

Priority Mail

Related QSGs: 010, 900

120

Quick Service
Guide

Eligibility Overview (E120)

Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First-Class Mail) weighing 13 ounces or less. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the package is reconfigured or how the marking is obliterated.

Priority Mail offers 2-day service to most domestic destinations and is often used to expedite matter mailable as First-Class, Periodicals, or Standard Mail. Priority Mail envelopes and boxes are available at no additional cost at post offices.

Rates and Fees (R100)

Weight Not Over (pounds)	Zones					
	Local, 1, 2, & 3	4	5	6	7	8
1	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85
2	3.95	4.55	4.90	5.05	5.40	5.75
3	4.75	6.05	6.85	7.15	7.85	8.55
4	5.30	7.05	8.05	8.50	9.45	10.35
5	5.85	8.00	9.30	9.85	11.00	12.15

For rates over 5 pounds, see R100.10.

Flat rate: \$3.85, regardless of weight or destination, for material sent in a USPS Priority Mail flat-rate envelope (available at post offices) (E120.2).

Balloon rate: items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed.

Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus a \$0.60 fee. Pieces weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail rate for zone 4 plus a \$0.60 fee.

Addressing (A010)

Each piece should include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

Characteristics and Content (C100)

Minimum size: 3-1/2 inches high by 5 inches long, and 0.007 inch thick.

Maximum weight: 70 pounds.

Maximum combined length and girth: 108 inches.

Deposit, Collection, and Delivery (D100)

Pickup service (D010): \$12.50 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.

Deposit:

- Packages with adhesive stamps (less than 16 ounces): deposited in collection boxes, handed to carriers, or presented at post offices.
- Packages with adhesive stamps (16 ounces or more): presented at a post office retail counter.
- Packages with metered postage may be deposited in collection box or other places where mail is accepted and that is served by the licensing post office.
- Other: at post office or business mail entry unit.

Delivery: uninsured mail at mailer's option left in protected place if endorsed "Carrier—Leave If No Response" (D042.7).

Mail Preparation and Sortation (M120)

Marking on each piece: "Priority" or "Priority Mail."

Drop shipment: applicable standards (M072).

Postage statement: Form 3600-PM (permit imprint); other documentation may be required by standards for payment method used. No form required if metered postage is affixed.

Postage and Payment Methods (P100)

Adhesive stamp (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions (P100.3). P070.6 also applies for drop shipments (Priority Mail and contents).

Special Services (S900)

For special services, see Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Priority Mail Boxes



0-1095
This 12-1/4" x 15-1/2" x 3" box holds larger items like software boxes, clothes, office supplies, even laptop computers.
Minimum order: multiples of 25



0-1097
Box 11-1/4" x 14" x 2-1/4"
Minimum order: multiples of 25



0-1096S
Box "Video"
5-3/8" x 8-5/8" x 1-5/8"
Minimum order: multiples of 25



0-1098
Tube 6" x 38" for Priority Mail
Minimum order: multiples of 20

Priority Mail Envelopes



EP-14
This 12-1/2" x 15-1/2" Tyvek envelope can handle large stacks of documents, books, small boxes, clothes, and more.
Minimum order: multiples of 1



EP-14F
This 9-1/2" x 12-1/2" cardboard envelope holds whatever you can fit in the envelope. You pay the same 1 lb. rate, no matter what the weight.
Minimum order: multiples of 1

Other Priority Mail Supplies

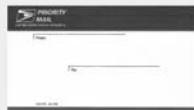


Label 106
Sticker (Pressure Sensitive Strip)
Minimum order: multiples of 1



Label 107
Sticker (Pressure Sensitive 50/Pad)
Minimum order: multiples of 1

Label 228
Address Label
Minimum order: multiples of 10



Label 107R
Sticker (Pressure Sensitive 400/Roll)
Minimum order: multiples of 1

These supplies and additional items are available by phone at 1-800-222-1811 or via the web at <http://supplies.usps.gov/>. Some items may not be available at post offices.