a weighted fee. The weighted fee is 2.472 times the applicable single-piece First-Class Mail or Priority Mail postage.
- After month 18 or if undeliverable at any time: the mailpiece is returned with reason for nondelivery. Fee charged for Standard Mail

Return Service Requested: The mailpiece is returned with the new address information affixed. No forwarding service is provided. The return of First-Class Mail is provided at no charge. Standard Mail is returned at either the single-piece First-Class Mail or Priority Mail price, depending on the weight of the piece. The mailer then updates the address information in the file and may mail a new piece to the new address.

Change Service Requested: A separate notice of new address or reason for nondelivery is provided (in either case, an electronic address correction fee is charged); USPS disposes of the mailpiece. This endorsement is available only when used in conjunction with electronic Address Change Service for First-Class Mail pieces.

Temp-Return Service Requested: This endorsement is only available for First-Class Mail pieces. The mailpiece is returned with the new address or reason for nondelivery attached. If this is a temporary change of address, the piece is forwarded; no separate notice of new temporary change-of-address is provided.

For an address to meet the Move Update requirement by this method, the mailer must send at least one letter or card to the address with an approved ancillary service endorsement within 95 days before reuse of the address in a First-Class Mail mailing. To complete the Move Update process, the mailer must make the address changes received as a result of the use of the approved ancillary service endorsement. It is recommended that mailers retain address correction records for up to two years.

Benefits: Ancillary service endorsements allow the sender to obtain, on request, the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the Postal Service) or the reason for nondelivery. These endorsements also provide the Postal Service with instructions for the disposition of undeliverable-as-addressed mail.

**Alternative
Methods
(602.5.0)**

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 administers and approves both Mailer Move Update Process Certification and alternative methods.

**Additional
Information**

Phone: National Customer Support Center (NCSC) at (800) 238-3150.

Internet: Postal Explorer (pe.usps.com) > Address Quality > Address Management Services > [Move Update](#).



Physical Standards

3.16 Booklets

3.16.1 Definition

Booklets must have a bound edge (spine.) Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces a spine where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards.

3.16.2 Paper

Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see [3.16.4](#)).

3.16.3 Physical Standards for Booklets

Booklets must be:

- a. Height: not more than 6 inches or less than 3.5 inches high.
- b. Length: not more than 10.5 inches or less than 5 inches long. See [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) for some booklet designs with shorter maximum lengths.
- c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see [3.7](#)).

3.16.4 General Booklet Design and Sealing

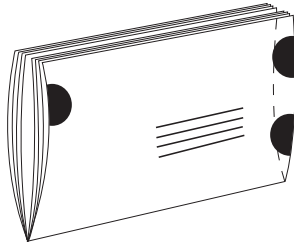
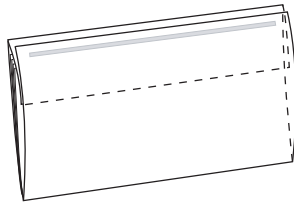
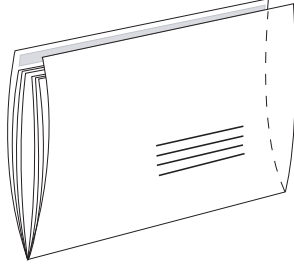
The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, cellophane tape, glue lines, or glue spots. Except for the simple spine wallet-style design with a height of 4 inches and a maximum length of 8 inches; tabs used as seals on the leading edge of small booklets less than 5 inches high, may be placed closer to the top and bottom edges than shown in [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) and may overlap in some cases. See [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) for design and sealing standards by type of design.



3.16.5 Simple Spine

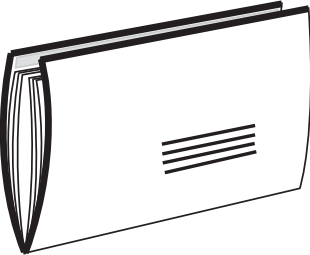
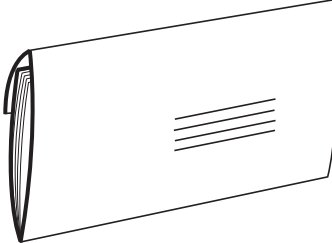
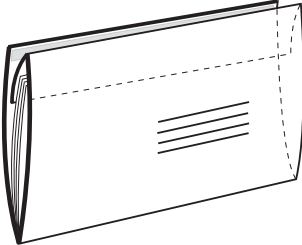
The spine forms the bottom edge of the mailpiece. The length or method used to seal the booklet determines the weight of the paper forming the cover.

Exhibit 3.16.5 Simple Spine Booklets

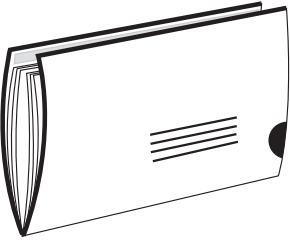
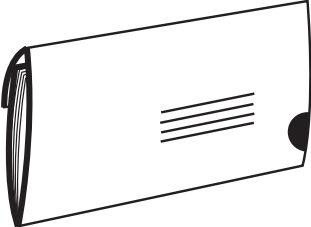
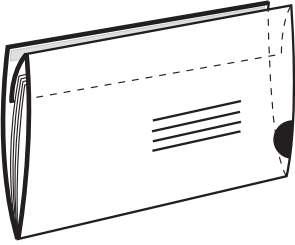
SIMPLE SPINE BOOKLETS Maximum weight—3 ounces Maximum height—6 inches Maximum length—9.5 inches unless noted Cover paper weight—80-pound paper unless noted: see Exhibit 3.2	
<p>Basic</p> 	<p>Cover: 5" to 9" long at least 50-pound paper Over 9" up to 10.5" at least 60-pound paper The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.</p>
<p>Internal Flap</p> 	<p>Cover: Minimum 80-pound paper</p> <p>Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.</p> <p>Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in 3.11f.</p>
<p>Cover-to-Cover</p> 	<p>Cover: Minimum 80-pound paper</p> <p>Cover extends no more than 5/8 inch beyond inner pages.</p> <p>Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in 3.11f.</p>



201.3.16.5

LIGHTWEIGHT SIMPLE SPINE BOOKLETS Maximum weight—0.8 ounce Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless noted: see Exhibit 3.2	
<p>Cover-to-Cover</p> 	<p>Cover extends no more than 5/8 inch beyond inner pages.</p> <p>Seal with a continuous glue line as described in 3.11h.</p>
<p>External Flap</p> 	<p>Addressed side of the cover extends over all pages on the back to create a flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.</p> <p>Flap attaches to the outside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h.</p>
<p>Internal Flap</p> 	<p>Addressed side of the cover extends over internal pages to create an inside flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge.</p> <p>Flap attaches to the inside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h.</p>



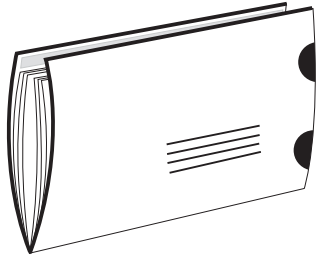
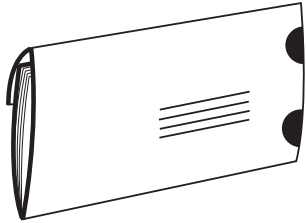
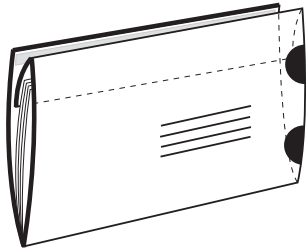
MID-WEIGHT SIMPLE SPINE BOOKLETS Weight—over 0.8 ounce up to 1.6 ounces Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless noted: see Exhibit 3.2	
<p>Cover-to-Cover</p> 	<p>Cover extends no more than 5/8 inch beyond inner pages.</p> <p>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.</p>
<p>External Flap</p> 	<p>Addressed side of the cover extends over all pages on the back to create a flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.</p> <p>Flap attaches to the outside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.</p>
<p>Internal Flap</p> 	<p>Addressed side of the cover extends over internal pages to create a flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge.</p> <p>Flap attaches to the inside of the non-addressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.</p>



201

Commercial Letters: Physical Standards for Letters and Cards

201.3.16.5

HEAVY WEIGHT SIMPLE SPINE BOOKLETS	
Weight—over 1.6 ounces up to 3 ounces Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2	
Cover-to-Cover 	Cover extends no more than 5/8 inch beyond inner pages. Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.
External Flap 	Addressed side of the cover extends over all pages on the back to create a flap. Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge. Flap attaches to the outside of the nonaddressed side of the cover. Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.
Internal Flap 	Addressed side of the cover extends over internal pages to create a flap. Minimum flap length: at least 1.5" wide when measured down from the top edge. Flap attaches to the inside of the non-addressed side of the cover. Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.



3.16.6 Wallet Style Booklets

A spine forms the bottom edge. Wallet style booklets must be from 5.2 inches to 8 inches long, 4 inches high; can weigh up to 2.5 ounces; and must be sealed with nonperforated tabs. Tab size and placement are dictated by the weight of the booklet.

<p>WALLET STYLE BOOKLETS Maximum weight—2.5 ounces Maximum height—4 inches Maximum length—5.2 to 8 inches Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2</p>	
	<p>Cover: Entire booklet 60-pound paper, OR Cover 70-pound paper, inner pages 50-pound paper.</p> <p>Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4" from bottom leading and trailing edge. Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.</p> <p>±1/8" vertical tolerance for tab placement in both cases.</p>

<p>OBLONG BOOKLETS Maximum weight—3 ounces Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless otherwise noted: see Exhibit 3.2</p>	
<p>All Tab</p>	<p>Cover: 5" to 9" long: 60-pound paper Over 9" up to 10.5": 70-pound paper</p> <p>Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.</p>
<p>Internal Flap</p>	<p>Cover: 5" to 9" long 60-pound paper Over 9" up to 10.5" 70-pound paper</p> <p>The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.</p> <p>Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges.</p>



3.16.8 Folded Booklets

Folded booklets are mailpieces that are bound and then folded to letter-size. The folded spine may be the leading edge or at the top of the booklet. If necessary, the booklet may be prepared with the spine as the trailing edge, however, this configuration is not recommended. The cover is at least 40-pound paper. Folded booklets must be sealed with nonperforated 1.5" tabs.

Exhibit 3.16.8 Folded Booklets

FOLDED BOOKLETS Maximum weight—3 ounces Maximum height—6 inches Maximum length—10.5 inches unless noted	
<p>Vertical Spine</p>	<p>Cover paper weight—40-pound paper Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.</p>
<p>Horizontal Spine</p>	<p>Cover paper weight up to 9" L = 50lb; over 9" L up to 10.5" = 60lb Tabs up to 2oz = 1.5" nonperforated tabs; over 2oz = 2" nonperforated tabs Spine at top on address-side panel Place one tab on the leading and trailing edge within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.</p>

This documentation provides summarized information for the revised standards that Folded Self-Mailers (FSM) and specific Unenveloped mailpiece designs must meet to receive automation letter discounts. The revised standards that take effect January 05, 2013 can be found in the Federal Register (FR) Final published Dec 01, 2011. This reference material is divided into sections for ease-of-use. The primary section is titled "Folded Self-Mailer Decision Tree Design Matrix" with other sections to supplement it. This information is only a summarized reference tool; please refer to the FR Final DMM section 201.3.14 for official language to revised FSM standards and 201.3.15 for the specific Unenveloped mailpiece design standards.

Definition - *A folded self-mailer is formed of panels created when a single or multiple unbound sheets of paper are folded together and sealed to form a letter-size mailpiece.*

General Standards - this section portrays mailpiece design elements applicable to all FSM letter designs.

Recommended Standards - this section portrays elements that are not required, but are recommended to improve handling and/or physical integrity of the mailpiece.

Folded Self-Mailer Decision Tree Design Matrix - the matrix table is a summarized version of specification elements for Folded Self-Mailers (FSM). The 1st column is a list of basic and optional elements of a finished mailpiece. The 2nd column provides the standards for a **Basic FSM** format. The remaining columns identify optional features that may be incorporated into a **Basic FSM** design. The cell where rows and columns intersect portray, where applicable, standard(s) that differ from the **Basic FSM** due to utilization of an optional feature. Where a standard differs from the **Basic FSM** design, the cell background is highlighted light blue; if the standard does not change, it will state "Same as Basic FSM" and the cell background is highlighted yellow. N/A denotes the combination of elements or other feature not applicable to the finished mailpiece.

When a mailpiece contains multiple *optional design elements*, the standards in the rightmost column representing the utilized optional design apply to the mailpiece. ex: FSM has an internal attachment and Die-cutout; paper basis weight is 100lb which is the higher of the two optional elements.

Illustrative Options of a Mailpiece - this section provides illustration examples of variations for finished mailpieces. This list is not intended to portray every potential design for a finished mailpiece, nor is it meant to restrict mailpieces to look exactly like those shown.

Common Fold Methods*

Bi-fold: single sheet folded once in half forming two panels.

Tri-fold: single sheet folded twice forming three panels.

Quarter-fold: single sheet folded at least two times with the second fold at a right angle (perpendicular) to the preceding fold. One sheet of paper quarter-folded produces four panels.

Oblong: mailpiece with fold(s) vertical to length of letter. Final fold must be on lead edge.

* When a folded self-mailer is made of multiple sheets, multiply the number of sheets by the number of panels created when folding a single sheet to determine the number of panels in the finished multi-sheet folded self-mailer. e.g. (3) sheets of paper folded once in half (2 panels) = (6) total panels. Both sides of a panel count as "one and the same" panel.

Paper Basis Weights

Standards for paper are based on Book Grade (Offset, Text) as represented in Exhibit 3.2 located in DMM section 201.3.2

General Standards

Dimension

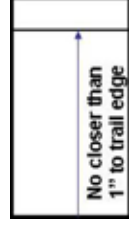
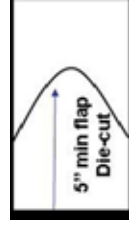
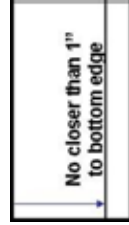
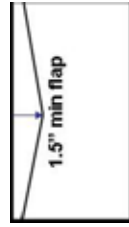
Height: 3.5" min, 6" max
 Length: 5" min, 10.5" max

Weight - 3oz max

Flaps – extended portion of the address side panel as the final fold over and secured to non-address side panel. Flaps are used for closure of mailpiece.

- on horizontal folded pieces, external flap must extend from top on non-address side; be a minimum 1.5"L at the longest point, but extend to no closer than 1" from bottom.
- on vertical folded pieces, external flap must extend on non-address side from lead to trail edge; be minimum 5"L at the longest point, but extend no closer than 1" from trail edge.
- die-cut shape external flaps are allowed. Edge along contour must be well sealed to panel using tabs, glue spots or elongated glue line, however a 1/8" continuous glue line to seal along the contour of the die-cut pattern's edge is highly recommended.

Non-address side flaps
 As shown: Lead edge is to the left, Trail edge is to the right



Panels - created when sheets of paper are folded; each folded section of a sheet is a separate panel and are equal or nearly equal in size. Both sides of a panel count as "one and the same" panel. Folded Self-Mailer letters have a minimum of two panels.

- when combinations of folding techniques are used, resulting in panels of differing sizes, shorter panels must be internal and covered by a full size panel.
- internal partial panels are counted toward the maximum number of panels permitted by design.
- the final folded panel creates the non-address side of the mailpiece by folding from bottom to top, or lead to trail edge. Panel may be shorter but not exceed 1" from the top or trail edge; however when a (2) tab configuration is applicable, lead and trail placement is required for bottom - top panel design.

2 Panels
 Single sheet folded once in half (bifold)



4 Panels
 Two nested sheets folded once in half
 One sheet folded three times
 One sheet quarter-folded; two folds perpendicular



3 Panels
 One sheet folded twice (trifold)



General Standards

Closure Method: Glue - adhesive or cohesive applied as a continuous line (preferred), glue spots or elongated glue lines placed within 1/4" of edge(s)*
 *Illustrations of glue closure represented below are not to scale.

Continuous Glue Line
 1/8" wide to within 1/4"
 of each edge

Glue Spots
 3/8" diameter

3 - 4 spots based on
 mailpiece design / wgt

Elongated Glue Lines

1/8" W x 1/2" L or
 1/4" W x 1/2" L or
 1/8" W x 1" L

3 - 4 lines based on
 mailpiece design / wgt



Closure Method: Tab - non-perforated wafer seals or tabs are applied to top, or lead and trail edge to secure a folded self-mailer letter closed.*

*Illustrations of tabs represented below are not to scale.

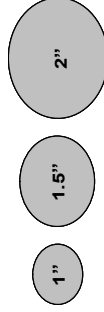
Non-Perforated Tabs

2- 3 tabs required
 based on mailpiece
 design

Placement – either at
 top or on lead/trail
 edge within 1" of
 adjacent edge(s).
 Lower lead edge tab
 placed within 1/2" of
 bottom edge.



Address side shown: Trail edge is to the left, Lead edge is to the right



1"

1.5"

2"

Other Elements

Thumb / Insertion Notch - a 1/2" semi-circular die-cut notch may be placed only on the trail edge of the address or non-address panel.



Internal Attachments / Loose Enclosures

- if multiple attachments are adhered, they must be nearly uniform in thickness.
- if multiple attachments are adhered on separate panels, but in stacked alignment, combined thickness is applied to maximum thickness allowed.
- where multiple attachments are placed adjacent across length, the thickest attachment applies toward the maximum thickness allowed.
- loose enclosures must be secured in a pocket or another method that ensures containment within mailpiece and prevents excessive shift.

Recommended Standards

Co-Efficient of Friction

- Kinetic coefficient of friction (paper to same paper) 0.26 to 0.34

Static

- static charge less than 2.0kv

Paper Cover Coating

- full coverage coating.

Address Placement

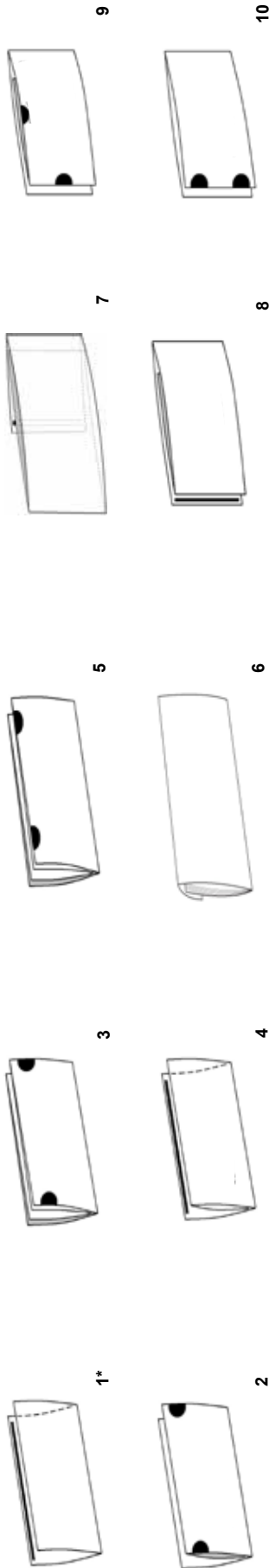
- when paper is uncoated, addresses should be placed in a mid to left position within the optical character reader (OCR) area as defined in DMM 202.2.1

Folded Self-Mailer Standards - Decision Tree Design Matrix

DMM 201.3.14-15 must be referenced for official standards	Optional Mailpiece Design Elements (per DMM 201.3.14*)				Tear-off Opening Device on Lead and/or Trail Edge (Unenveloped per DMM 201.3.15.2)
	Basic FSM	Quarter-Fold	Interior Attachments or Loose Enclosures in Pocket	Perforations on Cover Non-Address Side Only	
Paper Basis Weight Book Grade (min) (Text, Offset)	70lb up to 10z 80lb over 10z	70lb up to 10z 80lb over 10z Newsprint - 55lb minimum and only allowed with the Quarter-fold design	80lb up to 10z 100lb over 10z	100lb up to 10z 120lb over 10z	60lb min 80lb recommended if over 10z or contains inserts
Fold Style / Orientation	Horizontal - final fold on bottom or Full panel folded up to top on non-address side External flap folded down from top of non-address side. Vertical (Oblong) - final fold on Lead edge to non-address side Trail edge	Quarter-Fold - first fold at Lead edge; final fold on bottom edge N/A Glue seal method cannot be used on this mailpiece	Same as Basic FSM *Open-Sleeve (Unenveloped - 201.3.15.1) - two symmetrical horizontal panels sealed together along top & bottom using 1/8" continuous glue line. If flaps are used they must be 1.5" min inner flaps glued together.	Same as Basic FSM	N/A
Closure Method - Glue (outermost spots or lines must be within 1/4" of edges) Not applicable with nested sheets	Up to 10z - 1/8" W continuous glue line or (3) 3/8" spots or (3) elongated glue lines 1/8" W x 1/2" L Over 10z - 1/8"W continuous glue line or (4) 3/8" spots or (4) elongated glue lines 1/8" W x 1" L or 1/4" x 1/2"	N/A Glue seal method cannot be used on this mailpiece	Up to 10z - 1/8"W continuous glue line or (4) 3/8" spots or elongated glue lines 1/8" W x 1/2" L Over 10z - same as Basic FSM over 10z standard	Up to 10z - 1/8"W continuous glue line or (4) 3/8" spots or elongated glue lines 1/8" W x 1/2" L Over 10z - same as Basic FSM over 10z standard	Complete seal along unfolded edges. A perforated horizontal line joining the Lead and Trail edge perforation is allowed.
Closure Method - Tabs (Non-Perforated)	Up to 10z - (2) 1" tabs Over 10z - (2) 1.5" tabs Placement: Tabs can be placed on top within 1" of Lead/Trail edge or on Lead/Trail edge within 1" of top edge	Up to 10z - (2) 1" tabs, Newsprint - (2) 1.5" tabs Tabs placed either on Top within 1" of Lead/Trail edge or on Lead/Trail edge within 1" of Top. Over 10z - (3) 1.5" tabs placed: (2) on Lead edge - one within 1" of Top, one 1/2" from bottom and 3rd tab on Trail edge within 1" of Top	Up to 10z - (2) 1.5" tabs placed either on Top within 1" of Lead/Trail edge or on Lead/Trail within 1" of Top edge. Over 10z - (2) 2" tabs placed either on Top within 1" of Lead/Trail edge or on Lead/Trail within 1" of Top edge (3) 1.5" tabs with (2) placed on Lead edge - one within 1" of top, one 1/2" from Bottom and 3rd tab on Trail edge within 1" of Top	Up to 10z - (2) 1.5" tabs placed either on Top within 1" of Lead/Trail edge or on Lead/Trail within 1" of Top edge. Over 10z - (2) 2" tabs placed either on Top within 1" of Lead/Trail edge or on Lead/Trail within 1" of Top edge (3) 1.5" tabs with (2) placed on Lead edge - one within 1" of top, one 1/2" from Bottom and 3rd tab on Trail edge within 1" of Top	N/A Tabs are not used on this mailpiece
Host Piece Panels	2 min to 12 max	4 min to 12 panels max except Newsprint - 8 min to 24 panels max	Same as Basic FSM	Same as Basic FSM	N/A
Interior Attachment / Loose Enclosure Thickness	N/A	Internal attachment: 0.12 max, secured .5" from all edges Reply envelope incorporated within first fold to prevent separation from mailpiece	0.05" when total piece weight is up to 10z 0.09" when total piece weight is over 10z Attachment(s) must be secured .5" min from all edges. Loose enclosures (paper) must remain secure in pocket or other containment method (pocket does not count as a panel)	0.05" when total piece weight is up to 10z 0.09" when total piece weight is over 10z Attachment(s) must be secured .5" min from all edges. Loose enclosures (paper) must remain secure in pocket or other containment method (pocket does not count as a panel)	N/A
Perforations	N/A	N/A When newsprint paper is used on this mailpiece	<ul style="list-style-type: none"> Pull-Open Vertical Strip: <ul style="list-style-type: none"> 5" clear zone (non-perf) from Lead edge and 2" from Trail edge -or- Pull-Open Horizontal Strip in flap: <ul style="list-style-type: none"> 1" clear zone from Top edge Lead/Trail edge sealed to within 1" of Top 1mm Cut (max) to 1mm Tie (min) ratio or Dual line tear-strip - spaced 1/2" - 1" apart *Pop-Out Pane - full perimeter perforation 4" max size 1" clear zone (non-perf) from all edges Multi-panels, must space 1" apart 1mm Cut (max) to 1mm Tie (min) ratio *Pop-Open Pane - three sides perforated 4" max size 1" clear zone (non-perf) from all edges Multi-panels, must be spaced 1" apart 1mm Cut (max) to 1mm Tie (min) ratio *Rectangle, Square, Circle, Oval shape 	<ul style="list-style-type: none"> Pull-Open Vertical Strip: <ul style="list-style-type: none"> 5" clear zone (non-perf) from Lead edge and 2" from Trail edge -or- Pull-Open Horizontal Strip in flap: <ul style="list-style-type: none"> 1" clear zone from Top edge Lead/Trail edge sealed to within 1" of Top 1mm Cut (max) to 1mm Tie (min) ratio or Dual line tear-strip - spaced 1/2" - 1" apart *Pop-Out Pane - full perimeter perforation 4" max size 1" clear zone (non-perf) from all edges Multi-panels, must space 1" apart 1mm Cut (max) to 1mm Tie (min) ratio *Pop-Open Pane - three sides perforated 4" max size 1" clear zone (non-perf) from all edges Multi-panels, must be spaced 1" apart 1mm Cut (max) to 1mm Tie (min) ratio *Rectangle, Square, Circle, Oval shape 	<ul style="list-style-type: none"> Tear-off strips 9/16" max width Up to 10z - 1mm Cut(max) to 1mm Tie(min) ratio recommended Over 10z - 1mm Cut(max) to 2mm Tie(min) ratio recommended
Die-cutout	N/A	N/A When newsprint paper is used	<ul style="list-style-type: none"> One Address window - up to 2"H x 4"L or (1) to (2) die-cut holes on (1) external panel - must be placed at least 1.5" apart - circular with a 2" max diameter - rectangular, 1.5" H x 2" L with .25" radius corners Perforations and die-cutout elements on exterior panel cannot be combined on this mailpiece 	<ul style="list-style-type: none"> One Address window - up to 2"H x 4"L or (1) to (2) die-cut holes on (1) external panel - must be placed at least 1.5" apart - circular with a 2" max diameter - rectangular, 1.5" H x 2" L with .25" radius corners Die-cut holes on non-address side must be at least 5" from Lead & 1.5" from other edges. 	N/A

These represent some of the variations for fold-style, closure method, and optional elements of a finished mailpiece.

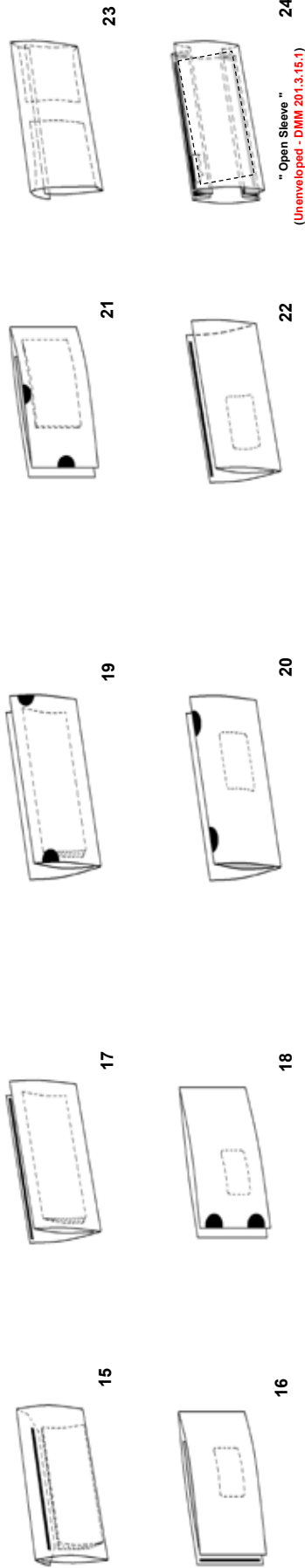
Basic Folded Self-Mailer Styles



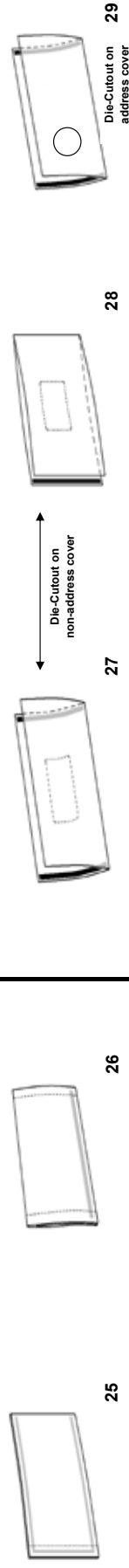
Quarter-Fold Style



Attachments or Loose Enclosures in Pocket (Internal)

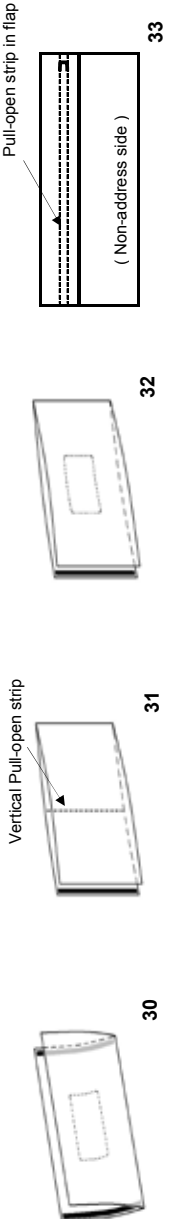


Perforated Tear-Off Devices on Lead or Trail Edge (Unenveloped - DMM 201.3.15.2)



Die-Cutout

Perforations on non-Address Side Panel



These illustrations are only intended to visually represent some of the potential variations of fold style / orientation, # panels, and closure methods. Designs are not restricted to these.*

Horizontal folded pieces: 1-6, 11-15, 17, 19-20, 22-23, 26-27, 29-30, 33

Vertical folded pieces (Oblong): 7-10, 16, 18, 21, 25, 28, 31-32

Multi-sheet pieces: 3, 5, 25-26, *1-14 are normally multi-sheet style

* Glue spots or elongated glue lines may be used vs. continuous glue line; see information in General Standards - "Closure Method: Glue" section

* Continuous or elongated glue line, or glue spots may be used on both Lead and Trail edge instead of across top edge to seal horizontal folded pieces.

THE FOLLOWING GIVES YOU A FIRST AID KIT ON SOME OF THE MOST FREQUENTLY USED PROCESSES, AND ON HOW TO GET THE BEST PERFORMANCE OUT OF OUR EQUIPMENT BY USING THE MATERIAL BEST SUITED TO OUR MACHINES AND THE CLIENTS' JOB.

PERSONALIZATION

Individual names on a mailing list are actually records. In order to make a mailing list “workable,” the names must be structurally identical. To do this, we break the “record” into “fields,” which are the basic components of the record. For example, here is a simple name and address record:

Mr. John Smith
Vice President
ABC Company
123 Main Street
Anytown, USA 12345

Mr. is in a “field” by itself so we can assign a gender to the name—male/female. John is the first name “field” so we can personalize. Smith is the last name “field”...and so on. This is reformatting data to standardize.

Each name has a fixed length so the information fits into it. If the information is small, there is leftover space, and if the information is too big for the field, it gets cut off (truncated) at the end of the field. By having a fixed length field, we can correctly sort files and really determine what information goes where. This is particularly important where there are data fields which must be properly placed—dates, amounts of money, account numbers, etc.

Generally, mailing lists are supplied in either of the following formats:

EBCDIC—Extended Binary Coded Decimal Interchange Code. This is generally used in IBM mainframes.

ASCII—American Standard Code for Information Exchange.

With each mailing list/file, a “record layout” is required which tells what information is where on the file (a sort of blueprint of information), and a dump, which is a sample of 25 to 50 records from that file to show that the layout is correct.

Another generally accepted method for storing records, other than fixed fields, is comma delimited. In this method, each field, rather than having an absolutely fixed length which could waste space if some information is small, begins and ends with a comma. This “code” tells the computer that a field begins and ends so that there is no unused space.

Mailing lists (files) are stored on disks, cartridges and/or tapes.
The following special programming is available:

- Eliminate duplicates (*especially when lists are merged*)
- Establish gender
- Sort by any field
- CASS certify (Coding Accuracy Support System) for Post Office to qualify for discounts
- NCOA (National Change of Address) updates address files for the last 48 months for postal discounts, append zip codes and standardize addresses. A service needed for 1st class presort mail.

ENVELOPES

Paper specially manufactured for envelopes presents a definite advantage, since it is formulated to minimize warp. Substance 20# (for reply) and 24# run best on wove or vellum finishes. Some coated stocks run well but coated stock bulks less than bond or off-set stock and tends to warp. Coated envelopes may also be a problem with addressing.

GUMMING

Mechanical sealing requires flap gum that is uniform and seals quickly and firmly when moistened. To prevent the inserting operation from pulling the envelope apart, the seams must be sealed securely. On booklet style envelopes, gumming should extend to within 1/4" of the top of the side seams (fig. 1). There must be no excess of gum along the seams that could cause envelopes to stick together or make the interior walls of the envelope stick. An inserting machine will jam if there is the slightest tendency for the flap to adhere to the envelope's back. To avoid such premature sticking, especially in hot, humid weather, envelopes can be ordered with the gum omitted on those sections of the flap which overlap the seams. Remember—"open end" envelopes must be hand inserted.

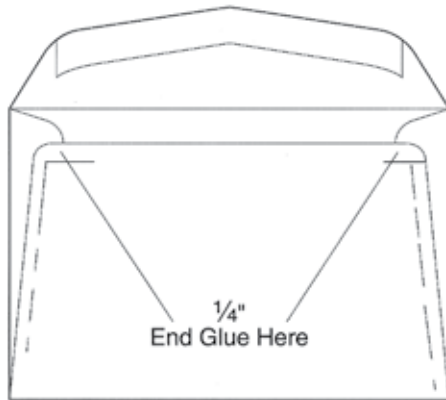


Figure 1

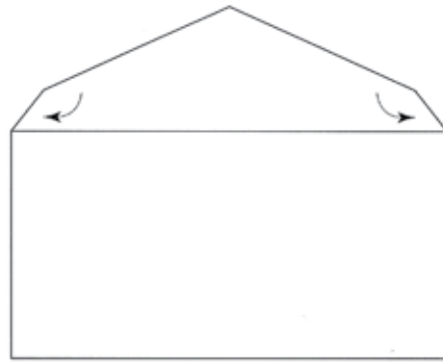


Figure 2

FLAPS

For a smooth opening operation, seal flaps should be designed with a shoulder (fig. 2).

Flaps cut square without a shoulder can create problems on some equipment. Other problems:

Curled flaps: To avoid curling, flaps should be ordered turned down.

Shingled flaps: This can occur when addressing and one flap overlaps another.

Reverse flaps: This is when the envelope is printed upside down—flap on the bottom.

These envelopes cannot be metered or stamped simultaneously when being inserted.

ENVELOPE SIZES

To keep inserting machines running efficiently, envelopes must be 1/2" longer than the longest insert, when inserted, plus the thickness of the inserted material. Top and bottom clearance should be 1/4" each (fig.3).

WINDOW ENVELOPES

When using window envelopes with patches (cello or poly) the top edge of the window patch must be firmly gummed so that the inserts don't catch on it. Proper window patches lie flat without buckling around the edges.

Open face (open window—no patch) envelopes can usually be run on most inserting machines with the help of a special attachment. The window should be at least 3/4" from any edge of the envelope to obtain the best processing (fig.4).

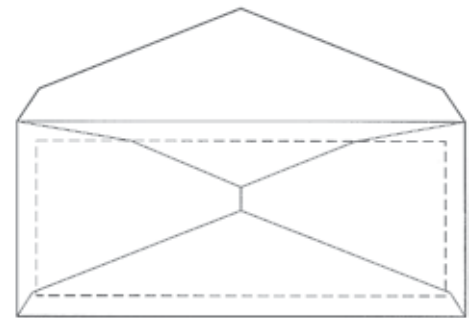


Figure 3

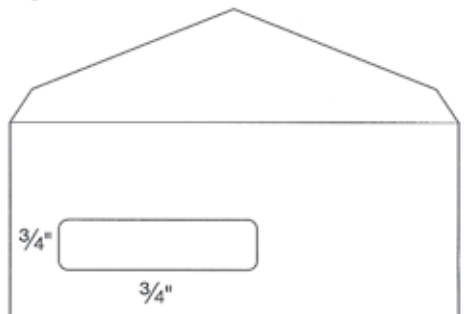
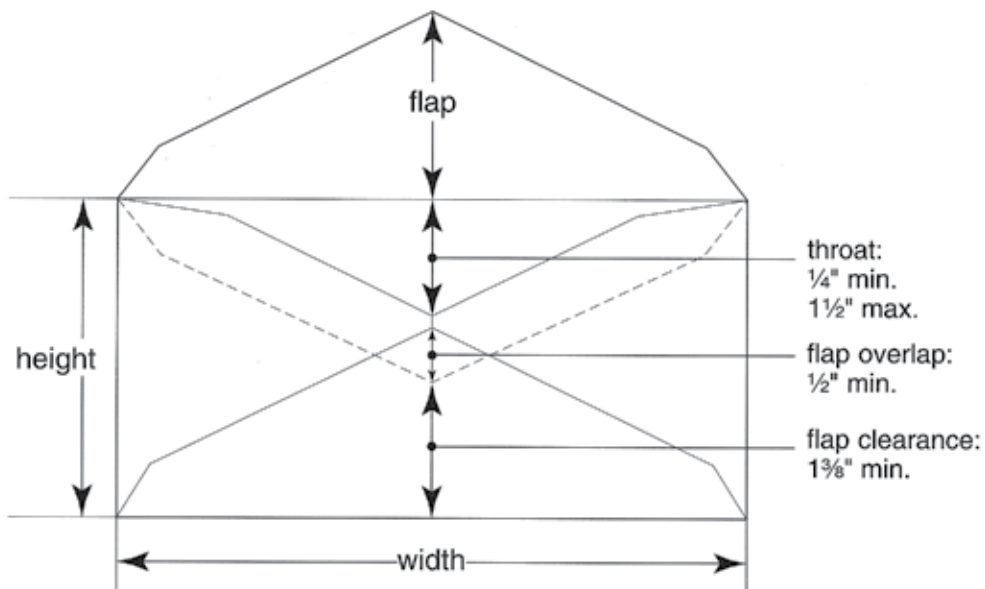
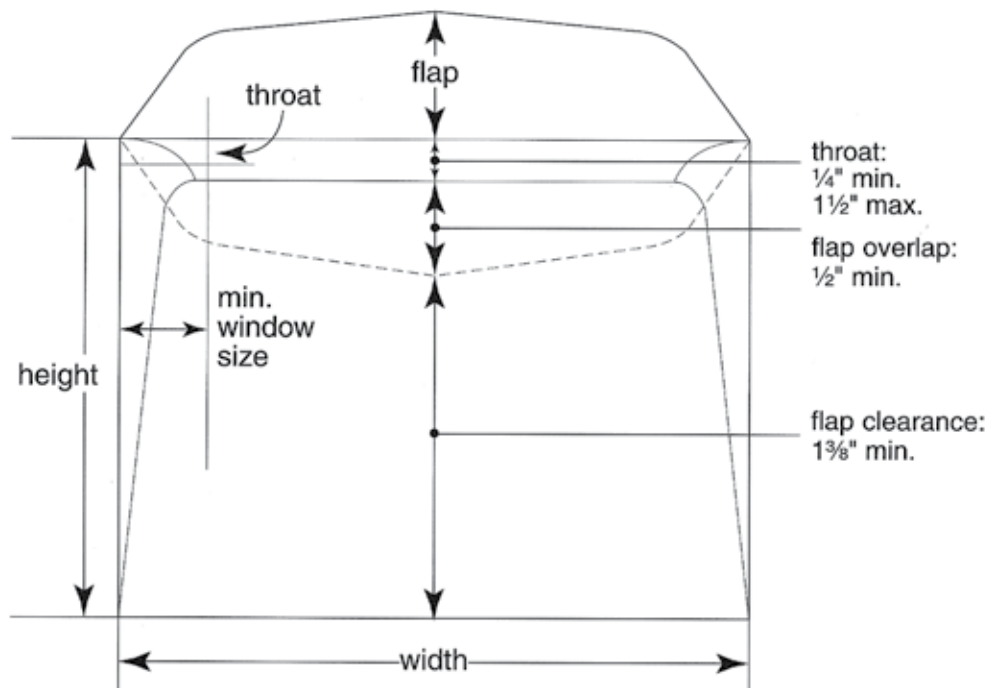


Figure 4

Inserting Machine Envelope Limits



Executive Style



Booklet (side seam) Style

MATERIAL SPECIFICATION

A. ENVELOPES

1. Size

- a) Minimum length 6"
- b) Maximum length 9 1/2"
- c) Minimum width 3 1/4"
- d) Maximum width 6 1/4"

2. Flap Specifications

- a) Maximum depth 2 5/16"
- b) Minimum depth 1"
- c) The corners should be rounded, particularly on flaps greater than 1 1/2". At 1 3/4" from the crease, the flap should be 9/16" in from the side of the envelope.
- d) Bottom flap must be low enough to expose approximately 1/2" of side seams on side seam (booklet style) envelopes, and gumming should extend to within 1/4" of the top of the side seam. There must be no excess gum along the seams that could cause the interior walls of the envelope to stick.

B. POST CARDS

1. Size

- a) Minimum card size 3 1/2 x 5"
- b) Maximum card size 4 1/4 x 6"

2. Stock

- a) Must mic at least 0.007".

C. INSERTS

1. Size Range

- a) Maximum length 9"
- b) Maximum width 6"
- c) Minimums generally are no problem. However, enclosures smaller than 2" x 3" require very special attention.

2. Thickness Range

- a) Minimum is 40# paper stock
- b) Maximum is 3/8"
- c) The heavier the piece above 40# stock, the better the operation, generally.

3. Clearance Requirements

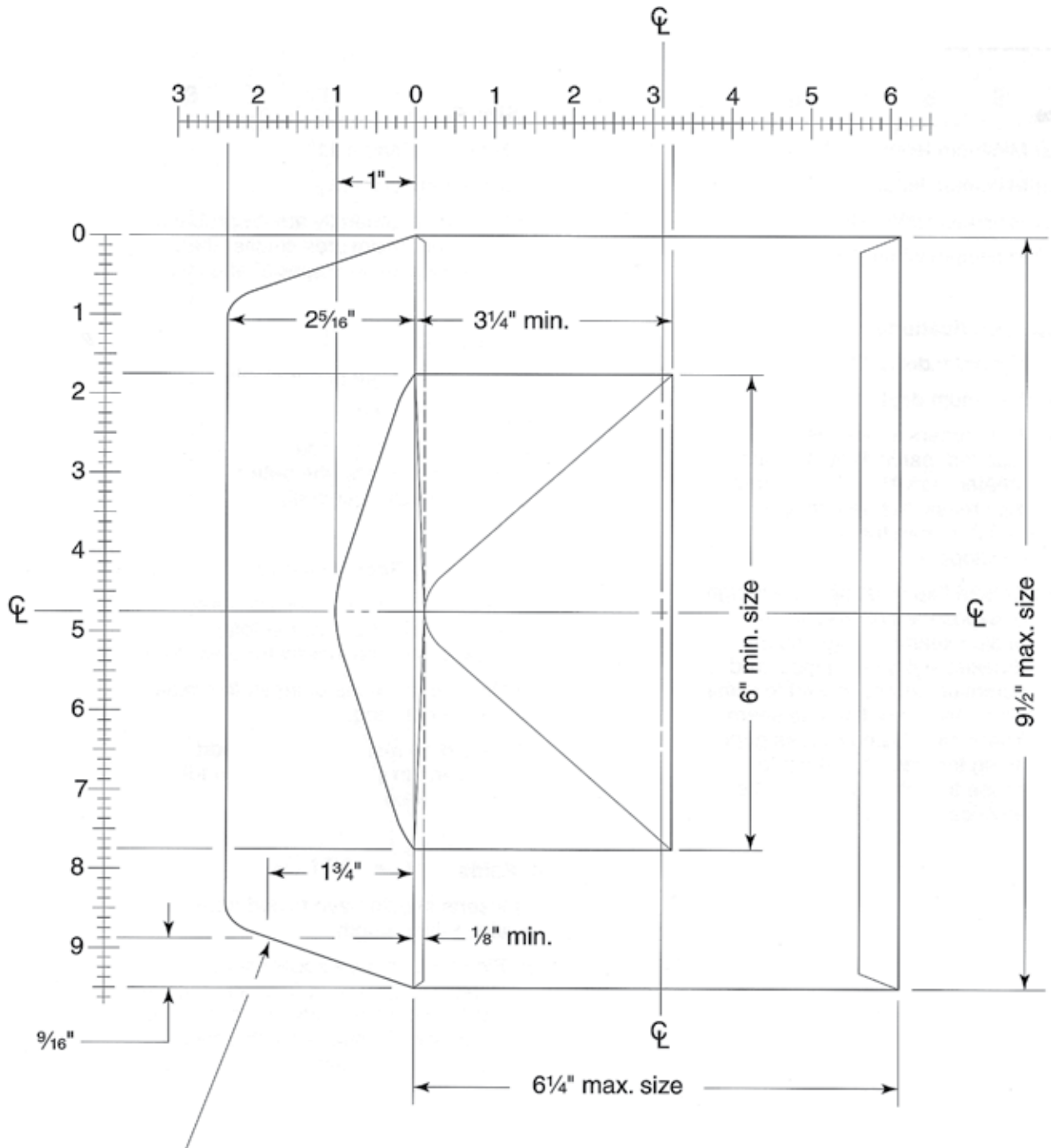
- a) Need 1/4" on both sides (1/2" total). You must add to this the total thickness of the inserts for best results.
- b) Need 1/4" from top of insert to crease flaps for closing.
- c) Should be measured with insert or inserts in envelope to allow for thicker pieces.

4. Folds

- a) Inserts should have folded edge along their length.
- b) Side folds can be accommodated using a special "end fold" attachment. Some accordion folded pieces can be automatically inserted with a friction feeding attachment.

Expediter 7200 & 10,000+ Models

Maximum to Minimum Standard Envelope Sizes



1. Minimum clearance permissible on all envelopes at this point (flap must clear envelope conveyor jaw at this point when closed).
2. Flaps over $2\frac{5}{16}$ " are specials.

THE MASTERMAILER

A. ENVELOPES

1. Size

- a) Minimum length 6 1/2"
- b) Maximum length 12 1/2"
- c) Minimum width 3 3/8"
- d) Maximum width 9 1/2"

2. Flap Specifications

- a) Minimum depth 1"
- b) Maximum depth 3"
- c) The corners should be rounded, particularly on flaps greater than 1 1/2". At 1 3/4" from the crease, the flap should be 3/4" in from the side of the envelope.
- d) Bottom flap must be low enough to expose approximately 1/2" of side seams on side seam (booklet style) envelopes, and gumming should extend to within 1/4" of the top of the side seam. There must be no excess gum along the seams that could cause the interior walls of the envelope to stick.

B. INSERTS

1. Size Range

- a) Maximum length 11"
- b) Maximum width 8 1/2"
- c) Minimums generally are no problem. However, enclosures smaller than 2" x 3" require very special attention.

2. Thickness Range

- a) Minimum is 14# paper stock
- b) Maximum is 3/8"
- c) The heavier the piece above 14# stock, the better the operation, generally.

3. Clearance Requirements

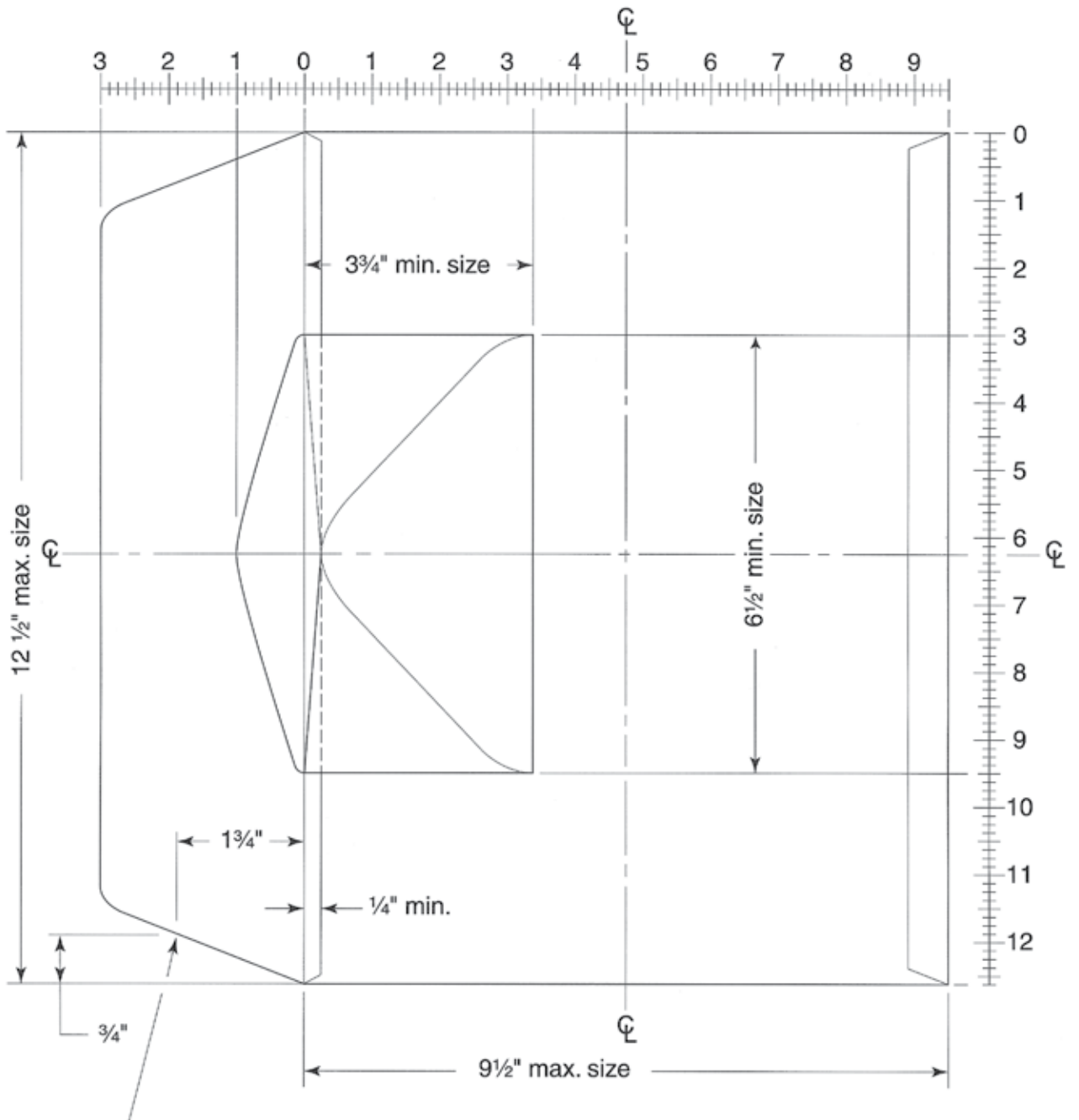
- a) Need 1/4" on both sides (1/2" total). You must add to this the total thickness of the inserts for best results.
- b) Need 1/4" from top of insert to crease flaps for closing.
- c) Should be measured with insert or inserts in envelope to allow for thicker pieces.

4. Folds

- a) Inserts should have folded edge along their length.
- b) Side folds can be accommodated using a special "end fold" attachment. Some accordion folded pieces can be automatically inserted with a friction feeding attachment.

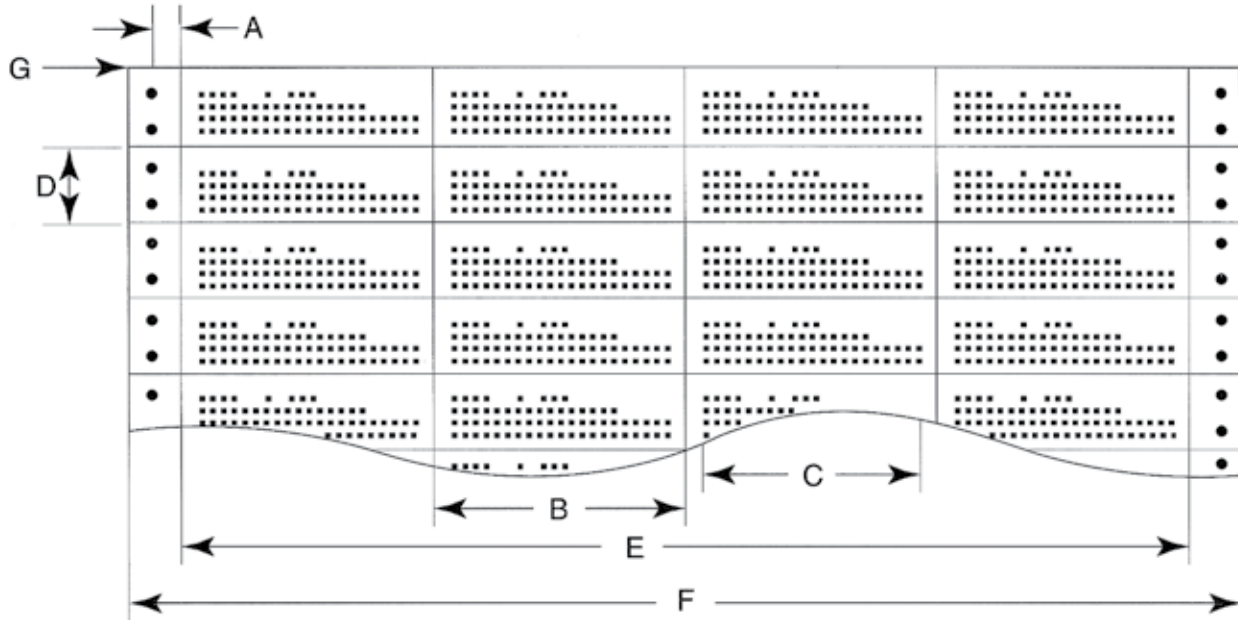
MASTERMAILER Model

Maximum to Minimum Standard Envelope Sizes



Minimum clearance permissible on all envelopes at this point
(flap must clear envelope conveyor jaw at this point when closed).

Continuous Form Four-Across Computer-Printed And Pressure Sensitive Labels



Note: The dimensions shown assume that the labels will be fed into the mailing head from top to bottom, guiding from left to right. If the labels are to be fed from the bottom up, these critical dimensions should be measured from the right edge and the labels printed accordingly.

- | | | |
|----|---|--------------|
| A. | Trim allowance from centerline of feed holes to beginning of first label | 1/4" (.25") |
| | For pressure-sensitive labels minimum 5/16" | |
| | Feed hole diameter | 1/8" (.125") |
| B. | Width of each label (must all be equal) | 3.4" |
| C. | Maximum printing area on each label (must be centered on each label) | 3" |
| | Maximum number of characters available on each line of label | 30 |
| D. | Height of each label (with backing) | 1" |
| E. | Overall width of four labels | 13.6" |
| F. | Overall width of form paper | 14.875" |
| G. | Head of form must be at fold. Light horizontal perforations are permitted between sheets only, to facilitate fan folding. | |

CHESHIRE LABELING

This process takes continuous forms upon which addresses have been produced either by laser or impact printers. Generally, the label area on these forms is 1" high and 3.4" long and labels are printed four across the form. The form itself is usually 14.875" wide with line holes along both edges and fan folded at every 11". See diagram on page 10. Standard label formats are 1", 1 1/2" and 2" high. The Cheshire machine first strips away the line holes (1/2" wide each side) and cuts the four across label into a long strip 1" high and 13.6" long. It then cuts the labels into singles. The single label then has strips of glue applied to the back and is placed onto the mailing piece. This can even be done with continuous-form, pressure-sensitive labels by applying the label with the backing paper. In this manner, the address label can then be removed by the mail recipient and applied to a reply device. (Note: Pressure-sensitive labels on cut sheets are affixed by hand.)

EKTAJET ADDRESSING

This process applies the address by "jetting" droplets of ink at 240 dpi onto the mailing piece. The mailing "list" is a tape which has previously been processed and is loaded onto a computer which drives this machine. A major advantage to addressing by Ektajet vs. Cheshire is that the white paper background of a Cheshire label might be objectionable on certain items and the direct image of the Ektajet eliminates that objection. We can also "apply" a variable message as we address and have the option to use a wide variety of fonts. Our Ektajets can be equipped for "double heads" which would allow for more print area and more flexibility.

LABEL-AIRE

This machine applies a "label" which is not an address label. This is in addition to the address label and is used for "special offers," "take ones," "yes/no" or something to bring additional attention to the mailing piece. This label can be applied directly to the piece or it can be applied with a "backing" so the label itself can be peeled off and then applied to yet another piece—reply card, coupon, etc. Sizes range from a minimum of 1 1/4" x 1 1/4" to 4" x 5".

WAFER SEALING

The Post Office requires that "self mailers" being prepared for special automation discounts be able to travel through high-speed processing machines. If the bottom edge (below the address) is folded close, then the top edge must also be closed with at least one "seal." For other Post Office requirements, see page 12.

BURSTING

This is the process that takes continuous fan folded computer forms (folded at a perforation), and with pressure, bursts the forms apart. This leaves remnants of the perforation nicks at the top and bottom of the form.

BOWE CUTTING

This process takes the same continuous form as above and double cuts out 1/16" on either side of the perforation to give a smooth edge to the form. However, the form is then 1/8" (1/16" top and bottom) smaller than the burst form.

INSERTING

This machine opens the flap of the envelope, gathers and inserts (one piece on top of the other) up to six pieces, seals the flap of the envelope and can apply postage by meter imprint or the application of an actual stamp. Material being inserted should be folded with a closed edge being fed into the envelope, since the gathering and enclosing process uses suction. However, PROMPT has the ability to accept pieces folded on the "edge" using "end fold" attachments or accordion folded using special friction feeders. Consultation is required for proceeding with these types of jobs.

USPS - ADDRESS QUALITY

CASS - CASS CERTIFIED ADDRESS MATCHING - Correct address files with accurate and complete information including the correct zip+4 code, also DPV.

NATIONAL CHANGE OF ADDRESS - Find out if your customers have moved and correct your records.

ACS - ADDRESS CORRECTION SERVICE - Post mailing address correction service. Get your mail forwarded and receive electronic notification if any of your customers have a change of address field.

AEC - ADDRESS ELEMENT CORRECTION - correct the worst of the worst record with new processes.

- Overview** Extra services are enhancements that, for a fee in addition to postage, provide greater security and accountability for mail, convenience to the sender, or improved handling. Extra services are not available with Periodicals. Not all extra services are available for all classes of mail and only certain services may be combined for the same mailpiece.
- Adult Signature Services (503.8.0)** Adult Signature service provides a method for customers to obtain a signature at delivery from an adult recipient who is 21 years of age or older.
- Available for commercial and online customers who send via: Priority Mail Express, Priority Mail (including Critical Mail), and Parcel Select Nonpresort.
- Return receipt (hardcopy PS Form 3811) may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail. Adult Signature service may also be combined with: Certified Mail (if Priority Mail but not Critical Mail), Insured Mail and Hold For Pickup (only for commercial Priority Mail Express, Priority Mail (excluding Critical Mail) and Parcel Select Nonpresort pieces).
- Two options available:
- Adult Signature Required—requires the signature of someone who is 21 years of age or older at the recipient's address.
 - Adult Signature Restricted Delivery—requires the signature of a specific addressee (or authorized agent), who must be 21 years of age or older.
- Certificate of Mailing (503.5.0)** Provides evidence of mailing only. Certificate of mailing does not provide a record of delivery.
- Available for: First-Class Mail, Priority Mail (excluding Critical Mail), Parcel Return Service, Standard Post, or Package Services mailpiece.
- May be combined with: parcel airlift (PAL), special handling.
- Use [PS Form 3817](#) for single pieces. Fee is affixed to form or paid with permit imprint (when presenting three or more pieces at one time using PS Form 3877).
- Use PS Form 3877 (or facsimile) when mailing three or more pieces. PS Form 3877 facsimile is a USPS-approved, customer-generated itemized list and must contain the same information as the USPS form.
- Use [PS Form 3606](#) for bulk mailings of identical weight pieces. This certificate states only the total number of pieces mailed and must not be used as an itemized list. Fee is affixed to form or, for mailers using Form 3606 with a permit imprint mailing, also may pay certificate of mailing fees, at the time of mailing, by the same permit imprint.
- PS Form 3606 is available for mailings of identical weight pieces of: First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Package Services, Standard Mail (except Customized MarketMail), and Parcel Select.
- Deposit: may not be placed in a Post Office maildrop or in a street letterbox.
- Certified Mail (503.3.0)** Provides sender with mailing receipt. Delivery record is maintained by USPS. No insurance provided.
- Available for: First-Class Mail, First-Class Package Service and Priority Mail (except Critical Mail).
- May be combined with: restricted delivery, return receipt, and adult signature services (only for Priority Mail, but not Critical Mail).
- Use [PS Form 3800](#).
- Collect on Delivery (COD) (503.9.0)** USPS collects from recipient the postage and price of an item that was not prepaid and provides the amount collected to the mailer. Amount collected from recipient may not exceed \$1,000. Delivery record is maintained by USPS. A record of mailing is maintained at the mailing post office.
- Available for: Priority Mail Express (except Priority Mail Express Military Service), First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, Package Services, or Parcel Select (except Parcel Select Lightweight).
- Registered COD Mail is available for items sent as First-Class Mail (including Priority Mail).
- May be combined with: USPS Tracking, Registered Mail, restricted delivery, return receipt, Signature Confirmation, special handling. USPS Tracking and restricted delivery are not available with Priority Mail Express COD.
- Deposit: may not be placed in a Post Office maildrop or in a street letterbox.
- Use [PS Form 3816](#).

- USPS Tracking (503.7.0)** Provides the date and time of delivery or attempted delivery. USPS Tracking may be purchased at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status on the Internet at www.usps.com or by calling 1-800-222-1811. No record is kept at the office of mailing.
- Available for: First-Class Mail parcels, First-Class Package Service parcels (electronic option only), Priority Mail, Standard Mail parcels (electronic option only), Standard Post, Package Services parcels, and Parcel Select. USPS Tracking is provided at no additional charge for: Priority Mail, First-Class Package Service, and Standard Post mailpieces and for First-Class Mail parcels and Parcel Select mailpieces when using the electronic option.
- Not available for: restricted APO/FPO destinations, U.S. territories, possessions, and freely associated states in [608.2.0](#) (except for Puerto Rico, U.S. Virgin Islands, and ZIP Codes listed in [503.9.2](#)), and mail paid with precanceled stamps.
- May be combined with: COD, insured mail, Registered Mail, return receipt for merchandise, and special handling. Restricted delivery and return receipt is available if purchased with insurance for over \$200, COD, or Registered Mail service.
- Present at a USPS Retail service counter, or use Label 400 (electronic).
- Priority Mail Express Insurance (503.4.1)** Provides automatic indemnity coverage of Priority Mail Express up to \$100 at no extra charge for items that are lost, rifled, or damaged. Additional insurance may be purchased up to a maximum liability of \$5,000. For negotiable items, currency, or bullion, the maximum liability is \$15.
- May be combined with: return receipt, COD (except Priority Mail Express Military Service).
- Insured Mail (503.4.0)** Provides indemnity coverage of up to \$5,000 for lost, damaged, or missing contents. A mailing receipt is provided with all pieces. For mail insured for \$200 or less, the USPS maintains delivery information (not including a signature). For mail insured for more than \$200, the USPS maintains a delivery record (including recipient's signature). Insurance may only be purchased at one source for each mailpiece. Combining postal insurance from multiple sources is not permitted.
- Available for: Standard Mail or Parcel Select Lightweight parcels (bulk insurance only), Standard Post, Package Services, Parcel Select and for First-Class Mail or Priority Mail if it contains matter that is eligible to be mailed at Standard Mail, Standard Post or Package Services prices.
- May be combined with: USPS Tracking, parcel airlift service (PAL), Signature Confirmation, special handling, and merchandise return service, and with Adult Signature services with Insured Priority Mail Express, Priority Mail and Parcel Select Nonpresort.
- Return receipt and restricted delivery available for items insured for more than \$200. Return receipt for merchandise available for items insured for \$200 or less.
- Use PS Form 3813 for items insured for \$200 or less, use [PS Form 3813-P](#) for items insured for more than \$200.
- Registered Mail (503.2.0)** Provides the most secure service offered by USPS. Provides sender with mailing receipt and a delivery record is maintained by the USPS. A record of mailing is maintained at the mailing Post Office.
- Available for: First-Class Mail, First-Class Package Service and Priority Mail (except Critical Mail).
- Insurance is not available for items with no value. Insurance is provided and included in the Registered Mail fee for items valued up to a maximum liability of \$25,000. Handling charges apply for articles valued over \$25,000.
- May be combined with: COD, USPS Tracking, restricted delivery, return receipt, Signature Confirmation.
- Deposit: must be presented to a retail employee at a Post Office or a rural carrier.
- Use PS Form 3806 and Label 200.
- Restricted Delivery (503.7.0)** Directs delivery only to addressee or addressee's authorized agent.
- Available for: First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail), when purchased at the time of mailing with Certified Mail, COD, insured mail for more than \$200, or Registered Mail service. Standard Mail parcels or Parcel Select Lightweight Parcels when bulk insurance for more than \$200 is purchased at the time of mailing. Standard Post, Package Services or Parcel Select when purchased at the time of mailing with COD or insured mail for more than \$200.

May be combined with: USPS Tracking, parcel airlift (PAL), return receipt, Signature Confirmation, special handling.

Use PS Form 3811.

Return Receipt (503.6.0)

Provides sender with evidence of delivery (to whom the mail was delivered and date of delivery). May be requested at the time of mailing or after mailing. A return receipt requested at the time of mailing also supplies the recipient's actual delivery address if different from the address used by sender. When purchased at the time of mailing, the mailer may choose to receive the return receipt by mail and/or electronically.

Available for:

- Priority Mail Express (receive by mail (PS Form 3811) option only).
- First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- Standard Mail parcels or Parcel Select Lightweight parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- Standard Post or Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

Return receipt may be combined with: USPS Tracking (First-Class Mail parcels, Priority Mail, Standard Post, Package Services, and Parcel Select parcels), parcel airlift (PAL) (Priority Mail, Standard Post and Package Services), restricted delivery, Signature Confirmation (Priority Mail, Standard Post, Package Services, and Parcel Select parcels), and special handling.

Return receipt may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail.

Use PS Form 3811 or request electronic Return Receipt at the time of mailing, use PS Form 3811-A after mailing.

Return Receipt for Merchandise (503.9.0)

Provides sender with a mailing receipt (PS Form 3804) and a return receipt (PS Form 3811). Return receipt supplies the recipient's actual address if different from the address used by the sender. A delivery record is maintained by the USPS.

Available for: merchandise sent as Priority Mail (excluding Critical Mail), Standard Mail parcels, Standard Post, Package Services, or Parcel Select.

May be combined with: USPS Tracking, insurance (for up to \$200), parcel airlift, special handling.

Use [PS Form 3804](#) and PS Form 3811.

Signature Confirmation (503.8.0)

Provides the date and time of delivery or attempted delivery. May be purchased at the time of mailing only.

This service may be obtained in two ways: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery information on the Internet at www.usps.com or by calling 1-800-222-1811. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing.

Available for: First-Class Mail parcels, First-Class Package Services, Priority Mail, Standard Post, Package Services parcels, and Parcel Select. Not available for: APO/FPO/DPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, or special handling. May also be combined with return receipt (PS Form 3811) or restricted delivery, if purchased with COD, Registered Mail service, or insurance for more than \$200.00.

Use [PS Form 153](#) (retail) or Label 315 (electronic).

Special Handling (503.10.0)

Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation.

Available for: First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, Package Services and Parcel Select (except Parcel Select Lightweight). Required for parcels containing honeybees and day-old poultry, unless sent at First-Class Mail, First-Class Package Service, or Priority Mail prices.

May be combined with: COD, USPS Tracking, insured mail, parcel airlift (PAL) (for Package Services only), return receipt for merchandise, Signature Confirmation.

Overview For an annual permit fee, a Business Reply Mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, and labels for envelopes. 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 for only the pieces returned. BRM cards, envelopes, self-mailers, flats, 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. The BRM permit holder guarantees payment of First-Class Mail postage plus a per piece charge for pieces returned by the USPS (see payment options below).

When designing a BRM mailpiece or label, mailers must consult with their local Post Office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 Code, or equivalent Intelligent Mail or POSTNET barcodes assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail (QBRM) must be approved by the USPS and must bear an Intelligent Mail barcode (IMb). On page two is a layout example for a BRM envelope. For reusable envelopes using BRM with two-way indicia, see [601.6.6.4](#) for requirements.

BRM pieces distributed in automation mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer Web site at pe.usps.com by selecting "Mailpiece Design" in the left frame.

Payment Options (505.1.0) For a complete listing of Business Reply Mail prices, see [Notice 123–Price List](#).

Basic BRM—Annual permit fee applies.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account or by cash/check on delivery.

Best suited for BRM customers with fewer than 935 returned BRM pieces expected annually, or any type (postcards, letters, etc.).

High-Volume BRM—Annual permit fee plus a BRM annual account maintenance fee for each account at each delivery unit.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account.

Best suited if new BRM or existing BRM customer's return volume for letters is approximately 935 pieces or more per year.

Basic Qualified Business Reply Mail (QBRM)—Annual permit fee plus a BRM annual account maintenance fee.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advance deposit account.

Used only on barcoded automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution ([505.1.3](#)). A unique ZIP+4 code is assigned by the USPS for each price category of QBRM to be returned (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).

Best suited if new BRM or existing BRM customer's return volume is approximately 887 pieces or more annually.

High-Volume QBRM—Annual permit fee, a BRM annual account maintenance fee, and a separate quarterly fee. Mailers can pay quarterly fee for any consecutive 3-calendar-month period.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advanced deposit account.

Best suited if QBRM customer's return volume is approximately 168,148 pieces or more annually or 42,037 pieces or more quarterly.

Other Post Offices A BRM permit holder can allow its authorized representatives or agents to use that permit number to receive BRM at any Post Office. The original permit holder must supply the representative with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. See [505.1.7](#) for additional requirements.

Official Mail Authorized users of official mail may distribute BRM, subject to [703.7.0](#) and [505.1.0](#).

Business Reply Mail Layout Guidelines (505.1.5)

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

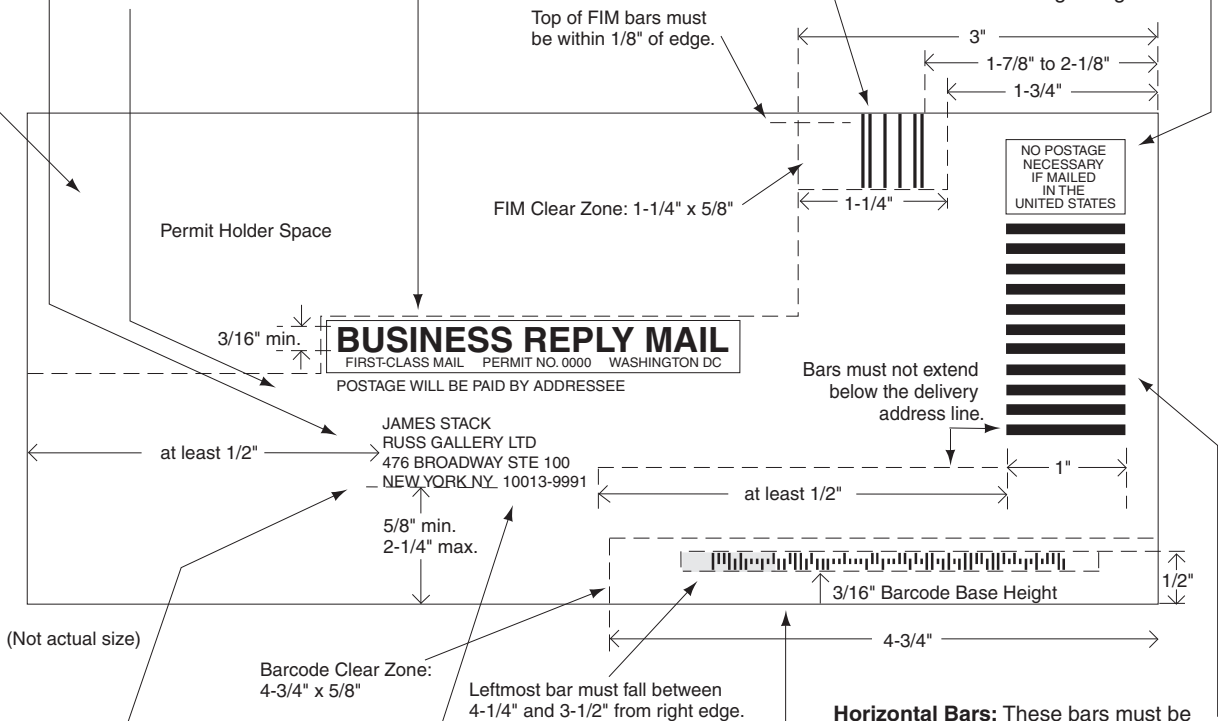
Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mailpiece and does not interfere with the barcode clear zone.

Postage Paid Line: Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box.

Business Reply Legend: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing Post Office (city and state) in capital letters.

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces. The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 inch (1/32 inch) (± 0.008 inch) wide.

Postage Imprint: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

ZIP Code: A unique ZIP+4 code is assigned to each piece.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code.

Before printing, submit proofs of BRM samples to your local Post Office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

Barcode Location: The POSTNET or Intelligent Mail barcode may be located here or in the address block. The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local Post Office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are available, but they are charged at First-Class Mail letter price.

Barcoded pieces measuring more than 4-1/4 inches high or 6 inches long must be at least 0.009 inch thick.

- Additional standards apply to QBRM pieces (505.1.3).
- A surcharge is assessed for nonmachinable letters (101.1.2).

Ink/paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

Overview (505.2.0) Courtesy Reply Mail (CRM) consists of preaddressed postcards or envelopes provided by the mailer to customers both to expedite their responses and to provide more accurate delivery. It differs from Business Reply Mail (BRM) in that no fees are required and the respondent is responsible for applying the correct postage before mailing back the card or envelope. CRM can come back faster because it is prepared with the correct address and barcode to take advantage of automated USPS processing. It is also good to use when you wish to direct replies (payments) to an address that is different from your usual mailing address. CRM templates are available on the Postal Explorer Web site at pe.usps.com by selecting “Mailpiece Design” in the left frame.

The USPS provides free of charge the facing identification mark (FIM) and the appropriate barcode to print on CRM pieces. The guidelines on page two will help optimize the use of this format.

Market research shows that providing barcoded envelopes makes good business sense:

- Barcoded reply envelopes can be processed and delivered faster by the Post Office.
- Customers save the time required to find an envelope, look up an address, and then write or type the address.
- Customers with correctly addressed return envelopes do not make addressing errors that can delay your returns.
- Customers and donors return payments and pledges significantly faster when supplied with a return envelope.
- Providers of return envelopes get remittance faster for optimum cash flow.
- Customers who are “thanked” by the back copy on the envelope flap are more likely to repeat the performance of mailing remittances or donations.
- Automated processing of properly prepared barcoded reply mail provides accurate sorting and eliminates mail delay.
- Customers have positive attitudes about creditors, marketers, and fundraisers who show thoughtfulness in providing reply envelopes.
- Providers of reply mail envelopes get orders faster, reducing inventories and their investment in them.
- Providers of reply envelopes receive and fulfill orders sooner, which improves customer relations.
- Providers using barcoded reply envelopes see faster initial response, giving them an earlier projection of future activity.

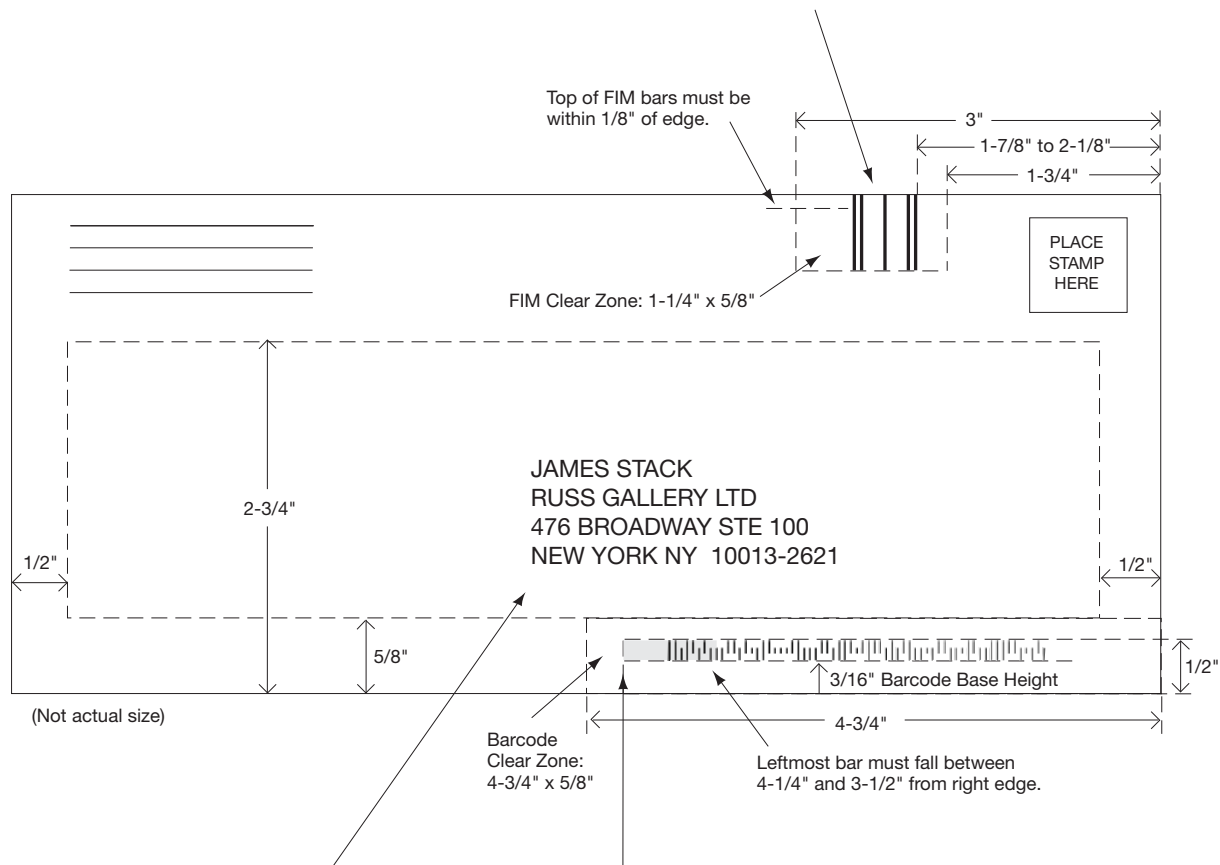
Barcodes (202.5.0) Delivery point POSTNET or Intelligent Mail barcodes may be placed either in the address block or in the lower right barcode clear zone.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail should meet the standards in [201.3.17](#).

Courtesy Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all courtesy reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



Address Format: The complete address, including the name of the sender (company or individual), must be printed directly on the mailpiece.

POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready barcode positive may be obtained from your local Post Office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are available, but they are charged at the regular First-Class Mail letter price. Postcard thickness must be between 0.007 and 0.016 inch.

- If letter mail is more than 4-1/4 inches high or more than 6 inches long, it must be at least 0.009 inch thick.
- A surcharge is assessed for nonmachinable letter-size mailpieces (201.2.1).

Ink/paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 505.2.0.

Overview (507.1.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Electronic," "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

General Information (102.4.0) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in 602.1.6 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The "Electronic Service Requested" ancillary service endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mailpieces bearing Intelligent Mail barcodes). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mailpiece barcodes, but must also include a printed endorsement on Standard Mail pieces. Information about traditional ACS and OneCode ACS is located in Publication 8a, *Address Change Service*.

Physical Standards (102.4.0) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

Placement of Endorsement (letters, 202.4.0; flats, 302.4.0; parcels, 402.3.0) The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options. See DMM 507.1.5 for a complete list of endorsements, treatment, and fee consequences according to the class of mail.



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

1. Directly below the return address.
2. Directly above the delivery address area (which includes 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.

For a detailed description of USPS actions, see [507.1.5](#).

For Periodicals, see [507.1.5.2](#). For Parcel Select, see [507.1.5.4](#)

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail/ Parcel Select Lightweight	Standard Post/Package Services/Parcel Select
Electronic Service Requested¹	See DMM 507.1.5.1 for more information.	See DMM 507.1.5.3 for more information.	See DMM 507.1.5.4 for more information.
Address Service Requested² <i>(Except for Shipper Paid Forwarding participants-see DMM 507.1.5.4)</i> <i>Forwarding and return. New separate address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded at no charge.	Forwarded as postage due. ³
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ⁴	Return postage charged at appropriate single-piece price. ³
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece price. ³
Return Service Requested <i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail price charged.	Return postage charged at appropriate single-piece price. ³
Change Service Requested^{1,5} <i>(Except for Shipper Paid Forwarding participants.)</i> <i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	See Notice 123—Price List	See Notice 123—Price List	See Notice 123—Price List
Forwarding Service Requested⁶ <i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge	Forwarded at no charge.	Forwarded as postage due at appropriate single-piece price. ³ Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece price. ³
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece price. ³

Additional Services

Ancillary Service Endorsements

507

Quick Service
Guide

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail/ Parcel Select Lightweight	Standard Post/Package Services/Parcel Select
Temp—Return Service Requested Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement <i>UAA handled by class of mail.</i>	Same as USPS action for “Forwarding Service Requested.”	Mailpiece disposed of by USPS.	Same treatment as “Forwarding Service Requested.” Standard Post, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pays postage at the appropriate single-piece price ³ (507.1.5.4).

1. 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.
2. For Address Change Service with First-Class Mail and Priority Mail, see 507.1.5.1, for ACS with Standard Mail see 507.1.5.3a.
3. Standard Post, Media Mail or Library Mail pieces are charged at the single-piece price for the class of mail. Parcel Select pieces are charged the Parcel Select Nonpresort price plus the additional service fee. See Notice 123—Price List. (DMM Exhibit 507.1.5.4)
4. Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2), multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.
5. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement “Perishable.” USPS Tracking and Signature Confirmation are the only two special services permitted with this endorsement.
6. Does not meet Move Update Requirement.

UMS HOLIDAY SCHEDULE 2019

Holiday	Day of the Week	Date
New Year's Holiday	Tuesday	January 1, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
*Day After Independence Day	Friday	July 5, 2019
Labor Day	Monday	September 2, 2019
Thanksgiving Day	Thursday	November 28, 2019
Christmas Eve	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019



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