Standard Mail
Presorted Letters—Machinable

Related QSGs: 010, 750, 810, 811   Nonprofit: 670

Eligibility Overview (E620)	Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category and must be machinable as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. There are no Standard Mail card rates; cards may be mailed at letter rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)

	Regular	Nonprofit
3/5	$0.248	$0.153
Basic	0.268	0.165

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual $150.00 presort mailing fee (E610.6.1).

Addressing (A010, A800)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C600)

Maximum weight: 3.3 ounces.
Letters that meet any one of the nonmachinable characteristics in C050.2.2 are nonmachinable.
Shape: rectangular.
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: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Deposit (D600)

Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610)

Marking on each piece in the postage area:
- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
Documentation:
- Postage statement:
  Regular: Form 3602-P (postage affixed), Form 3602-R or Form 3602-EZ (permit imprint).
  Nonprofit: Form 3602-NP (postage affixed), Form 3602-N or Form 3602-NZ (permit imprint).
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031) or barcoded tray label (recommended) (M032).
Trays on pallets (M040) are permitted and preferred.
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 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 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600)

Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900)

No special services are available for Standard Mail presorted letters (E610.9.1).

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.

Traying Sequence (M610.2)

5-Digit[1]

Trays: Optional, full trays only for pieces to same 5-digit ZIP Code; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5[1]

3-Digit[1]

Trays: Required for any remaining pieces for same 3-digit ZIP Code prefix placed in 3-digit trays; bundling not permitted except in less-than-full trays; one less-than-full/overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each origin 3-digit ZIP Code prefix.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic[1]

AADC

Trays: Required, full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; less-than-full trays not permitted.

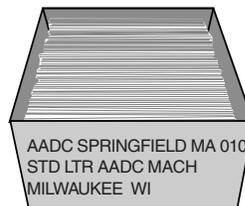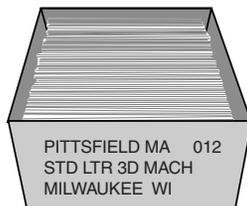**Labels:** For Line 1, use L801 for destination facility.

Rate: Basic

Mixed AADC

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

Labels: For Line 1, use L803 (for BMC/ASF entry, use L802).

Rate: Basic

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WILLIAMSTOWN MA 01267
STD LTR 5D MACH
MILWAUKEE  WI
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PITTSFIELD MA    012
STD LTR 3D MACH
MILWAUKEE  WI
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AADC SPRINGFIELD MA 010
STD LTR AADC MACH
MILWAUKEE  WI
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MXD MILWAUKEE WI 530
STD LTR MACH WKG
MILWAUKEE  WI
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1. Only pieces meeting eligibility standards (150 or more pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. The basic rate is applied for any 3-digit tray for origin SCF not meeting the 150-piece minimum.

Rates are based on tray in which pieces are placed.

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