

**Related QSG** [703, Standard Mail Nonprofit Eligibility](#)

#### **Physical Standards (201)**

Maximum weight: 3.3 ounces.

For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

#### **Prices and Fees (243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices in [443.5.4](#).

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF ([246.2.0](#)).

Annual \$185.00 presort mailing fee.

#### **Content (243.2.0)**

Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

#### **Eligibility Standards (243.5.0)**

Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must be machinable under [201.1.0](#). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.

A certified process ([243.3.8.1](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [705.21.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

#### **Postage Payment and Documentation (244)**

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

■ Postage statement:

**Regular:** [PS Form 3602-R](#), [PS Form 3602-EZ](#), or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#), [PS Form 3602-NZ](#), or approved facsimile.

■ Supporting documentation: required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

#### **Mail Preparation (245)**

Marking on each piece in the postage area ([202.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray label ([245.4.0](#)) or barcoded tray label (recommended) ([245.4.9](#)).

Trays on pallets ([705.8.5](#)) are permitted and preferred.

Trays must be sleeved and strapped ([245.3.4](#)). See [245.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

Strapping not required on trays placed on SCF pallets that are secured with stretchwrap.

#### **Enter and Deposit (246)**

Mailing entered at an acceptance point designated by USPS.

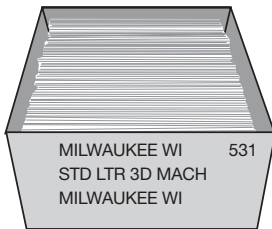
### Traying Sequence (245.5.3)

#### 3-Digit Origin/Entry

**Trays:** Optional, trays may be prepared for each origin 3-digit tray; one less-than-full tray permitted.

**Labels:** For Line 1, use [L002](#), Column A, for destination facility. For Line 2, use "STD LTR 3D MACH."

**Price:** Machinable AADC

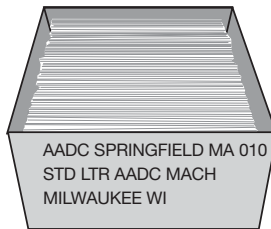


#### AADC

**Trays:** Optional, but required for AADC price; 150-piece minimum to the same AADC, (see [L801](#)); one less-than-full/overflow tray permitted.<sup>1</sup>

**Labels:** For Line 1, use [L801](#), Column B for destination facility. For Line 2, use "STD LTR AADC MACH."

**Price:** Machinable AADC

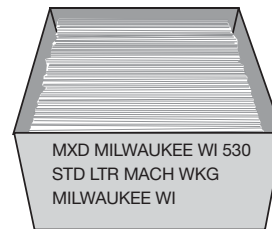


#### Mixed AADC

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

**Labels:** For Line 1, use [L011](#), Column B (for BMC/ASF entry, use [L010](#), Column B). For Line 2, use "STD LTR MACH WKG."

**Price:** Machinable Mixed AADC



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

1. Instead of preparing overflow trays, mailers may include pieces in the mixed AADC trays. Pieces placed in a mixed AADC tray in lieu of an AADC overflow tray are eligible for the AADC price. Pieces must be grouped by destination and placed in the front or back of the tray.