

Standard Mail—Presorted Flats

Related QSGs: 010, 750 Nonprofit: 670

632

Quick Service
Guide

Eligibility Overview (E620) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	<i>For pieces weighing 3.3 ounces (0.2063 pound) or less</i>		
	3/5	\$0.288	\$0.183
	Basic	0.344	0.230
	<i>For pieces weighing more than 3.3 ounces (0.2063 pound)</i>		
	Per piece rates:		
	3/5	\$0.142	\$0.063
	Basic	0.198	0.110
	PLUS Per pound rates:	0.708	0.584

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) 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 (C050, C600) Maximum weight: less than 16 ounces.
Shape: rectangular, unless greater than 1/4 inch thick.
Dimensions:
■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
■ Maximum: 15 inches long, 12 inches high, and 3/4 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).
See reverse for sack label Line 2 information.
Prepared in white sacks (unless palletized). Palletization is preferred, see QSG 045.
Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using M910.3.0.

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 flats (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.

Bundling and Sacking Sequence (M610.4)

5-Digit

Bundles: Required with 15 pieces for mailings containing only pieces weighing 5 ounces or less. Required with 10 pieces for mailings containing any pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.

Labels: Red Label 5 or optional endorsement line (OEL).

3-Digit

Bundles: Required if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.

Labels: Green Label 3 or OEL.

ADC

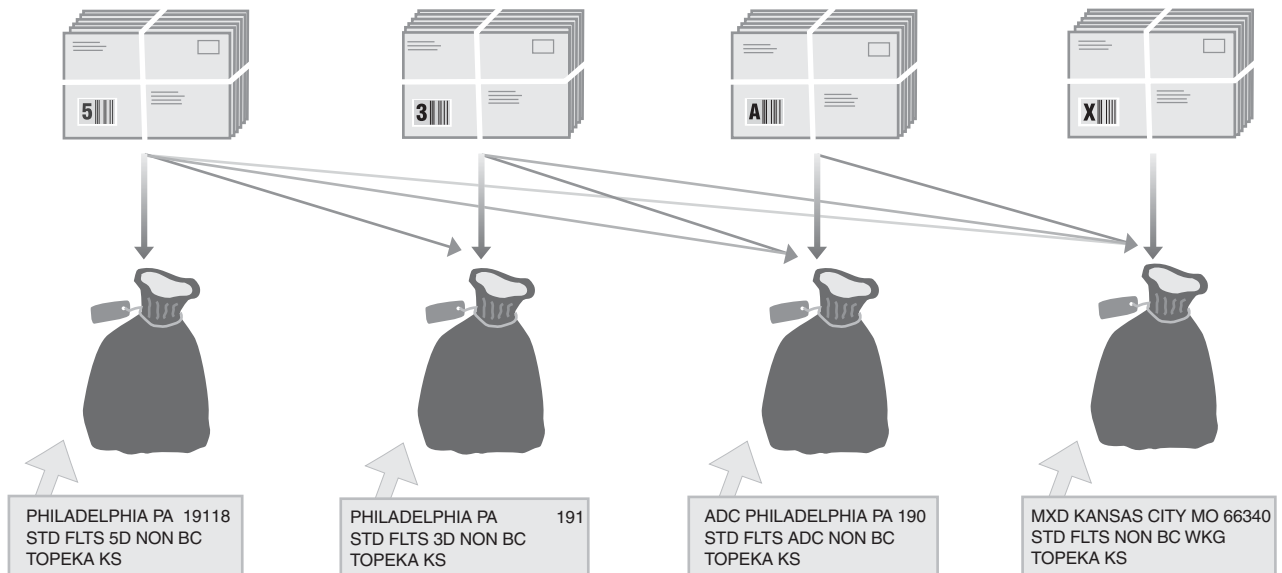
Bundles: Required if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



5-Digit

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.¹

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

Rate: 3/5

3-Digit

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

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

Rate: 3/5 or Basic²

ADC

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC

Sacks: Any remaining bundles placed in mixed ADC sacks.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L004.

Rate: Basic

1. For nonidentical-weight pieces, see M610.4.4.

2. Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Rates are based on sack level.