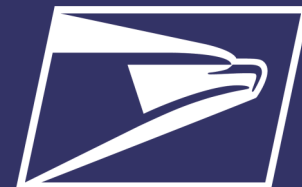


# Full-Service Intelligent Mail® Fact Sheet



## BENEFITS

- **Reduce Costs**

Receive additional per piece discount on automation mailings

- **Mail Anywhere**

Eliminate permit fees by using the same permit at any location

- **Accurate Delivery**

Address Correction on Full-Service pieces

- **Monitor Service**

Start-the-Clock on Mail Entry Visibility and tracking

- **Free ACS™**

Provided as an additional benefit for mail that qualifies for Full-Service discount postage prices

## ADDITIONAL RESOURCES

### Getting Started

<https://postalpro.usps.com/ mailing>

### Registration

(via the Business Customer Gateway):

<https://gateway.usps.com/ eAdmin/view/signin>

### Mailpiece Design Analyst

Call - 855-593-6093

Email - [mda@usps.gov](mailto:mda@usps.gov)

### MSSC Help Desk

Call - 877-672-0007

Email - [MSSC@usps.gov](mailto:MSSC@usps.gov)

Now's the time to upgrade to Full-Service to achieve the best pricing on your:

- **First-Class Mail®** postcards, letters and flats
- **USPS Marketing Mail®** letters and flats
- **Periodicals** letters and flats
- **Bound Printed Matter** flats

## KEY REQUIREMENTS

- Apply unique Intelligent Mail barcode (IMb) to each postcard, letter, and flat
- Apply unique Intelligent Mail tray barcode (IMtb) to trays and sacks
- Apply unique Intelligent Mail container barcode (IMcb) to placards for containers (i.e. pallets) when required
  - Small volume mailings entered at a BMEU typically do not need an IMcb.
- Submit postage statements and mailing documentation electronically

### Barcode Uniqueness

For mailings less than 10,000 pieces, mailers have two options:

**Option A:** Provide an Identical Barcode Serial Number within a single mailing that must maintain uniqueness across mailings for 45 days

**Option B:** Provide a range of unique Barcode Serial Numbers throughout a single mailing that must maintain uniqueness across mailings for 45 days.

*Talk to your software vendor or mail service provider to learn more about how to prepare for Full-Service*

## FULL-SERVICE MAILING SOLUTIONS

### COMMERCIAL MAILING SOFTWARE

- Mailing software vendors offer easy, ready-to-go solutions for preparing and submitting Full-Service mailings.
  - **Mail.dat® / Mail.XML™** - software solutions for mailers who wish to use software to **prepare** presort mailings, **generate** unique barcodes, and **submit** mailing information electronically to USPS.
  - **Postal Wizard** – software solutions which allow mailers to presort mail and generate unique barcodes, but require the mailer to enter the postage statement information online via the online Postal Wizard tool.
- For a list of software vendors that offer Full-Service solutions reference the Certified Full-Service Vendor Summary List : [https://postalpro.usps.com/edoc/Certified\\_Full-Service\\_Vendor\\_Detailedlist.xls](https://postalpro.usps.com/edoc/Certified_Full-Service_Vendor_Detailedlist.xls)

### MAIL SERVICE PROVIDERS (MSPs)

- Offer a wide variety of services for Mail Owners
- Talk to your MSP to learn more about the Full-Service solutions they offer

### USPS INTELLIGENT MAIL FOR SMALL BUSINESS (IMsb) TOOL

- Online tool to help small business mailers (mailing less than 50,000 pieces per mailing) prepare Full-Service mailings with Intelligent Mail barcodes and tray labels