Eligibility Overview (E640)	Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted, and marked as described below. All pieces must be automation compatible (C810). 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
5-Digit (optional)	$0.190	$0.114
3-Digit	0.203	0.129
AADC	0.212	0.136
Mixed AADC	0.219	0.144

Letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay piece/pound postage but receive a discount (see E640.1.4).

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 (A800, A950)

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

Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C810, C840)

Maximum weight: 3.5 ounces (pieces over 3 ounces must meet additional standards in C810.7.5).

Shape: rectangular. Must meet standards in C810.

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.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the standards in C810.9.

Deposit

Mailing entered at an acceptance point designated by USPS (D600).

Mail Preparation and Sortation (M810)

Marking on each piece in the postage area:
- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

Pieces with a delivery point barcode (DPBC) printed in the barcode clear zone must also bear an "AUTO" marking. For rate markings applied by a MLOCR, see M012.2.2. Pieces not claimed at an automation rate must not bear an "AUTO" marking.

Documentation:
- Postage statement:
  Regular: Form 3602-P (postage affixed) or Form 3602-R (permit imprint).
  Regular Heavy Letters: Form 3602-HP (postage affixed) or Form 3602-HR (permit imprint).
  Nonprofit: Form 3602-NP (postage affixed) or Form 3602-N (permit imprint).
  Nonprofit Heavy Letters: Form 3602-NHP (postage affixed) or Form 3602-NHR (permit imprint).
- Form 3553 (address and barcode accuracy: (A950)) must be retained for 1 year.
- 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).

Barcoded tray labels required (M032).

See reverse for tray label Line 2 information.

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. 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 automation 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 (M810.2)

5-Digit/Scheme

Trays: Optional, at least 150 pieces to same 5-digit ZIP Code/scheme destination; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

3-Digit/Scheme

Trays: Required, at least 150 pieces to same 3-digit ZIP Code/scheme destination; smaller quantities not permitted; only one overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

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

Rate: 3-Digit or AADC[1]

AADC

Trays: Required, at least 150 pieces to same AADC (see L801); smaller quantities not permitted; pieces within trays grouped by 3-digit/scheme; only one overflow tray permitted per destination.

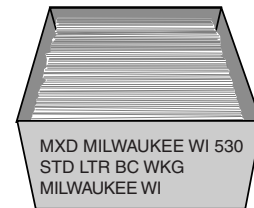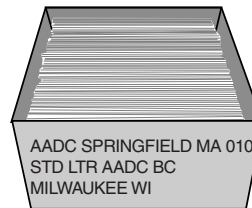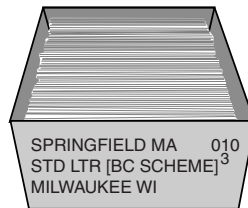**Barcoded Labels:** For Line 1, use L801 for destination facility.

Rate: AADC

Mixed AADC

Trays: Required for all remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC; only one less-than-full tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by L803 (for BMC/ASF entry, use L802).

Rate: Mixed AADC

WILBRAHAM MA   01095
STD LTR [BC 5D SCHEME][2]
MILWAUKEE WI

SPRINGFIELD MA   010
STD LTR [BC SCHEME][3]
MILWAUKEE WI

AADC SPRINGFIELD MA 010
STD LTR AADC BC
MILWAUKEE WI

MXD MILWAUKEE WI 530
STD LTR BC WKG
MILWAUKEE WI

1. AADC rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
2. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.
3. Use "3D BC" on 3-digit trays; use "BC SCHEME" on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."
Bundling not permitted except for mailings card-size pieces and for pieces in overflow and less-than-full trays.