Mailers. Companion

UNITED STATES POSTAL SERVICE®

Fall Mailing Season is Right Around the Corner

In preparation for the fall mailing season, the Postal Service has developed the following table that will allow customers to project the number of days necessary for their mail to reach destinations based on the entry point and mail sort levels for Standard mail letters, flats, and parcels.

Customers should note that these guidelines do not imply any promise or guarantee. If mail is entered after the critical entry time, it may take another day. In figuring the number of days to deliver, the entry day is counted as zero.

Mailers often ask for information to help them meet delivery windows — now they can use this table for scheduling the delivery of Standard Mail

STANDARD MAIL

	ENTRY POINT		
MAIL SORT	**DBMC**	**DSCF**	**DDU**
Trays			
CRRT	3-4 days	2-3 days	2 days
CRRTS	3-4 days	2-3 days	2 days
5-digit	3-5 days	3-4 days	2 days
3-digit	4-5 days	3-4 days	—
ADC/AADC	4-5 days	3-5 days	—
Pallets			
5-digit	3-5 days	3-4 days	2 days
3-digit	4-5 days	3-4 days	—
SCF	4-5 days	3-4 days	—
ASF/BMC	4-6 days	—	—
Sacks			
CRRT	3-4 days	2-3 days	2 days
CRRTS	3-4 days	2-3 days	2 days
5-digit	3-5 days	3-4 days	2 days
3-digit	4-5 days	3-4 days	—
ADC	4-5 days	3-5 days	—
Standard Mail Drop Ship Parcels			
For All Sortation Levels	3 days	2 days	2 days

—Operations Planning Processing

Contents

Express Mail Just Got a Little Easier

Customers can use the Internet to print single-ply, black-and-white online Express Mail labels from their personal computers

Shipping via Express Mail just got a little easier. Effective July 2, the Postal Service introduced a new Web tool that gives customers the ability to generate and print single-ply, black-and-white Express Mail labels from their personal computers. Initial plans are to implement the program through certified vendors during a 60-90 day test period, then launch the program nationally if the test is successful.
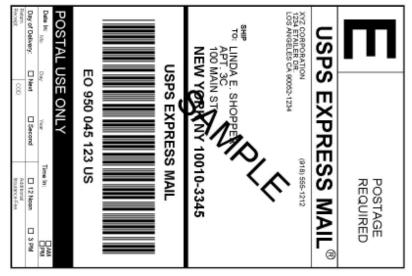
Online Express Mail labels are available using application program interfaces (APIs), which are Web tools that allow customers to access and interface with USPS Internet servers.

The printing of online Express Mail labels will be limited by the following requirements:

***Postage Payment** –* Postage for Online Express Mail labels must be paid with adhesive stamps, meter stamps, or PC postage. The use of

Express Mail Corporate Accounts (EMCA) will be added to this program as a future enhancement.

***Service Criteria** –* Basic service guarantees and delivery of the mail criteria remain unchanged. But Online Express Mail labels can only
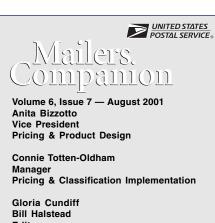

Sample of Online Express Mail label and Customer Record

be used for Post Office-to-Addressee domestic shipments to U.S. destinations, including Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands. They cannot be used for international shipments to APO/FPOs or shipments to the remaining U.S. territories, possessions, and freely associated states because these sites are unable to support electronic record keeping for signature capture.

Acceptance Criteria – Items may be deposited in an Express Mail collection box, picked up by a carrier or Postal Service employee, or p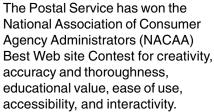resented at a designated postal facility. The requirements for acceptance are listed in *Domestic Mail Manual* (DMM) E500.

For more information on this new Online Express Mail API, mailers may send an e-mail request to *webtools@email.usps.com*, or they may contact their local Expedited Services Office.

— Expedited/Package Services

Have Questions? Need Help?

Then the USPS has an Award-Winning Web Site Just for You!

The Postal Service has won the National Association of Consumer Agency Administrators (NACAA) Best Web site Contest for creativity, accuracy and thoroughness, educational value, ease of use, accessibility, and interactivity.

The *usps.com* consumer information Web pages include answers to customers' frequently asked questions, a consumer feedback link, information on postal products and services, as well as links to consumer-oriented organization sites.

Upon notification of the award, Postal Service Vice President and Consumer Advocate Francia Smith said, "We are extremely honored to receive this award a second time from the National Association of Consumer Agency Administrators. We hope this recognition will raise awareness of the services available on the consumer information pages. Our goal is to provide our customers with the information they need as quickly as possible. We view these pages as being integral to helping us meet that challenge."
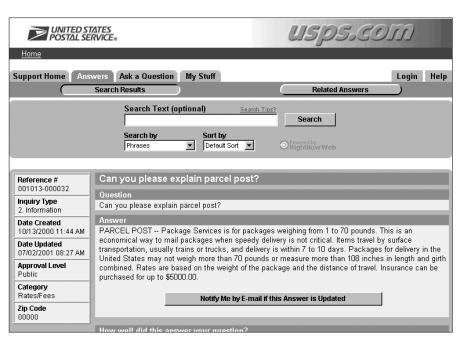
In fiscal year 2000, consumer affairs handled 91,000 customer e-mails originating from the consumer feedback link, and have esponded to more than 123,000 this year.

— Consumer Affairs

Saturday Delivery Service Will Continue

After hearing preliminary findings of a study examining five-day delivery, the Postal Service's Board of Governors announced that they will continue with existing six-day delivery service.

In April of this year, the Governors directed management to look at cost-savings associated with reducing delivery service to five days, and to study the savings associated with consolidating facilities. The facility consolidation study is expected to be completed this fall.
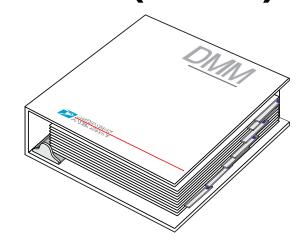
*The **usps.com** consumer information Web pages include answers to customers' frequently asked questions, a consumer feedback link, information on postal products and services, as well as links to consumer-oriented organization sites.*

UNITED STATES POSTAL SERVICE®

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Search Results | Related Answers

Search Text (optional)   Search Tips?

Search

Search by   Sort by
Phrases   Default Sort   Powered by RightNow Web

Reference #	Can you please explain parcel post?
001013-000032	
Inquiry Type	**Question**
2. Information	Can you please explain parcel post?
Date Created	**Answer**
10/13/2000 11:44 AM	PARCEL POST -- Package Services is for packages weighing from 1 to 70 pounds. This is an
Date Updated	economical way to mail packages when speedy delivery is not critical. Items travel by surface
07/02/2001 08:27 AM	transportation, usually trains or trucks, and delivery is within 7 to 10 days. Packages for delivery in the
Approval Level	United States may not weigh more than 70 pounds or measure more than 108 inches in length and girth
Public	combined. Rates are based on the weight of the package and the distance of travel. Insurance can be
Category	purchased for up to $5000.00.
Rates/Fees	
Zip Code	Notify Me by E-mail if this Answer is Updated
00000	

How well did this answer your question?

Domestic Mail Manual (DMM)

The following announcements, corrections, notices, reminders, revisions, and updates to the *Domestic Mail Manual* (DMM) will be incorporated into the printed version of DMM Issue 57 and into the monthly update of the online DMM available via Postal Explorer at *http://pe.usps.gov.*

DMM REMINDER

August 1 Deadline For CMRA Customers

Domestic Mail Manual D042.2.6e was revised August 16, 2000, to allow the use of "PMB" (private mailbox) or the alternative "#" (pound) sign, in certain conditions, as the secondary address designation in the complete delivery address for commercial mail receiving agency (CMRA) customers.

CMRA customers must be in compliance with the new address format by August 1, 2001.

— Retail Operations Support

DMM REMINDER

Flat-Size Mail Changes In Effect September 1

Effective September 1, 2001, there are several changes in the way mailers prepare some presorted and automated flat-size mail for handling and processing by the Postal Service. These changes mean better service for mailers and reduced mail processing costs for the Postal Service.

1) Mailers will be required to co-tray First-Class Mail Presorted rate flats and automation flats that are part of the same mailing job and are reported on the same postage statement.

2) Mailers will be required to co-sack packages of Standard Mail Presorted rate flats and automation rate flats that are part of the same mailing job and are reported on the same postage statement.

3) Mailers will be required to sack or palletize packages of Standard Mail Enhanced Carrier Route flats and presorted 5-digit flats using the labeling list L001 scheme sort.

4) Mailers will be required to sack or palletize packages of Bound Printed Matter Carrier Route flats and presorted 5-digit flats using the labeling list L001 scheme sort.

— Mail Preparation and Standards

Benefits for Corporate BRM Permit Holders

Did you know that corporate Business Reply Mail (BRM) permit holders can allow other authorized representatives/agents to use their permit number to receive BRM at any post office?

All they have to do is provide representatives with a copy of the receipt showing the annual permit fee was paid and a letter of authorization showing the name, address, and telephone number of the representative.

Representatives then must present the receipt and letter of authorization at the post office where the BRM is to be returned (DMM S922.8.2).

Each year when the BRM permit is renewed, as long as the information is current, the representative may simply submit a copy of the receipt showing the annual permit fee was paid. The authorization letter is needed again only if information in the original letter has changed, in which case the permit holder must submit an amended letter.

— *Core Business Marketing*

Revised Rule for Bound Printed Matter Nonprint Attachments and Enclosures

Effective June 14, 2001, *Domestic Mail Manual* E712.1.2 was revised to include changes to the standards that govern Bound Printed Matter attachments and enclosures. The revised rule rescinds provisions concerning merchandise samples sent as enclosures with Bound Printed Matter. In its place, amended DMM E712.1.2b provides for the inclusion of "nonprint" attachments and enclosures that are incidental to the qualifying Bound Printed Matter material and have minimal commercial value.

The combined weight of all nonprint attachments and enclosures in the mailpiece must be 25 percent or less of the weight of the Bound Printed Matter in the mailpiece.

The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a "low cost" item (currently $7.60, See DMM E670.5.11) and the combined cost of all nonprint attachments and/or enclosures in the mailpiece.

— *Mail Preparation and Standards*

Pallet Minimums and Requirements Eliminated for Mail Dropped at Delivery Units

Domestic Mail Manual M041.5.3a was revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by a mailer or mailer's agent.

Prior to this change, pallets of packages, parcels, or sacks had to contain at least 250 pounds of mail or three layers of letter trays.

For pallets containing less mail, mailers were requested to obtain a written authorization from each postal facility where they were dropping mail. This requirement is eliminated. This change, effective June 14, 2001, does not apply to pallets of Parcel Post bulk mail center (BMC) Presort, origin bulk mail center (OBMC) Presort, destination sectional center facility (DSCF), or destination delivery unit (DDU) rate mail.

— *Mail Preparation and Standards*

Information Required on Pallet Labels

Effective June 14, 2001, *Domestic Mail Manual* M031.4 is amended to clarify the required information on a pallet label by providing descriptions of what must appear on the destination line *(Line 1)*, content line *(Line 2)*, and office of mailing or mailer information line *(Line 3)*.

Required Line 3 information was previously omitted in the DMM. In addition, this section is amended to provide consistency with DMM M045, Palletized Mailings.

Incorporating these changes makes clear what constitutes the correct contents for a pallet label, including extraneous matter. Because the following information contains only some of the changes required for pallet labels, the DMM should be referenced for all of the standards for pallet labels.

Destination Line — Line 1 of Required Information

The destination line must be the first visible line on the label. It must be completely legible when placed on the pallet.

The destination line must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefixes required by labeling standards.

On 5-digit carrier routes and 5-digit pallets for military destinations, the destination 5-digit ZIP Code of the mail contained on the pallet must be preceded by "APO" or "FPO"; and "AE" (for 090-098 ZIP Codes), "AA" (for 340 ZIPs), or "AP" (for 962-966 ZIPs).

In most cases where the destination line of a pallet label does not provide enough space for all required information, the destination ZIP Code may be placed right-justified on the line immediately below the destination line and above the content line. A standard abbreviation for the destination city name may be used.

Content Line — Line 2 of Required Information

The content line must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet, and other information as specified in the DMM. If the content line does not provide enough space for all required information, the content information may be continued (right-justified) on the line immediately below the content line and above the office of mailing or mailer information line.
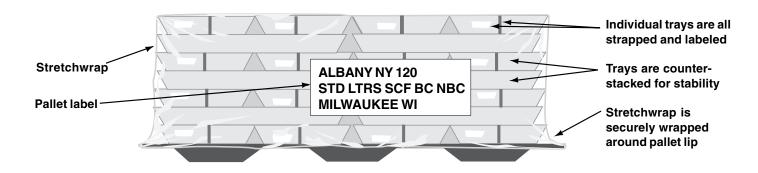
Office of Mailing or Mailer Information Line — Line 3 of Required Information

The office of mailing or mailer information line must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

Extraneous Information is permitted on pallet labels if:

√ Print size is smaller than ½-inch high.

√ It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.

√ It does not appear on or between the lines reserved for USPS-required information (blank lines are permitted). *The exception: For combined mailings of Standard Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.*

√ It is below the office of mailing or mailer information line.

√ A 1-inch clear space is maintained around the lines reserved for USPS-required information.

√ On the office of mailing or mailer information line, the mailer's name or abbreviation, "Mailer," "From" (or "FR"), "Entered at," or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information.

— *Mail Preparation and Standards*

ALBANY NY 120
STD LTRS SCF BC NBC
MILWAUKEE WI

Stretchwrap

Pallet label

Individual trays are all strapped and labeled

Trays are counter-stacked for stability

Stretchwrap is securely wrapped around pallet lip

International News

India Firm Offers New Shipping Opportunity

The Postal Service and Overnite Express, Ltd., of New Delhi have established a new option for shipping from South Asian Association for Regional Cooperation (SAARC) countries – Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka – to the United States.

Overnite Express will prepare shipments, transport them to the United States, clear them through commercial customs, and then enter the packages into the Postal Service's domestic mail delivery network as Priority Mail.

With 14 regional hubs and 800 offices at all major centers in India—including locations in New Delhi, Calcutta, Chennai and Bangalore—Overnite Express is one of India's premier courier services. US Smart Sewa, its product name for the shipment of Priority Mail from SAARC countries into the United States, was designed by Overnite Express to meet the needs of India's

widespread business community for a reliable, low-cost shipping solution.

"Clearly, the people at Overnite recognize the value of the Priority Mail brand and the quality of service it

> ***Overnite Express will prepare shipments, transport them to the United States, clear them through commercial customs, and then enter the packages into the Postal Service's domestic mail delivery network as Priority Mail***

brings to their customers," noted John F. Kelly, Postal Service Vice President for Expedited/Package Services. He added, "There's great

potential for new business in the Indian market, one of our nation's largest export partners. I expect this relationship with Overnite to be a mutually beneficial one."

"The cooperative effort between the Postal Service and Overnite Express can benefit all sectors of the Indian community, branches of U.S. companies in India, including those who are in touch with relatives, friends, or educational institutions or associations, O.P. Rajgarhia, Char and CEO of Overnite Express Ltd."

The USPS Global Business Development group has negotiated similar agreements with commercial enterprises in South Korea, Mexico, Europe, Central America, South America, and Asia, and is seeking to build a global network for premium delivery service from around the world into the United States.

— Expedited/Package Services
— International Business

New Entry Requirements for Publishers' Periodicals and Letter-post Size Limits

Sections of Publication 51, *International Postal Rates and Fees*, which pertain to Publishers' Periodicals and Letter-post Size Limits are hereby amended to reflect current international mailing procedures.

On page 10 of Publication 51, the last sentence in the first paragraph is revised (the remainder of the text under the Publishers' Periodicals header is unchanged). The paragraph will now read:

Publishers' periodicals are domestically approved publications (formerly Second-Class Mail) that include

magazines, newspapers, and journals of various types. In order to be eligible for entry under this volume-mail classification, qualifying mailpieces must be tendered by the permit holder or registered news agent who is authorized to enter the specific publication(s) being mailed. ***Otherwise, the mailer must pay either the airmail letter-post rate or the economy (surface) letter-post rate, whichever is less.***

The following mail preparation changes are applicable to airmail and

economy (surface). Page 16, Size Limits — Letter-post should now read:

Postcards and Postal Cards

Minimum length and height:	5-½" by 3-½"
Minimum thickness:	0.007"
Maximum length and height:	6" by 4-¼"
Maximum thickness:	0.016

Letter-post Items in Card Form

Minimum length and height:	5-½" by 3-½"
Minimum thickness:	0.007"
Maximum length and height:	9-¼" by 4-¾"
Maximum thickness:	0.016"

— International Business

FINDING THE POST OFFICE

Need directions to the nearest post office? How about directions to several nearby post offices — and a map that shows you where they are?

The Post Office Locator on *www.usps.com* currently is being updated to provide convenience and ease of use for customers. Interested customers should call the Postal Service's toll free number at 1-800-ASK-USPS for more information about products and services.

Additional features will be added in the future, such as information about alternate access sites, post office specific products and services, and hours of operation.

—Retail, Consumers and Small Business

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* Clip and enclose a complete address block from the back of your *Companion* — or enclose at least the long number at the top (such as "1234 5678 9012 3456").

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CHANGE SERVICE REQUESTED