


Navigating the Postal Explorer Website 2017 Webinar


**UNITED STATES
POSTAL SERVICE®**

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Postal Explorer

Spring 2016 Rollback Pricing Files

Absent Congressional or Court action to make the existing exigent surcharge for Market Dominant Products and Services part of the rate base or to otherwise extend it, the Postal Service will be providing notice to the Postal Regulatory Commission of the adjusted prices that are contained in the pricing files set forth below. The Postal Service intends to provide such notice of the adjusted prices to the Commission 45 days before it is anticipated that the exigent surcharge revenue target will be reached.

Market Dominant Pricing Files

Excel - Draft 2/5/16
 CSV - Draft 2/5/16
 Draft Postage Statements 2/5/16
 Postage Statement List of Changes 2/5/16

☒ Select publication(s) to search

DMM Advisory (2/05/2016)

Domestic Mail

- ☒ Domestic Mail Manual (DMM)
- ☐ DMM Subject Index
- ☐ DMM Summary of Changes
- ☒ Quick Service Guides (Pub 95)
- ☐ Customer Support Rulings
- ☐ Price List (Notice 123)
- ☐ Postal Addressing Standards (Pub 28)
- ☐ Nonprofit Standard Mail Eligibility

International Mail

- ☐ International Mail Manual (IMM)
- ☐ IMM Subject Index
- ☐ Individual Country Listings
- ☐ Country Price Groups and Weight Limits
- ☐ Lithium Battery Prohibitions

- **Navigating the new Postal Explorer**
- **Calculator**
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Domestic Mail

Domestic Mail Manual (DMM) [HTML](#) | [PDF](#)

DMM Subject Index [HTML](#) | [PDF](#)

DMM Summary of Change [HTML](#) | [PDF](#)

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Postal Addressing Standards (Pub 28) [HTML](#) | [PDF](#)

Nonprofit Standard Mail Eligibility (Pub 417) [HTML](#) | [PDF](#)

Hazardous, Restricted, and Perishable Mail (Pub 52) [HTML](#) | [PDF](#)

A Customer's Guide to Mailing (DMM 100) [HTML](#) | [PDF](#)

International Mail

International Mail Manual (IMM) [HTML](#) | [PDF](#)

IMM Subject Index [HTML](#) | [PDF](#)

Individual Country Listings [HTML](#) | [PDF](#)

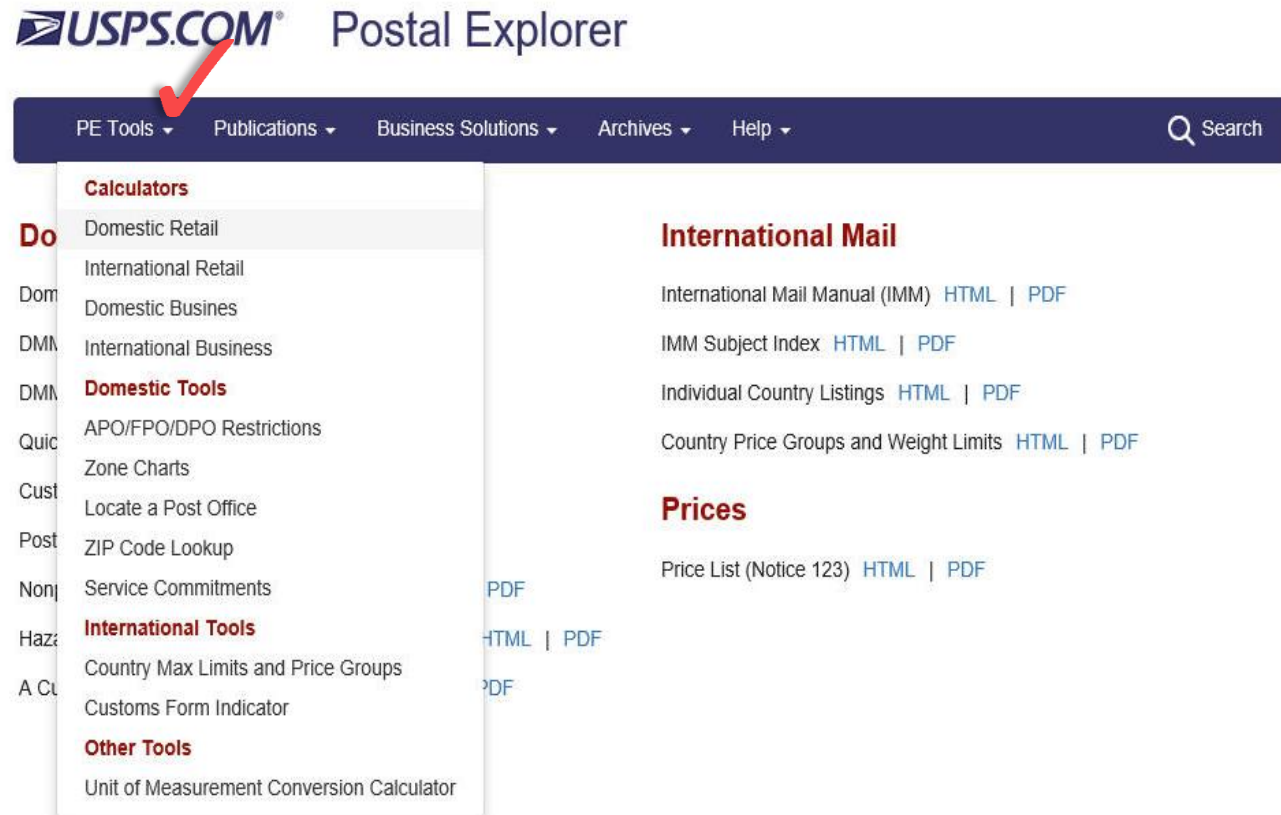
Country Price Groups and Weight Limits [HTML](#) | [PDF](#)

Prices

Price List (Notice 123) [HTML](#) | [PDF](#)

PE Tools all the tools you need at your fingertips:

- Domestic and international retail and business calculators.
- Zone Charts
- APO/FPO/DPO Restrictions
- ZIP Code Lookup
- Customs Forms
- Metric Conversion



Publications previously located under Additional Links:

- **Business Mail 101**
- **DMM Advisory**
- **Download the DMM**
- **Find a Federal Register Notice or Postal Bulletin article**

 **Postal Explorer**



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Domestic Mail

- Business Mail 101
- DMM Advisory
- Download DMM, IMM and QSGs
- Federal Register Notices
- GXG Service Guide
- Handbook DM-204
- Postal Bulletin

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Postal Addressing Standards (PUB 28) [HTML](#) | [PDF](#)

Nonprofit USPS Marketing Mail Eligibility (PUB 417) [HTML](#) | [PDF](#)

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Individual Country Listings [HTML](#) | [PDF](#)

Country Price Groups and Weight Limits [HTML](#) | [PDF](#)

Prices

Price List (Notice 123) [HTML](#) | [PDF](#)

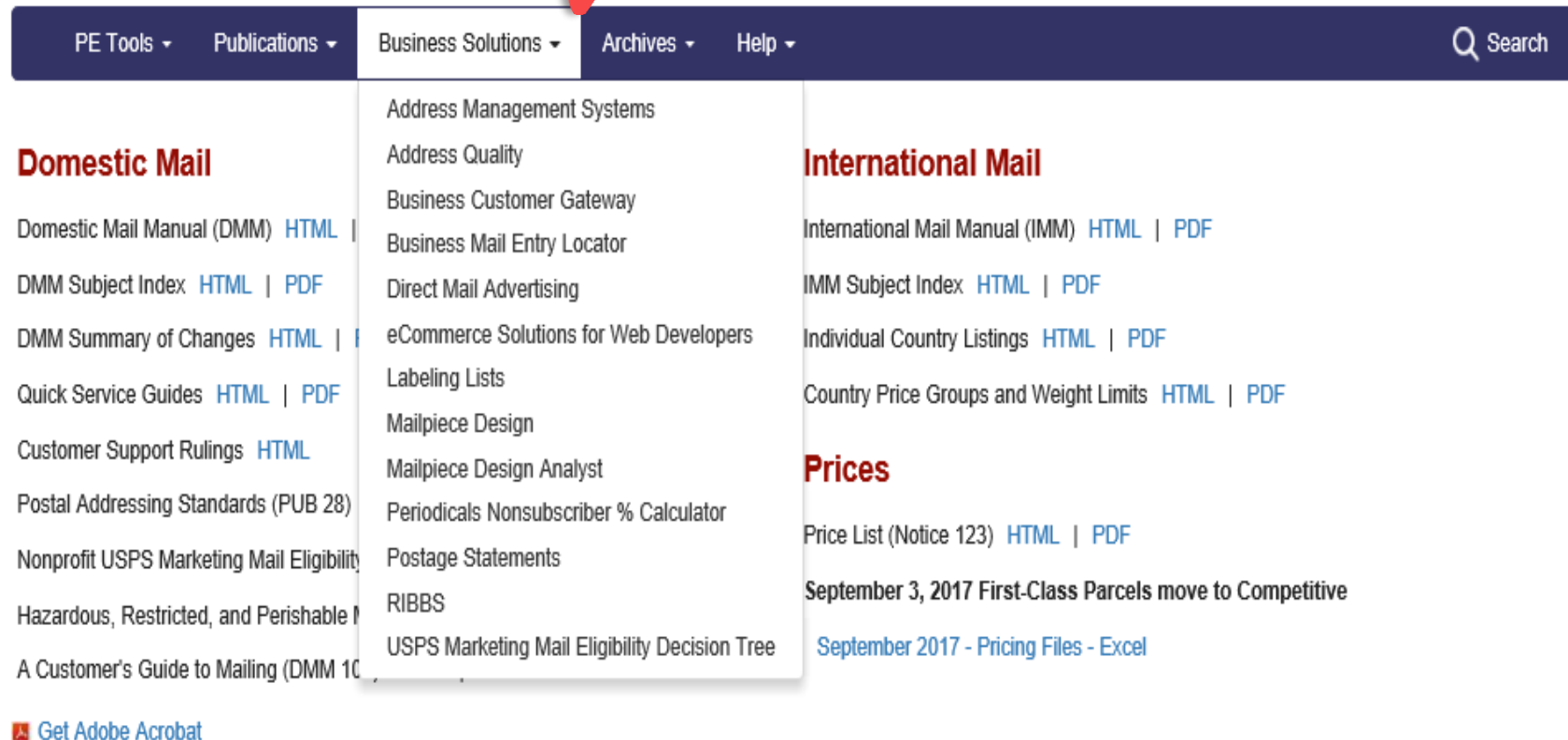
September 3, 2017 First-Class Parcels move to Competitive

[September 2017 - Pricing Files - Excel](#)

Business Solutions created for commercial mailers:

- Labeling Lists
- Postage Statements
- Mailpiece Design Analysts
- Business Customer Gateway
- and more . . .

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- DMM Summary of Changes [HTML](#) | [PDF](#)
- Quick Service Guides [HTML](#) | [PDF](#)
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- Postal Addressing Standards (PUB 28)
- Nonprofit USPS Marketing Mail Eligibility
- Hazardous, Restricted, and Perishable Mail
- A Customer's Guide to Mailing (DMM 100)

Business Solutions


- Address Management Systems
- Address Quality
- Business Customer Gateway
- Business Mail Entry Locator
- Direct Mail Advertising
- eCommerce Solutions for Web Developers
- Labeling Lists
- Mailpiece Design
- Mailpiece Design Analyst
- Periodicals Nonsubscriber % Calculator
- Postage Statements
- RIBBS
- USPS Marketing Mail Eligibility Decision Tree

International Mail

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- Individual Country Listings [HTML](#) | [PDF](#)
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- Price List (Notice 123) [HTML](#) | [PDF](#)
- September 3, 2017 First-Class Parcels move to Competitive Pricing
- [September 2017 - Pricing Files - Excel](#)

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Archives provides previous versions of the DMM, IMM, or Quick Service Guides



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A Customer's Guide to Mailing (DMM 100) [HTML](#) | [PDF](#)

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Cross Reference

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Prices

Price List (Notice 123) [HTML](#) | [PDF](#)

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[Nonprofit USPS Marketing Mail Eligibility \(PUB 417\)](#) [HTML](#) | [PDF](#)
[Hazardous, Restricted, and Perishable Mail \(PUB 52\)](#) [HTML](#) | [PDF](#)
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[!\[\]\(9a573f036489688f54df56b3b9218e70_img.jpg\) **Get Adobe Acrobat**](#)

Mail

[International Mail Manual \(IMM\)](#) [HTML](#) | [PDF](#)
[International Mail Guide](#) [HTML](#) | [PDF](#)
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[Postage and Weight Limits](#) [HTML](#) | [PDF](#)

Prices

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International Mail
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Prices
☐ Price List (Notice 123)

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- **Typical search results**
- **Click on the link that will take you to the specific page**

- **Too Many Results?**
- **Use Quote Marks to Narrow Search**

nonmachinable letters = 43 documents
 “nonmachinable letters” = 15 documents

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+ Search Publications

43 Results For **nonmachinable letters** (1-20 of 43)

Sort By: Relevancy ▾
Show:
Title & Abstract
Title Only
1 2 3 > 3

230a Quick Service Guide | Postal Explorer ^[HTML]
 ... Commercial - First-Class Mail **Nonmachinable Letters**. ... All **letter**-size pieces over 3.5 ounces are prepared as **letters** and charged the flat-size prices. ...

201 Quick Service Guide | Postal Explorer ^[HTML]
 ... USPS Marketing Mail **letters** that have one or more of the **nonmachinable** characteristics in 201.2.1 are subject to the **nonmachinable letter** prices in ...

240a Quick Service Guide | Postal Explorer ^[HTML]
 ... of the physical standards for commercial **letters** and cards ... that have one or more of the **nonmachinable** criteria in ... cards may be mailed at **letter** prices ...

100 Retail Mail **Letters**, Cards, Flats, and Parcels | Postal ... ^[HTML]
 ... 6.3.1 **Nonmachinable Letters**. **Letter**-size pieces (except card-size pieces) that meet one or more of the **nonmachinable** characteristics in 1.2 are ...

200 Commercial **Letters**, Flats, and Parcels Design Standards ... ^[HTML]
 ... In addition, a **letter**-size piece is **nonmachinable** if it weighs more than 3.5 ounces (except Periodicals **nonmachinable letters** cannot weigh more ...

200 Commercial **Letters**, Flats, and Parcels Design Standards ... ^[HTML]
 ... 2.0 Physical Standards for **Nonmachinable Letters**. ... 5.0 Barcode Placement **Letters** and Flats. ... 3.0 Bundles. 4.0 **Letter** and Flat Trays. 5.0 Sacks. ...

240b Quick Service Guide | Postal Explorer ^[HTML]
 ... an overview of the physical standards for commercial **letters** and cards ... over 3.5 ounces, see USPS Marketing Mail **nonmachinable letter** prices in ...

604e Quick Service Guide | Postal Explorer ^[HTML]
 ... zones); all First-Class Mail cards, **letters**, and flats ... If **letter** mail is more than 4-1/4 ... A surcharge is assessed for **nonmachinable letter**-size mailpieces ...

240 | Postal Explorer ^[HTML]
 ... including card-size pieces) that meet the criteria in 201.2.1 for **nonmachinable letters**. **Nonmachinable** saturation or high density **letter**-size pieces ...

505a Quick Service Guide | Postal Explorer ^[HTML]
 ... A surcharge is assessed for **nonmachinable letter**-size mailpieces (201.2.1). Ink/paper Colors and Type Styles: Not all colors ...

230 | Postal Explorer ^[HTML]
 ... and Automation Prices for Cards and **Letters**. For prices, see Notice 123–Price List. 1.4 **Nonmachinable** Price. For the **letter**-size **nonmachinable** ...

130 Retail Mail First-Class Mail | Postal Explorer ^[HTML]

Domestic Retail Price Calculator

Enter:

- ZIP Codes
- Calculate a price by Shape or Select Flat Rate

If you select a “Calculate price based on Shape and Size” the weight box will appear.

Domestic ▾ International ▾ Pricing ▾ Postal Explorer

USPS.COM® Postage Price Calculator

What's the destination country?

United States (Domestic and APO/FPO/DPO Mail) ▾

What ZIP Code are you mailing from?

5-Digit ZIP Code

What ZIP Code are you mailing to?

5-Digit ZIP Code

What's the Date you plan to mail the item?

2/8/2017

Are you mailing any of the following?

☐ Contains Live Animal(s)

☐ Live Animal(s) are Day-Old Poultry


☐ Contains Hazardous Materials

☐ Content is Fragile


Does the mailpiece requires Ground Transportation?

☐ Requires Ground Transportation


Please select from the following options




Calculate Postcard price



View Flat Rate Envelopes



View Flat Rate Boxes



Calculate price based on Shape and Size

Domestic and International Retail Calculator

Large Package Properties Page

Packages with any dimension exceeding 12 inches will be asked to input all dimensions.

****TIP**** Length is always the longest dimension.

[Domestic](#) ▾ [International](#) ▾ [Pricing](#) ▾ [Postal Explorer](#)

USPS.COM® Postage Price Calculator

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#)

Large Package Properties

Is Your Package Rectangular/Square or Nonrectangular?

What is the unit of measurement are you using?

What are the dimensions of your package?

Length (inches)

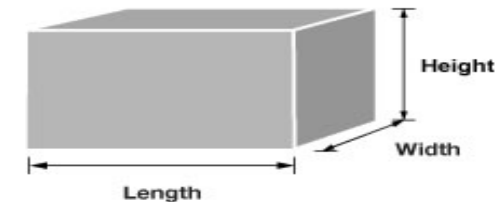
0

Height (inches)

0

Width (inches)

0



Length is the longest dimension.


Domestic Retail Calculator

Mail Services Page

Select a product by
selecting “Normal Delivery
Time” or “Hold for Pickup”

then you will see the Extra
Services page


Domestic ▾
International ▾
Pricing ▾
Postal Explorer


Postage Price Calculator

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#) / [Mail Services](#)


Mail Services

Large Package, weight 12 lb 0 oz (5.443 kg), mailed on February 8
from WASHINGTON DC 20260 to COLLINGSWOOD NJ 08108




Priority Mail Express 1-Day™

Select a Delivery Option	Scheduled Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Thu, Feb 9 by 12:00 PM	\$41.85	\$41.85
Hold For Pickup	Thu, Feb 9 by 3:00 PM	\$41.85	\$41.85



Priority Mail 2-Day™

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Feb 10	\$14.25	\$14.25
Hold For Pickup	Fri, Feb 10	Not available	\$14.25



Media Mail®

Restrictions Apply

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Mon, Feb 13	\$7.97	Not available

Priority Mail Express Items need to be mailed by a certain time for us to meet our delivery commitment.
Use the [Service Commitment Lookup Tool](#) for service commitments and for Priority Mail Express drop-off times and locations.

Domestic Retail Calculator

Extra Services page

Check off any extra service and any additional information that is needed such as the amount of Insurance then click

“Continue” for the Summary page.

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#) / [Mail Services](#) / [Extra Services](#)

Extra Services

Priority Mail 2-Day™, Large Package, weight 10 lb 0 oz (4.536 kg), mailed on March 16 from COLLINGSWOOD NJ 08108 to WASHINGTON DC 20202

Extra Services	Retail	Click-N-Ship®
<input type="checkbox"/> Collect on Delivery	From \$7.15	Not available
<input type="checkbox"/> Collect on Delivery Restricted Delivery	From \$12.10	Not available
<input checked="" type="checkbox"/> Insurance Amount of Insurance¹ \$ <input type="text" value="300"/> <input type="button" value="x"/> <input type="button" value="Add"/> 1. Max: \$5,000.00	From \$2.65	From \$2.65
<input type="checkbox"/> Insurance Restricted Delivery	From \$14.10	From \$14.10
<input type="checkbox"/> Registered Mail™	From \$11.70	Not available
<input type="checkbox"/> Registered Mail™ Restricted Delivery	From \$16.65	Not available
<input type="checkbox"/> Return Receipt for Merchandise	\$4.20	Not available
<input checked="" type="checkbox"/> USPS Tracking™	No charge	Not available
<input type="checkbox"/> USPS Tracking™ Electronic	Not available	No charge
Priority Mail 2-Day™	\$12.65	\$12.65
Total	\$12.65	\$12.65

[Continue](#)

Domestic Retail Calculator

Summary page

Postage Price Calculator

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#) / [Mail Services](#) / [Extra Services](#) / [Summary](#)

Summary

Priority Mail 2-Day™, Large Package, weight 10 lb 0 oz (4.536 kg), mailed on March 16
from COLLINGSWOOD NJ 08108 to WASHINGTON DC 20202

Mailing Summary	Retail	Click-N-Ship®
Priority Mail 2-Day™	\$12.65	\$12.65
USPS Tracking™	No charge	Not available
Total	\$12.65	\$12.65

Expected Delivery Day from COLLINGSWOOD NJ 08108 to WASHINGTON DC 20202 (Zone 2) is Sat, Mar 18.

Mark the package "Priority Mail" in the postage area.

For security reasons, all mail paid with postage stamps weighing over 13 ounces must be presented to an employee at a Post Office retail service counter. Senders are not allowed to deposit this mail in collection boxes or other unattended locations.

Customs Forms


No Form Needed

The surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs form, postage, and any applicable markings, endorsements, and extra service labels.

International Retail Price Calculator

- Mail Services Page
- Select the Normal Delivery Time link
- Select extra services then select Continue
- Summary page


Domestic
International
Pricing
Postal Explorer


Postage Price Calculator

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#) / [Mail Services](#)


Mail Services

Large Package, weight 10 lb 0 oz (4.536 kg) to Virgin Islands (British)
Price charts and complete information for Virgin Islands (British)




Global Express Guaranteed® (GXG)**
Max. length 48", width 35", height 40" and max. length plus girth combined 108"
Value of contents can not exceed \$2,499.00
[See Service Guide Before Mailing](#)
Min. length 9-1/2", height 5-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	1 - 3 business days to many major markets	\$153.00	\$153.00



USPS GXG™ Envelopes**
USPS-Produced regular size cardboard envelope (12-1/2" x 9-1/2"), the legal-sized cardboard envelope (15" x 9-1/2") and the GXG Tyvek envelope (15-1/2" x 12-1/2")
Value of contents can not exceed \$2,499.00
[See Service Guide Before Mailing](#)

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	1 - 3 business days to many major markets	\$153.00	\$153.00




Priority Mail International®
Max. length 42", max. length plus girth combined 79"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	6 - 10 business days to many major markets ^{1,2}	\$75.15	\$75.15

**GXG, First-Class Mail International, and First-Class Package International Service are not available for items requiring an Export License under U.S. Law.

1. Average performance to major markets.
2. Actual transit time may vary for origin and destination

Domestic
International
Pricing
Postal Explorer


Postage Price Calculator

[Start](#) / [Weight and Shape/Size](#) / [Large Package Properties](#) / [Mail Services](#) / [Extra Services](#) / [Summary](#)

Summary

Priority Mail International, Large Package, weight 10 lb 0 oz (4.536 kg) to Virgin Islands (British)

Mailing Summary	Retail	Click-N-Ship®
Priority Mail International®	\$75.15	\$75.15
Insurance	No charge	No charge
Total	\$75.15	\$75.15

Expected Delivery Date to Virgin Islands (British) is 6 - 10 business days to many major markets^{1,2}

1. Average performance to major markets.
2. Actual transit time may vary for origin and destination

For security reasons, all mail paid with postage stamps weighing over 13 ounces must be presented to an employee at a Post Office retail service counter. Senders are not allowed to deposit this mail in collection boxes or other unattended locations.

Customs Forms

[P8 Form 2876-A, Customs Declaration and Dispatch Note CP 72, Inside of P8 Form 2876-E, Customs Declaration Envelope \(online form\)](#)

The surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs form, postage, and any applicable markings, endorsements, and extra service labels.




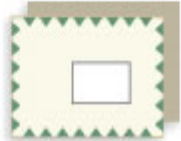



Business Price Calculator



Business Price Calculator

Domestic Business Services

for Business Mailings entered through a BMEU, Postage Statement, eVS, etc.

POSTCARD	LETTER	FLAT	PARCEL
  <input type="text" value="-Select Item-"/>	  <input type="text" value="-Select Item-"/>	  <input type="text" value="-Select Item-"/>	  <input type="text" value="-Select Item-"/>

Related Links

[Business Mail Entry Lookup](#) — Assistance with your mailing questions and training

[Postal Explorer](#) — Your source for business mailing service information

[All Price Charts \(PDF\) \(HTML\)](#)

[Postal Zone Charts](#)

[Postal APO/FPO/DPO Restrictions](#)

Business Price Calculator

First-Class Mail Letter Prices



Business Price Calculator

First-Class Mail Letters

[< Start Over](#)
[Show History](#)

[Automation Letters](#)
[Machinable Letters](#)
[Nonmachinable Letters](#)

Automation Letters

[Hide Calculator](#)

Weight Limit: 3.5 ounces

Single-Piece Weight: ounces

Price Category ?	Number of Pieces	Price	Postage
5-Digit	<input type="text" value="0"/>	\$0.000	\$0.000
3-Digit	<input type="text" value="0"/>	\$0.000	\$0.000
AADC	<input type="text" value="0"/>	\$0.000	\$0.000
Mixed AADC	<input type="text" value="0"/>	\$0.000	\$0.000
Full Service Intelligent Mail Option ¹	<input type="text" value="0"/>	\$0.000	\$0.000

[Show Extra Services and Fees](#)

Total:

1. Enter the number of pieces that comply with the [Full Service Intelligent Mail](#) Option. See [Quick Service Guide 503](#) and [Notice 123 Price List](#) for details about Extra Services.

[< Start Over](#)
[Print Friendly](#)
[Calculate >](#)
[Show History](#)

Machinable Letters

[Hide Calculator](#)

Weight Limit: 3.3 ounces

Single-Piece Weight: ounces

Price Category ?	Number of Pieces	Price	Postage
Presorted	<input type="text" value="0"/>	\$0.000	\$0.000
Single-Piece	<input type="text" value="0"/>	\$0.000	\$0.000
Residual Single-Piece ¹	<input type="text" value="0"/>	\$0.000	\$0.000

[Show Extra Services and Fees](#)

Business Price Calculator


History Page



Business Price Calculator

Price History Log

Domestic Business Services:

 Print Friendly

< Start Over

< Back

Clear History

All Mail

Description	Discounts & Surcharges	Weight or Cubic ft.	Number Of Pieces	Price	Postage
First-Class Mail Letters Automation Letters 5-Digit		3 ounces	1000	\$0.651	\$651.000
First-Class Mail Letters Automation Letters 3-Digit		3 ounces	1000	\$0.676	\$676.000
First-Class Mail Letters Automation Letters AADC		3 ounces	1000	\$0.676	\$676.000
First-Class Mail Letters Automation Letters Mixed AADC		3 ounces	1000	\$0.699	\$699.000
Total:					\$2,702.000

Description	Discounts & Surcharges	Weight or Cubic ft.	Number Of Pieces	Price	Postage
Standard Mail Letters Automation Letters 5-Digit None		3 ounces	1000	\$0.266 Piece \$0.000 Pound	\$266.000
Standard Mail Letters Automation Letters 3-Digit None		3 ounces	1000	\$0.283 Piece \$0.000 Pound	\$283.000
Standard Mail Letters Automation Letters AADC None		3 ounces	1000	\$0.283 Piece \$0.000 Pound	\$283.000
Standard Mail Letters Automation Letters Mixed AADC None		3 ounces	1000	\$0.304 Piece \$0.000 Pound	\$304.000
Total:					\$1,136.000

Layout

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Q Search

Domestic Mail Manual

100 Retail Mail ▾

200 Commercial Mail ▾

500 Additional Mailing
Services ▾

600 Basic Standards for All
Mailing Services ▾

700 Special Standards ▾

Index and Appendices ▾

Mailing Standards of the United States Postal Service Domestic Mail Manual

[Summary of Changes](#)
[Quick Service Guide](#)

RETAIL MAILING SERVICES

100 Retail Letters, Cards, Flats, and Parcels

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece
- 110 Priority Mail Express
- 120 Priority Mail
- 130 First-Class Mail
- 140 Every Door Direct Mail - Retail (EDDM-Retail)
- 150 USPS Retail Ground
- 170 Media Mail and Library Mail

Related Link:

[A Customer's Guide to Mailing](#)

COMMERCIAL MAILING SERVICES

200 Commercial Letters, Cards, Flats, and Parcels

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- 203 Basic Postage Statement, Documentation, and Preparation Standards
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- 250 Parcel Select
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- 270 Media Mail and Library Mail
- 280 First-Class Package Service

GENERAL INFORMATION

500 Additional Mailing Services

- 503 Extra and Additional Services
- 505 Return Services
- 507 Mailer Services
- 508 Recipient Services
- 509 Other Services

600 Basic Standards for All Mailing Services

- 601 Mailability
- 602 Addressing
- 604 Postage Payment Methods and Refunds
- 607 Mailer Compliance and Appeals of Classification Decisions
- 608 Postal Information and Resources
- 609 Filing Indemnity Claims for Loss or Damage

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- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 708 Technical Specifications
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- [2.0 Physical Standards for Nonmachinable Letters](#)
- [3.0 Physical Standards for Machinable and Automation Letters and Cards](#)
- [4.0 Physical Standards for Flats](#)
- [5.0 Physical Standards for Nonautomation Flats](#)
- [6.0 Physical Standards for Automation Flats](#)
- [7.0 Physical Standards for Parcels](#)
- [8.0 Additional Physical Standards by Class of Mail](#)
- [9.0 Customized MarketMail](#)

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

1.1.1 Dimensional Standards for Letters

Machinable letter-size mail is:

- Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
 - 0.007 inch thick if no 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.
- Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch) unless prepared as Customized Market Mail under [243.9.0](#). See [Exhibit 1.1.1](#).
- Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive. See [3.7](#).
- Subject to additional dimensional restrictions in [3.0](#), depending on mailpiece design.

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Related Link:

[A Customer's Guide to Mailing](#)

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Example: Country Listing for Malta

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Country Conditions for Mailing — [Malta](#)

Prohibitions (130)

Arms and weapons.

Firing caps and loaded metal cartridges for portable firearms and ammunition.

Human remains.

Indecent or obscene articles.

Live plants and animals.

Lottery tickets and advertisements thereof.

Radioactive materials.

Switchblade knives.

Restrictions

Used clothing, sacks, bags, carpets, embroidery, fruit, vegetables, and many other foodstuffs are subject to local health regulations.

Observations

1. A parcel may be addressed to a street address or to a post office box. A local telephone number for the addressee should be provided when the item is addressed to a street address and must be provided when the item is addressed to a post office box.
2. For parcels, an invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be affixed to the outside of the parcel or may be enclosed in PS Form 2976-E with the customs declaration.
3. Many items are completely prohibited or admitted only under special permit issued by the Controller of Customs, Malta. The sender, therefore, should ascertain from the addressee before mailing whether the necessary documents are held.

Global Express Guaranteed (210) Price Group 5

Customs Form Indicator

- Select Your Destination
- Enter Weight in Pounds and Ounces
- Select the Mail Service
- Only the service available to that country will be displayed



Customs Form Indicator

[Print Friendly](#)

Select a Destination

Canada

For APO/FPO/DPO destinations, choose United States (Domestic and APO/FPO/DPO Mail) and enter Weight and ZIP Codes.

For US Territories, Possessions, and Freely Associated States, choose United States (Domestic and APO/FPO/DPO Mail) and enter Weight and ZIP Codes.

Enter Weight

Pounds

12

Ounces

[Continue >](#)

Select a Mail Service

Priority Mail International®

PS Form 2976-A, Customs Declaration and Dispatch Note CP 72, inside a PS Form 2976-E, Customs Declaration Envelope [\(online form\)](#)

*GXG, Priority Mail International Flat Rate Envelopes and Small Flat Rate priced boxes, First-Class Mail International, and First-Class Package International Service are not available for items requiring an Export License under U.S. Law.

The surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs form, postage, and any applicable markings, endorsements, and extra service labels.

[Calculate Postage](#)[Price Groups & Limits](#)

Quick Service Guides

Sample PDF

Quick Service Guides

Effective October 2, 2017

Quick Service Guides (QSGs) are intended to provide an overview of mailing standards on the applicable subject matter. For complete information, please see the Domestic Mail Manual (DMM).

100 Retail Letters, Cards, Flats, and Parcels

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- 140 EDDM - Retail
- 150 USPS Retail Ground

200 Commercial Letters, Cards, Flats, and Parcels

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- 201a Designing Letters and Postcards for Automated Processing
- 201b Using Tabs, Wafer Seals, and Glue Strips
- 201c Physical Standards for Commercial Flats
- 201d Designing Flats for Automated Processing
- 201e Physical Standards for Commercial Parcels
- 201f Designing Parcels for Automated Processing
- 203 Optional Information Lines
- 207a Periodicals Nonprofit, Classroom, and Science-of-Agriculture
- 207b Periodicals In-County Prices / Preferred Prices
- 207c Periodicals Nonbarcoded Letters
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- 207e Periodicals Barcoded (Automation) Letters
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- 230a First-Class Mail Nonmachinable Letters
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- 240c USPS Marketing Mail Automation Letters
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700 Special Standards

- 705a Pallets, Pallet Boxes, and Trays on Pallets
- 705b USPS Marketing Mail Bundles of Flats on Pallets

Reference

- 800 Glossary of Postal Terms and Abbreviations in the DMM

Sample page 1 – PDF Version

Sample page 2 – PDF Version

Commercial - First-Class Mail Nonmachinable Letters

230a

Quick Service
Guide

Physical Standards (201)

	Minimum	Maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007	1/4 inch

Maximum weight: 3.5 ounces. All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices.

For an overview of the physical standards for commercial letters and postcards, see [Quick Service Guide 201](#).

Prices and Fees (233.1.0)

Postage is based on the weight of each addressed piece. First-Class Mail letters are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce.

Letters are subject to a nonmachinable surcharge if they meet any of the characteristics in [201.2.1](#). The nonmachinable characteristics do not apply to pieces mailed at postcard prices.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. First-Class Mail may also be used for most mailable items, including advertisements and lightweight merchandise.

Eligibility Standards (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be letter-size and meet one of the nonmachinable criteria in [201.2.0](#). Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOALink, or the appropriate ancillary service endorsement except Forwarding Service Requested, under [507.1.5](#)). For an overview of the Move Update standards, see [Quick Service Guide 602a](#).

A certified process ([233.3.5](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes. See [202.7.0](#).

Postage Payment and Documentation (234)

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: **PS Form 3600-FCM** or approved facsimile.
- Supporting documentation: required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235.5.1.3)

Mark each piece "Presorted" or "PRSRT" and "First-Class Mail" in the postage area. For optional marking location, see [202.3.0](#).

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray labels ([245.4.0](#)).

Trays sleeved and strapped ([235.3.0](#)). See [235.3.0](#) for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

230a

Commercial - First-Class Mail Nonmachinable Letters

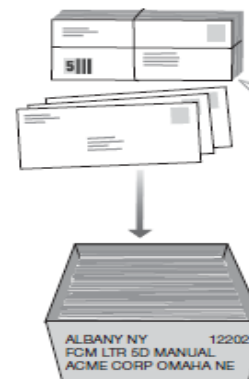
Quick Service
Guide

Bundling and Traying Sequence (235.5.3)

5-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Bundling not required if sufficient quantity to fill a 5-digit tray.

Labels: Red Label 5 or optional endorsement line (OEL) ([708.7.0](#)).



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

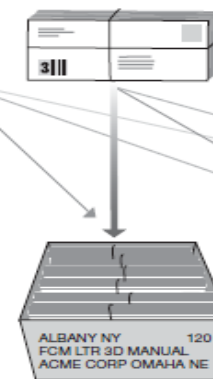
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Price: Presorted

3-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.¹

Labels: Green Label 3 or OEL.



Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted.

Labels: For Line 1, use L004, Column B, for destination facility. Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

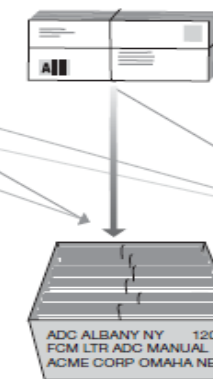
Labels: For Line 1, use L002, Column A, for destination facility.

Price: Presorted

ADC

Bundles: Required, pieces must be bundled if 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.¹

Labels: Pink Label A or OEL.



Trays: Required, full trays only for bundles to same ADC (see [L004](#)); less-than-full trays not permitted.

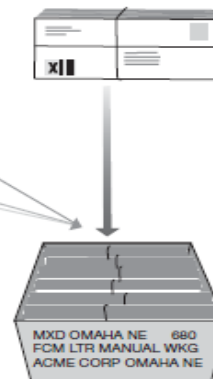
Labels: For Line 1, use L004, Column B, for destination facility.

Price: Presorted

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

Price: Presorted

Bundling required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. The maximum bundle thickness is 6 inches ([203.3.0](#)).

1. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled ([203.3.0](#)).

Notice 123, Price List Front Page

Price List

Notice 123 • Effective September 3, 2017

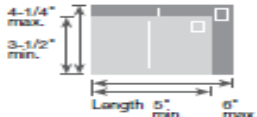
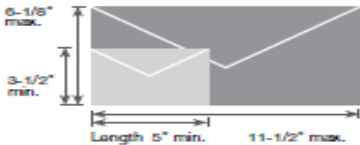
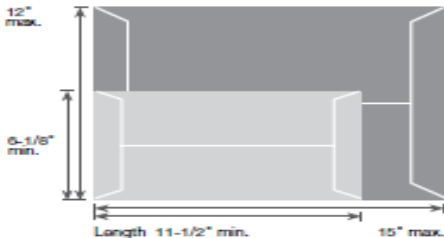
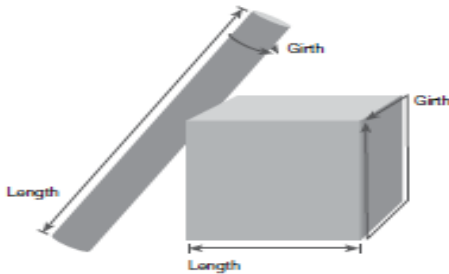
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Notice 123, Price List

Domestic Quick Reference Page

Quick Reference—Domestic

Shape	Size		Price			
Postcards 	minimum	maximum	\$0.34			
	length	5 inches				6 inches
	height	3-1/2 inches				4-1/4 inches
	thickness	0.007 inch				0.016 inch
Letters 	minimum	maximum	Weight Not Over (oz.)	Stamped	Metered	
	length	5 inches	11-1/2 inches	1	\$0.49	\$0.46
	height	3-1/2 inches	6-1/8 inches	2	0.70	0.67
	thickness	0.007 inch	1/4 inch	3	0.91	0.88
	Letters that meet one or more of the nonmachineable characteristics in DMM 101.1.2 are also subject to the \$0.21 nonmachineable surcharge			3.5	1.12	1.09
Large Envelopes (Flats) 	minimum*	maximum	Weight Not Over (oz.)	Price		
	length	11-1/2 inches	15 inches	1	\$0.98	
	height	6-1/8 inches	12 inches	2	1.19	
	thickness	1/4 inch	3/4 inch	3	1.40	
	* Flats exceed at least one of these dimensions.			4	1.61	
	Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.			5	1.82	
				6	2.03	
				7	2.24	
				8	2.45	
				9	2.66	
				10	2.87	
				11	3.08	
				12	3.29	
				13	3.50	
Parcels 	Length + girth combined cannot exceed 108 inches. (USPS Retail Ground cannot exceed 130 inches.)			Weight Not Over (oz.)	Price	
	length: the longest side of the parcel			1	\$3.00	
	girth: measurement around the thickest part (perpendicular to the length)			2	3.00	
				3	3.00	
				4	3.00	
				5	3.16	
				6	3.32	
				7	3.48	
				8	3.64	
				9	3.80	
				10	3.96	
				11	4.19	
				12	4.36	
				13	4.53	

Postal Zone Charts

Enter Origin 3-Digit

Enter 5-digit ZIP Code

[Get Zone Chart](#)[Get Zone for ZIP Code Pair](#)

What ZIP Code are you mailing from?

What ZIP Code are you mailing to?

The Zone is 8. This is not a Local Zone. The destination ZIP Code is not within the same NDC as the origin ZIP Code.

Domestic Zone Chart

Effective Date: October 1, 2017

[Postal Zone Charts](#)[Get Zone Chart](#)[Get Zone for ZIP Code Pair](#)

Enter a 3-digits ZIP Code

☐ Display as an EXCEL Formated Table

The first 3-digits of your destination ZIP Code determine the zone.

* Indicates ZIP Code range within the same NDC as the origin ZIP Code

+ Indicates ZIP Code range has 5-Digit Exceptions

ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone
005	3	245	2	510--513	6	730--731	6
006--009	7	246--253	3	514	5	733--741	6
010--012	3	254	1*	515--516	6	743--754	6
013--059	4	255--266	3	520--528	5	755--756	5
060--076	3	267--268	1*	530--532	5	757--770	6
077	2	270--286	3	534--535	5	772--784	6
078--079	3	287--296	4	537--551	5	785	7
080--087	2	297	3	553--564	5	786--796	6
088--098	3	298--312	4	565--567	6	797--816	7
100--119	3	313--317	5	570--577	6	820--828	7
120--123	4	318--319	4	580--588	6	829--838	8
124--127	3	320--342	5	590--597	7	840--844	8
128--129	4	344	5	598--599	8	845--847	7
130--154	3	346--347	5	600--611	4	850--853	8
155	2	349--352	5	612--616	5	855--857	8
156	3	354--369	5	617--619	4	859--860	8
157--159	2	370--374	4	620	5	863--864	8
160--165	3	375	5	622--623	5	865	7
166	2	376--379	4	624	4	870--871	7
167	3	380--383	5	625--631	5	873--880	7
168--179	2	384--385	4	633--641	5	881--882	6

[+] 5-Digit Exceptions

ZIP Code	Zone
96900--96938	8
96945--96959	8
96961--96969	8
96971--96999	8

Contact Us At:


Postal Explorer Website
pe.usps.gov

&

postalexplorer@usps.gov

Postal Explorer

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 Search

Contact Us

Thank you for contacting Postal Explorer, the USPS resource for domestic and international mailing requirements and prices.

The information you are seeking may fall outside the scope of Postal Explorer; therefore, we are providing additional contact information so you can send your inquiry to the proper department.

Available For	Contact
Tracking; delivery and pickup; ZIP Codes; address changes, USPS.com website; log-in accounts; retail Post Offices; ordering USPS packaging; postage stamps	USPS.com
Printing and paying for online shipping labels; label "didn't print" issues; refunds for unused labels	Click-N-Ship 800-344-7779, option 3
Domestic insurance claims; international inquiry process	www.usps.com/help/claims.htm
RIBBS website information	800-238-3150 ribbsfeedback@usps.gov
PostalOne! Current business account assistance; permit accounts	Business Customer Gateway www.usps.com/postalone/contact.htm
Domestic and international mailing requirements; prices and eligibility, mail preparation, rate calculators; HAZMAT, business sales contacts; Postal Explorer website	Postal Explorer (pe.usps.com) postalexplorer@usps.gov

Thanks You,

Postal Explorer Team

Questions?

Thank you for attending

Mary J. Collins & Carla Hunter

Classification Specialist - USPS Headquarters