

United States Postal Service®

INDUSTRYALERT

November 16, 2021

Quick Reference Guide - First-Class Package Service

To minimize confusion and provide clarity, the attached poster has been developed to serve as a quick reference guide for mailing differences between First-Class Package Service-Retail (FCPS-R) and First-Class Package Service-Commercial (FCPS-C) products. The poster will aid in properly identifying mailing requirements that align with FCPS-R and FCPS-C products and likewise help to avoid issues during the acceptance process.

For more detailed information, see Domestic Mail Manual (DMM) sections 130 and 280.

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FIRST-CLASS® PACKAGE SERVICE COMPARISON CHART

This chart was prepared as a quick reference to clarify the difference between USPS First-Class Package Service-Retail and First-Class Package Service-Commercial. For detailed information, see Mailing Standards of the United States Postal Service, Domestic Mail Manual® (DMM), parts 130 and 280.

	First-Class Package Service – Retail® (FCPS-R) DMM 130	First-Class Package Service – Commercial (FCPS-C) DMM 280
Description	FCPS-R is a low-cost mailing option for parcels. FCPS-R parcels receive expeditious handling and transportation. (DMM 133.2.1)	FCPS-C is a low-cost mailing option for parcels. FCPS-C parcels receive expeditious handling and transportation. (DMM 283.3.1)
Package Content	<ul style="list-style-type: none"> ➤ FCPS-R parcels can contain any mailable content (DMM 133.3.0), with the exception of prohibited material in DMM 601.8.0 ➤ Parcels containing the following may be mailed as FCPS-R <ul style="list-style-type: none"> ○ Bills and Statements of Account ○ Handwritten and typewritten material ○ Personal Information 	<ul style="list-style-type: none"> ➤ FCPS-C parcels can contain any mailable content, (DMM 283.2.0) with the exception of prohibited material in DMM 601.8.0 and the following: ➤ Parcels containing the following cannot be mailed at FCPS-C <ul style="list-style-type: none"> ○ Bills and Statements of Account ○ Handwritten and typewritten material ○ Personal Information
Eligibility	<ul style="list-style-type: none"> ➤ FCPS-R parcels are sealed against postal inspection; content cannot be opened for review. (DMM133.2.0) 	<ul style="list-style-type: none"> ➤ FCPS-C parcels are not sealed against postal inspection. USPS may open package items to determine if proper postage was paid and content is allowable. (DMM 283.3.0)
Dimensions	<ul style="list-style-type: none"> ➤ Size Requirements: <ul style="list-style-type: none"> ○ Maximum Size: Parcels cannot measure more than 108 inches in length and girth combined. (DMM 101.6.4) ○ Minimum Size: All pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness. (DMM 101.3.2) 	<ul style="list-style-type: none"> ➤ Size Requirements: <ul style="list-style-type: none"> ○ Maximum Size: Parcels cannot measure more than 22 inches in length, 18 inches in width, 15 inches in thickness. (DMM 201.8.3.1) ○ Minimum Size: All pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness. (DMM 201.8.3.2)
Weight Requirement	<ul style="list-style-type: none"> ➤ Maximum Weight: <ul style="list-style-type: none"> ○ 13 ounces – Price based on weight and zone. (DMM 101.6.1) 	<ul style="list-style-type: none"> ➤ Maximum Weight: <ul style="list-style-type: none"> ○ 15.99 ounces – Price based on weight and zone (DMM 283.1.1)
Price	<ul style="list-style-type: none"> ➤ Based on weight and zone; any fraction of an ounce is considered a whole ounce. (DMM 133.1.2) ➤ See Notice 123 for detailed pricing. 	<ul style="list-style-type: none"> ➤ Based on weight and zone; any fraction of an ounce is considered at the next whole ounce. (DMM 283.1.1) ➤ See Notice 123 for detailed pricing.
Postage Payment	<ul style="list-style-type: none"> ➤ Must be paid by affixed postage stamp, Postage Evidencing System, or Precanceled stamps. (DMM 134.1.1.1) ➤ In addition, eligible FCPS-R business customers registered on USPS.com may pay postage with USPS Click-N-Ship. (DMM 134.1.1.2) 	<ul style="list-style-type: none"> ➤ May be paid with Postage Evidencing System or Permit Imprint. (DMM 284.1.0)
Mail Preparation	<ul style="list-style-type: none"> ➤ There are no sorting requirements for FCPS-R. (DMM 135.1.0) 	<ul style="list-style-type: none"> ➤ There are no sorting requirements for FCPS-C. (DMM 285.1.0) ➤ Optional ADC Presort (DMM 285.3.0)
Enter and Deposit	<ul style="list-style-type: none"> ➤ Items may be deposited into any collection box, mail receptacle, or at any place where mail is accepted if the full required postage is paid with postage stamps. ➤ Items bearing only postage stamps that weigh more than 10 ounces, measuring more than one half-inch in thickness, must be presented to an employee at a Post Office location. (DMM 136.1.0) 	<ul style="list-style-type: none"> ➤ FCPS-C with postage evidencing indicia may be deposited at any postal facility, picked up during the normal delivery and collection of mail, or picked up by Pickup on Demand service. ➤ Permit Imprint mail must be deposited and accepted at the Post Office that issued the permit. (DMM 604.5.0)
Delivery Service Standards	Estimated delivery time is two (2) to five (5) days, including offshore locations. FCPS-R does not guarantee delivery service.	Estimated delivery time is two (2) to five (5) days, including offshore locations. FCPS-C does not guarantee delivery service.