

- Overview** (F010.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Address," "Forwarding," "Return," or "Change," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.
- General** (M012.4) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in A010 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The endorsement and return address must read in the same direction as the delivery address.
- Other Physical Standards** (M012.4) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around (above, below, and both sides) the endorsement.
- OCR Read Area** (M012.4) Any printing (including an endorsement or return address) on upgradable letter-size First-Class Mail or Standard Mail (A) must not interfere with the delivery address lines within the OCR read area defined in C830.

JAMES WARRICK RUSS GALLERY LTD 4016 MAIN ST FORT WORTH TX 76133-5559	Address Service Requested³	Presorted First-Class Mail U.S. POSTAGE PAID Fort Worth, TX Permit No. 1
Address Service Requested¹		Address Service Requested⁴
	Address Service Requested²	
	JOHN DOE 10 ELM ST ANYTOWN NY 12345-6789	

The endorsement must be placed in one of these four positions:

- ¹ Directly below the return address.
- ² Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
- ³ Directly to the left of the postage area and below any rate marking.
- ⁴ Directly below the postage area and below any rate marking.

For a detailed listing of the endorsements, see F010.5.

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.

For a complete selection of endorsements and USPS actions, see F010.

Mailer Endorsement and USPS Action	Fees		
	Priority Mail and First-Class Mail	Standard Mail (A)	Standard Mail (B)
Address Service Requested			
<i>Forwarding and return. New address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; separate notice of new address provided (manual \$0.50, electronic \$0.20 each).	Forwarding at no charge.	Forwarding at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Return Service Requested			
<i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail rate charged.	Return postage charged at appropriate single-piece rate.
Change Service Requested²			
<i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Manual notice: N/A Electronic notice: \$0.20 each.	Manual notice: \$0.50 each. Electronic notice: \$0.20 each.	Manual notice: \$0.50 each. Electronic notice: \$0.20 each.
Forwarding Service Requested			
<i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	Forwarding at no charge.	Forwarding at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Temp—Return Service Requested			
Pieces returned with new address or reason for nondelivery attached. If temporary change of address, pieces forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement			
<i>UAA handled by class of mail.</i>	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS.	Same as USPS action for "Forwarding Service Requested." Pieces with no endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).

¹Weighted fee is the appropriate Single-Piece First-Class or Priority Mail rate multiplied by 2.472 and rounded up to the next whole cent.

²For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement "Perishable." Not available for any mail with special services (e.g., certified or registered mail).

Standard Mail (A)—Presorted Letters

Related QSGs: 010, 750 Nonprofit: 670

630

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 letter-size processing category (C050.2). 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
	3/5	\$0.207	\$0.142
	Basic	0.235	0.169

For letter-size pieces exceeding 3.3087 ounces (Regular) or 3.2873 ounces (Nonprofit), see R600. Annual \$100.00 presort mailing fee (E612.4.7).

Rate is based on tray in which package is placed.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF.

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.
Upgradable option: see Quick Service Guide 631.
Shape: rectangular.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 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" (or until January 10, 2001, "Bulk Rate" or "Bik. Rt.").
■ Nonprofit: "NONPROFIT ORGANIZATION" (or "NONPROFIT ORG." or "NONPROFIT").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (postage affixed) or Form 3602-R (permit imprint).
Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).
■ Supporting documentation: required unless correct rate 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).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays on pallets (M040) are permitted and preferred.
Trays 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) May not use registered, insurance, special handling, certified, return receipt, return receipt for merchandise, or COD services (E612.4.10).

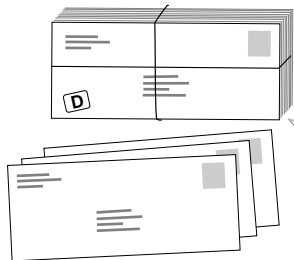
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

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



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

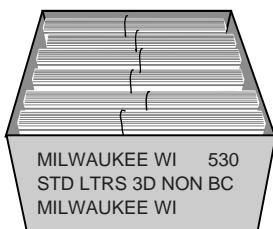
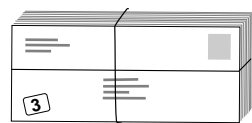
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

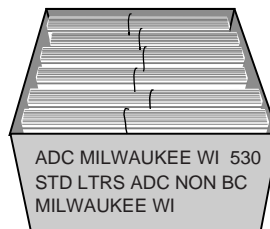
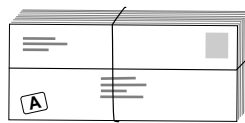
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); no overflow trays permitted.

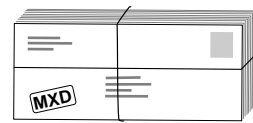
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC trays.

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

Rate: Basic

¹ Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces packaged to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which package is placed.

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2). See M610.1 for Line 2 information when selecting option to exclude letter-size mail from automated processing.

Standard Mail (A)—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	
	For pieces weighing:	0.2068 lb. (3.3087 oz.) or less		0.2055 lb. (3.2873 oz.) or less
3/5		\$0.240		\$0.165
Basic		0.304		0.233
	For pieces weighing:	more than 0.2068 lb. (3.3087 oz.)		more than 0.2055 lb. (3.2873 oz.)
	Per piece rates:			
	3/5	\$0.100		\$0.052
	Basic	0.164		0.120
	PLUS Per pound rates:			
	3/5	\$0.677		\$0.550
	Basic	0.677		0.550

Annual \$100.00 presort mailing fee (E612.4.7).

Rate is based on sack level for sacked mail. For packages on pallets, rate is based on package level. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF.

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" (or until January 10, 2001, "Bulk Rate" or "Blk. Rt.").
■ Nonprofit: "NONPROFIT ORGANIZATION" (or "NONPROFIT ORG." or "NONPROFIT").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (postage affixed) or Form 3602-R (permit imprint).
Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).
■ Supporting documentation: required unless correct rate 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 (M040) permitted and preferred.

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) May not use registered, insurance, special handling, certified, return receipt, return receipt for merchandise, or COD services (E612.4.10).

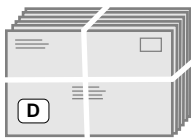
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

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



PHILADELPHIA PA 19118
STD FLTS 5D NON BC
TOPEKA KS

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

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

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS 3D NON BC
TOPEKA KS

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 packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

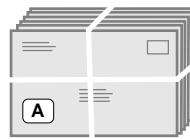
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS

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

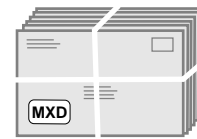
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS

Sacks: Any remaining packages placed in mixed ADC sacks.

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

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

Standard Mail (A)—Automation Letters

640

Related QSGs: 010, 012, 750, 810, 811, 922, 923, 924

Nonprofit: 670

Quick Service
Guide

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. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)

	Regular	Nonprofit
5-Digit (optional)	\$0.160	\$0.093
3-Digit	0.176	0.114
Basic	0.183	0.119

Annual \$100.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF.

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: 3.3087 ounces for Regular rate mail and 3.2873 ounces for Nonprofit rate mail (pieces over 3 ounces must meet additional standards in C810.7).

Shape: rectangular. Aspect ratio from 1.3 to 2.5 (C810.2.2).

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 C810.8.

Deposit (D600)

Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M810)

Marking on each piece in the postage area:

- Regular: "PRESORTED STANDARD" or "PRSRT STD" (or until January 10, 2001, "Bulk Rate" or "Bik. Rt.").
- Nonprofit: "NONPROFIT ORGANIZATION" (or "NONPROFIT ORG." or "NONPROFIT").

Pieces with a 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-PR (postage affixed) or Form 3602-R (permit imprint).
Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).
- Address and barcode accuracy: Form 3553 (A950).
- Supporting documentation: required unless correct rate 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)

May not use registered, insurance, special handling, certified, return receipt, return receipt for merchandise, or COD services (E612.4.10).

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

5-Digit/Scheme (Optional)

Trays: At least 150 pieces to same 5-digit ZIP Code/scheme destination; packaging not permitted; 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 (Required)

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; smaller quantities not permitted; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, 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 basic¹

AADC (Required)

Trays: At least 150 pieces to same AADC (see L801); smaller quantities not permitted; packaging 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.

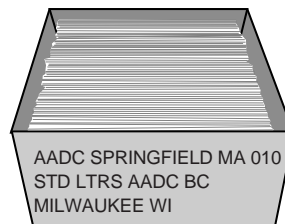
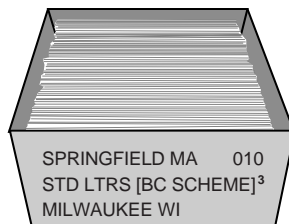
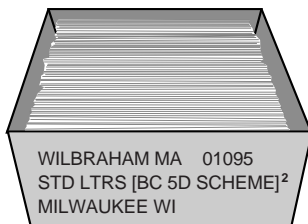
Rate: Basic

Mixed AADC (Required)

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

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate: Basic



¹Basic rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.

²Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.

³Use "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."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow and less-than-full trays.

Designing Letters and Cards for Automated Processing

Related QSGs: 131, 140, 240, 631, 640, 811

810

Quick Service
Guide

Overview Letter-size mail (including postcards) meeting the applicable automation standards is entitled to automation rates. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

Characteristics and Content (C810, C830, C840) Must meet all physical standards in C810.
Shape: rectangular. Aspect ratio from 1.3 to 2.5 (C810.2).
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 for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, 1/4 inch thick.
Weight:
Not more than 2.5 ounces:
Upgradable Presorted First-Class.
Upgradable Standard Mail.
Weight:*
Not more than 3 ounces:
Automation First-Class Mail.
Automation Periodicals.
Automation Standard Mail.
Automation Enhanced Carrier Route Standard Mail.

* Exception: For “heavy” letter mail, the maximum weight is 3.3103 ounces for automation First-Class, automation Periodicals, and automation Nonprofit Enhanced Carrier Route; 3.3087 ounces for automation Regular Standard Mail; 3.3062 ounces for automation Enhanced Carrier Route; and 3.2873 for automation Nonprofit Standard Mail. Heavy letters must be prepared in envelopes, bear a delivery point barcode under C840, and meet physical standards under C810.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment (C810.3).

Other machinability standards:

- Regular shape, with adequate flexibility and rigidity (C810.5).
- Tabbing for self-mailers or pieces with open edges (see C810 or Quick Service Guide 811).

Pieces with delivery point barcodes must meet all standards in C840:

- Format of barcode bars (e.g., dimensions and spacing, C840.4).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see reverse.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed (C840.5).

Pieces for OCR processing (upgradable mail) must meet all standards in C830:

- Return address located above OCR read area: see reverse.
- Delivery address located within OCR read area: see reverse.
- Delivery address machine-printed in a type readable by OCRs (C830.2).
- Nondelivery printing or markings permitted within OCR read area only if positioned above delivery address lines (C830.1).
- Barcode clear zone required: see reverse.
- Address placement in window envelopes: see reverse.
- Reflectance standards apply to OCR read area, barcode clear zone, and ink used to print address information (C830).

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.

Physical Standards for Automation-Compatible Mail

Pieces Prepared for OCR Processing (C830)

Return Address: Never lower than 2-3/4" from bottom edge (C830.1).

Envelope Window: 1/8"—Minimum clear space separating address block from the edge of the address window; must remain when insert is moved to full limits in each direction within the envelope.

Address Line Skew: See C830.2.

Envelope Window: Bottom edge of address window must not extend more than 1/8" into the barcode clear zone — i.e., no closer than 1/2" from the bottom edge of the envelope (C830.4).

OCR Read Area (gray box): All delivery address elements within OCR read area. The OCR read area is a rectangle formed by these dimensions:

- 1/2" from left and right edges of mailpiece.
- From 5/8" above bottom edge to 2-3/4" above the bottom edge of the mailpiece (C830.1).

Character Height: See C830.2.



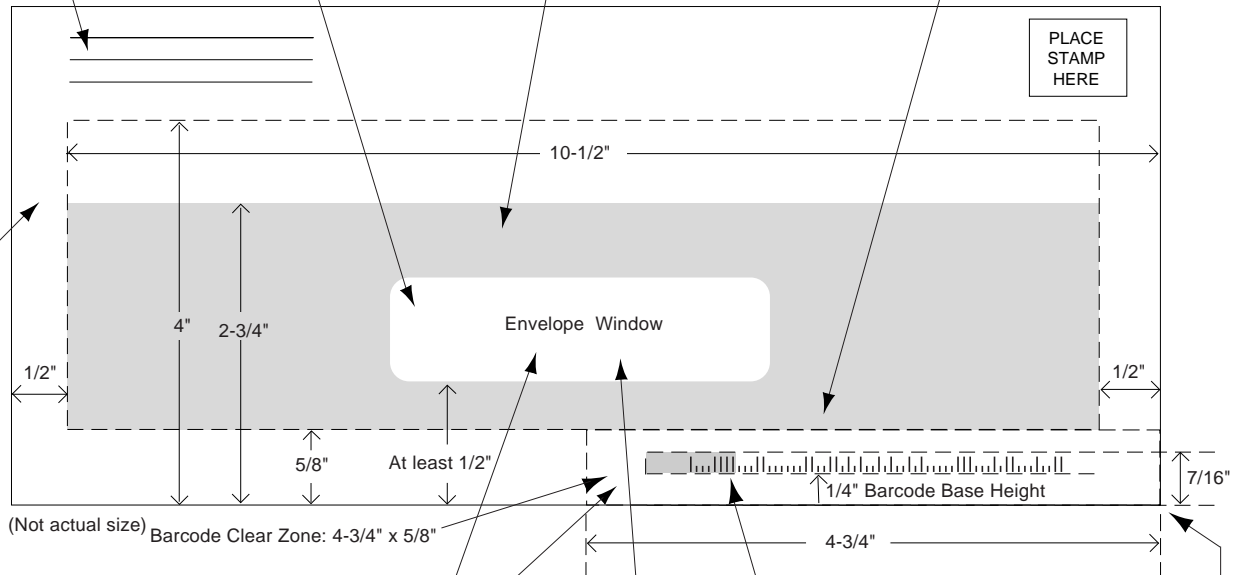
Line Spacing: See C830.2.

Minimum

Preferred

Barcode Clear Zone:

Rectangular area in lower right corner of address side of cards and letter-size mailpieces. See C830.5 for dimensions and C840.5 for reflectance standards.



Pieces Prepared With Delivery Point Barcodes (C840)

Barcode Location: DPBC either within address block or within barcode clear zone in lower right corner of mailpiece (C840.2).

Address Block Barcode: (C840.2) Within address block (shown by dashed lines) must be:

- Rightmost bar—more than 1/2" from right edge of the mailpiece.
- Leftmost bar—less than 10-1/2" from right edge, more than 1/2" from the left edge.
- Top of each bar—less than 4" from bottom edge of mailpiece.
- Bottom line in address block including barcode—at least 5/8" from bottom edge of mailpiece.

Envelope Window: 1/8"—minimum clear space between barcode and right and left edges of window.

1/25"—minimum clear space between barcode and top and bottom edges of window.

Clear space must be maintained when insert is moved to its full limits in each direction within envelope (C840.2).

For Barcode in Lower Right Corner Location: Leftmost bar between 3-1/2" and 4-1/4" from right edge (C840.2).

Barcode Window: If the barcode is printed on an insert to appear through a window in the lower right corner, see C840.2. For barcode placement and window dimensions, see C840.7.

Overview Unenveloped mailpieces prepared for automation rate mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Construction of the mailpiece plays an important role in determining automation compatibility. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single sheet self-mailers and cards.

Characteristics and Content (C810.4, C820.4) Number and location of tabs or wafer seals are specified for particular types of letter mail. In all cases, additional tabs may be used.
Tabs, wafer seals, tape, or glue must not interfere with recognition of postage, facing identification mark (FIM), rate markings, required address information, or barcode. If placed in the barcode clear zone, tabs or wafer seals must contain a paper face meeting the standards for background reflectance and ink acceptance, except when a delivery point barcode appears in the address block.
Adequate adhesion is required.
Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see reverse) and the sheet size below.

Letter-Size Folded Self-Mailers (C810.7) Folded edge (top or bottom) must be parallel to the longest dimension (length) and address of the mailpiece.
With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
■ Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
■ Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).
With folded edge on right (leading) edge: left (trailing) edge secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight. Pieces 7 or more inches in length must also be secured at top and bottom edges and be preapproved by the USPS.

Letter-Size Booklet-Type Mailpiece (C810.7) The bound edge (spine) must be at the bottom and parallel to the longest dimension (length) and the address of the mailpiece, unless preapproved by the USPS. The mailpiece must be tabbed (secured) in one of two ways:
■ Top (unbound edge) must have at least two tabs or wafer seals placed within 1 inch of the right and left edges (see reverse).
■ The right (leading) and left (trailing) edges must be secured with tabs or wafer seals placed within 1 inch of the top right and top left edges of the mailpiece.
Cover must have a minimum basis weight of 20 pounds.

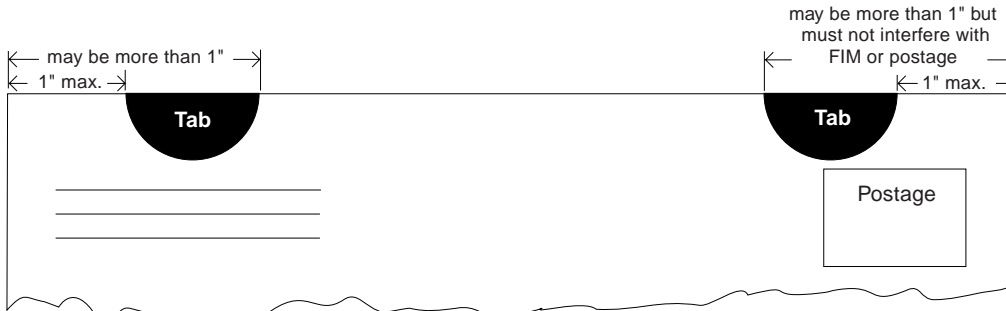
With spine on right (leading) edge: minimum basis weight 20-pound bond paper. Address must be parallel to longest dimension (length) and unbound left (trailing) edge must be tabbed (secured):
■ If no more than 4-1/4 inches high and 6 inches long, 1 tab or wafer seal in middle of trailing left edge.
■ If more than 4-1/4 inches high and 6 inches long, 2 tabs or wafer seals within 1 inch of top and bottom edges.

Postcard (C810.7) Minimum basis weight 75 pounds or greater. Double postcards not sealed on all edges must have folded edge at the top or bottom. The open edge must be secured with 1 tab in the middle.

Flat-Size Booklet-Type Mailpieces (C820.6) The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

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.

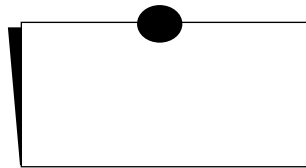
Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

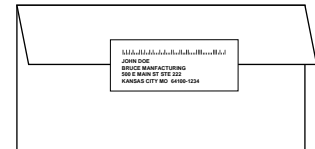
Double Postcard

Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.



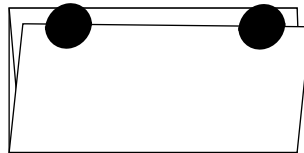
Folded Self-Mailer (Invitation Fold)

Tab Address Label
Folds Top and Bottom
Sheets Multiple or Single
Basis Weight 20 lb.



Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 20 lb.



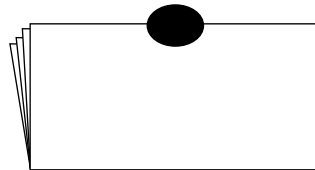
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 20 lb.



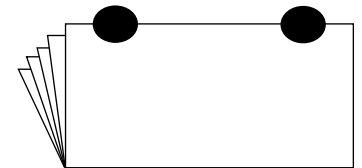
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Multiple
Basis Weight 24 lb.



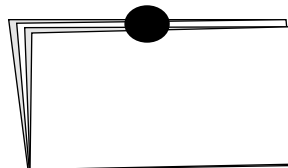
Booklet

Tabs 2 (start ≤ 1 inch from edges)
Spine Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



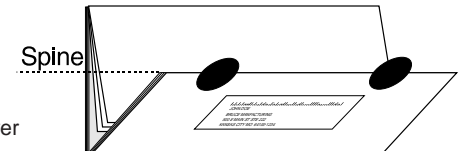
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 28 lb.



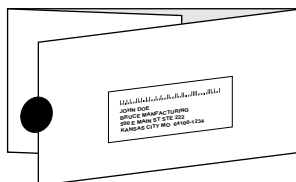
Folded Booklet

Tabs 2 (start ≤ 1 inch from edges)
Spine Top
Folded Edge Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



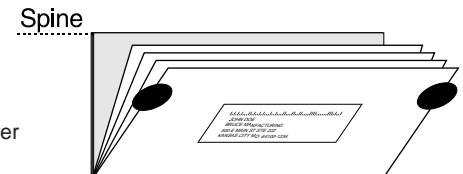
Folded Self-Mailer¹

Tabs 1 (middle)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.



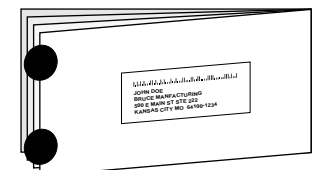
Folded Booklet

Tabs 2 (start ≤ 1 inch from top edge)
Spine Top
Folded Edge Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



Booklet

Tabs 2 (start ≤ 1 inch from top and bottom edges)
Spine Right (open edge left)
Sheets Multiple with Cover
Basis Weight 24 lb. (Cover)



¹Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional (C810.7).

Overview Pieces designed for automated flats processing (C820) could include pieces that, if not prepared as an automation flat, would be considered flat-size, letter-size, or irregular parcels under C050. For eligibility and preparation standards for specific rate discounts, see the appropriate Quick Service Guides: 141 First-Class Automation Flats, 241 Periodicals Automation Flats, or 641 Standard Mail Automation Flats. Size, weight, thickness, polywrap, and flexibility standards vary for mail processed on the Flat Sorting Machine (FSM) 881 and the FSM 1000.

Characteristics and Content (C820) Shape: rectangular.
Dimensions: see reverse.
Maximum weight:
■ First-Class Mail: 13 ounces.
■ Periodicals: 16 ounces for FSM 881, 6 pounds for FSM 1000.
■ Standard Mail (A): less than 16 ounces.

Prohibitions: polywrapped, polybagged, and shrinkwrapped pieces are prohibited unless specifically approved by a manager, business mail entry (a list of approved polywrap and polywrap manufacturers is available on the USPS Web site). Clasps, strings, buttons, or other protrusions (C820.5).

Each piece in an automation flat-size mailing must contain a complete delivery address (A010). Polywrapped pieces that meet the dimensions, flexibility, and rigidity standards for the FSM 881 in C820.2 must meet all polywrap criteria in C820.4.5. Polywrapped pieces that do not meet the flexibility or rigidity standards in C820.2 but do meet the FSM 1000 standards in C820.3 may be processed on the FSM 1000. FSM 1000 pieces may be prepared with polywrap that meets only property number 2, haze, in Exhibit C820.4.1a (not required if address label is on the outside of polywrapped piece).

Polywrapped pieces must be endorsed to show they are automation-compatible (C820.4.3).

Folded publications:

- A flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom.
- Effective October 4, 2000, unbound tabloids must have two folds. The second fold must be perpendicular to the original fold.

Mailpiece Length and Height Length and height of an automation-compatible flat-size piece are determined by the following:
For FSM 881 and FSM 1000
■ For pieces prepared as a single sheet or in an envelope, full length wrapper, or full length sleeve, the length is the longest dimension. The height is the dimension perpendicular to the length.
For FSM 881 (C820.2)
■ For a piece with a bound, folded, or closed edge (e.g., newspaper, tabloid, or catalog), the *height* (vertical dimension) is the dimension *parallel* to the bound, folded, or closed edge. The length is the dimension perpendicular to the height. If the piece is folded more than once or is bound and then folded, the height of the piece is based on the final fold.
For FSM 1000 (C820.3)
■ For a piece with a bound, folded, or closed edge (e.g., newspaper, tabloid, or catalog), the *length* is the dimension *parallel* to the folded or bound edge. The height (vertical dimension) is the dimension perpendicular to the bound, folded, or closed edge.

Barcodes (C840) Barcodes must be in one of these four positions:
■ Above the address line containing the recipient's name.
■ Below the city, state, and ZIP Code line.
■ Above or below the keyline information.
■ Above or below the optional endorsement line.

Barcodes must be at least 1/8 inch from any edge of the address side (for FSM 1000 pieces, at least 2 inches from the length, as defined above, is preferred). No more than one POSTNET barcode per piece. Additional standards apply for address block barcodes.

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.

Flat Sorting Machine (FSM) 881

Flat Sorting Machine (FSM) 1000

Length Minimum: 5 inches long *if 6 to 7-1/2 inches high*; or not less than 5-3/8 inches long *if more than 7-1/2 inches high but no more than 9-1/2 inches high*.
Maximum: 15 inches

Height Minimum: 6 inches
Maximum: 12 inches

Thickness Minimum: 0.009 inch
Maximum: 3/4 inch

Minimum: 4 inches
Maximum: 15-3/4 inches

Minimum: 4 inches
Maximum: 12 inches

Minimum: Pieces at least 4 inches but less than 5 inches long, greater than 1/4 inch thick. Pieces at least 5 inches long, 0.009 inch thick.
Maximum: Pieces 13 inches long or less, 1-1/4 inches thick. Pieces longer than 13 inches up to and including 15-3/4 inches, 7/8 inch thick.

Flexibility Must meet flexibility requirements in C820.2.5.

No requirement.

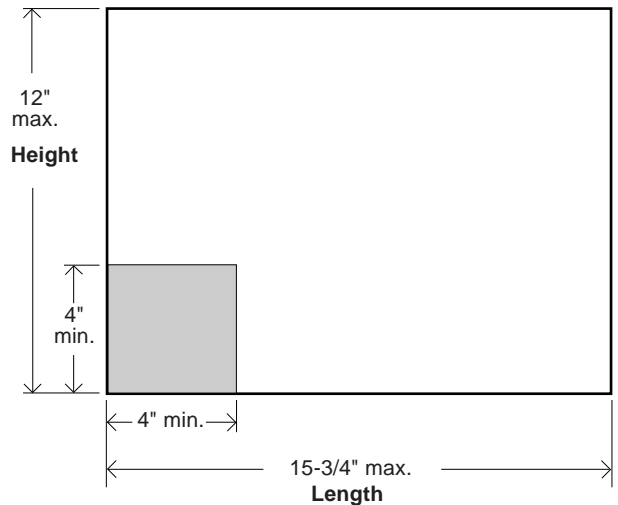
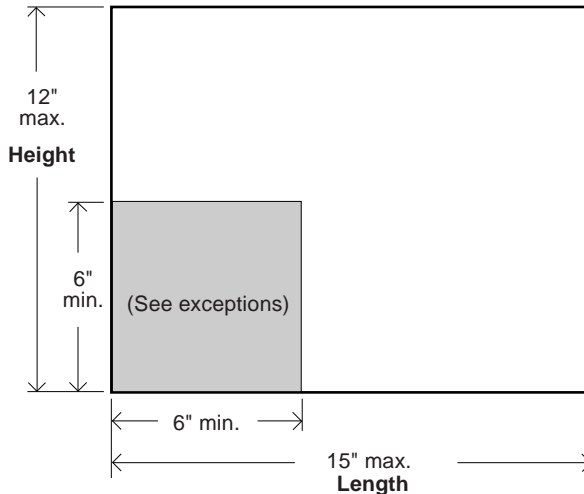
Polywrapped Pieces Must meet all seven properties in Exhibit C820.4.1a.

Must meet property number 2, haze, in Exhibit C820.4.1a (not required if address label is on the outside of polywrapped piece).

Polywrap marking: "USPS [polywrap product name] FSM 881 Approved Automatable Polywrap" or "USPS [polywrap product name] 881 Approved Poly" (on address side, preferably below postage area).

Polywrap marking: "USPS [polywrap product name] FSM 1000 Approved Automatable Polywrap" or "USPS [polywrap product name] 1000 Approved Poly" (on address side, preferably below postage area).

Dimensions

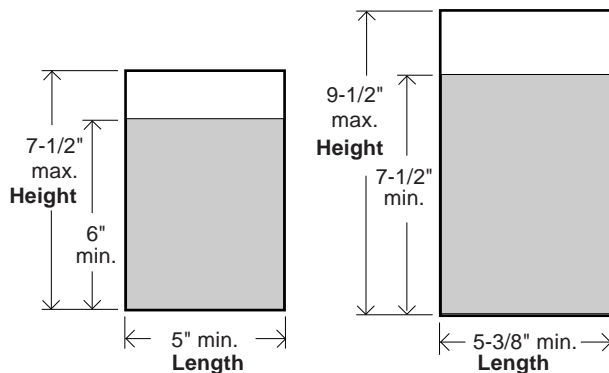


Exceptions:

May be a minimum of 5" in length if height is 6" to 7-1/2."

Or

May be a minimum of 5-3/8" in length if height is more than 7-1/2" but no more than 9-1/2."



Business Reply Mail (BRM)

Related QSGs: 811, 923, 924

922

Quick Service
Guide

Overview For an annual permit fee, a business reply mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, cartons, or labels. BRM allows the permit holder to receive First-Class Mail and Priority Mail back from customers by paying postage only on the mail returned. The BRM permit holder guarantees payment of First-Class Mail postage plus a per-piece fee for pieces returned by the USPS (see payment options below). When designing a BRM mailpiece or label, mailers must consult with their local postal business center or post office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 code assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail must be approved by the USPS. On the reverse is a layout example for a BRM envelope. BRM pieces distributed in automation rate mailings are required to meet automation compatibility standards. Business Reply Mail templates are available on Postal Explorer (<http://pe.usps.gov>) by selecting "Mailpiece Design" in the left frame.

Payment Options (S922) Business Reply (Basic Service)—Annual permit fee \$100.00. Per piece fee \$0.30 plus First-Class Mail postage. Paid through a regular postage-due account or in cash on delivery. Used for cards, envelopes, self-mailers, cartons, or business reply labels.

BRM Basic Service Cost per piece First-Class postage + 30¢ Letter (1 oz.) 33¢ + 30¢ = 63¢ Card Rate 20¢ + 30¢ = 50¢

Business Reply Accounting Fee Service—Annual permit fee \$100.00 plus annual BRM accounting fee of \$300.00. Per piece fee \$0.08 plus First-Class Mail postage. Paid through BRM advance deposit account only. Used on cards, envelopes, self-mailers, cartons, or business reply labels. Best suited if return volume is approximately 1,400 pieces or more per year.

BRM Accounting Fee Service Cost per piece First-Class postage + 8¢ Letter (1 oz.) 33¢ + 8¢ = 41¢ Card Rate 20¢ + 8¢ = 28¢

Qualified Business Reply Mail (QBRM) (prebarcoded, automation-compatible)—Annual permit fee \$100.00 plus annual BRM accounting fee of \$300.00. Per piece fee \$0.05 plus a lower First-Class Mail postage rate. Paid through BRM account only. Used on automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution (E150.2). A unique ZIP+4 code is assigned by the USPS for each rate category of QBRM to be returned (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to 2 ounces). Best suited if return volume is approximately 1,100 pieces or more annually.

QBRM Cost per piece QBRM postage + 5¢ Letter (1 oz.) 30¢ + 5¢ = 35¢ Card Rate 18¢ + 5¢ = 23¢
--

Other Post Offices A BRM permit holder can allow its authorized representatives to use that permit number to receive business reply mail at any other post office. The original permit holder must supply the representative with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. That information, in turn, must be supplied to the representative's local post office, which will also assign a BRM ZIP+4 code(s) and barcode(s), as appropriate. Any fee or charge beyond the annual permit fee is paid by the representative's office.

Official Mail Authorized users of official mail may distribute BRM, subject to E060 and S922.

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.

Business Reply Mail Layout Guidelines

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mail piece and does not interfere with the barcode clear zone (S922).

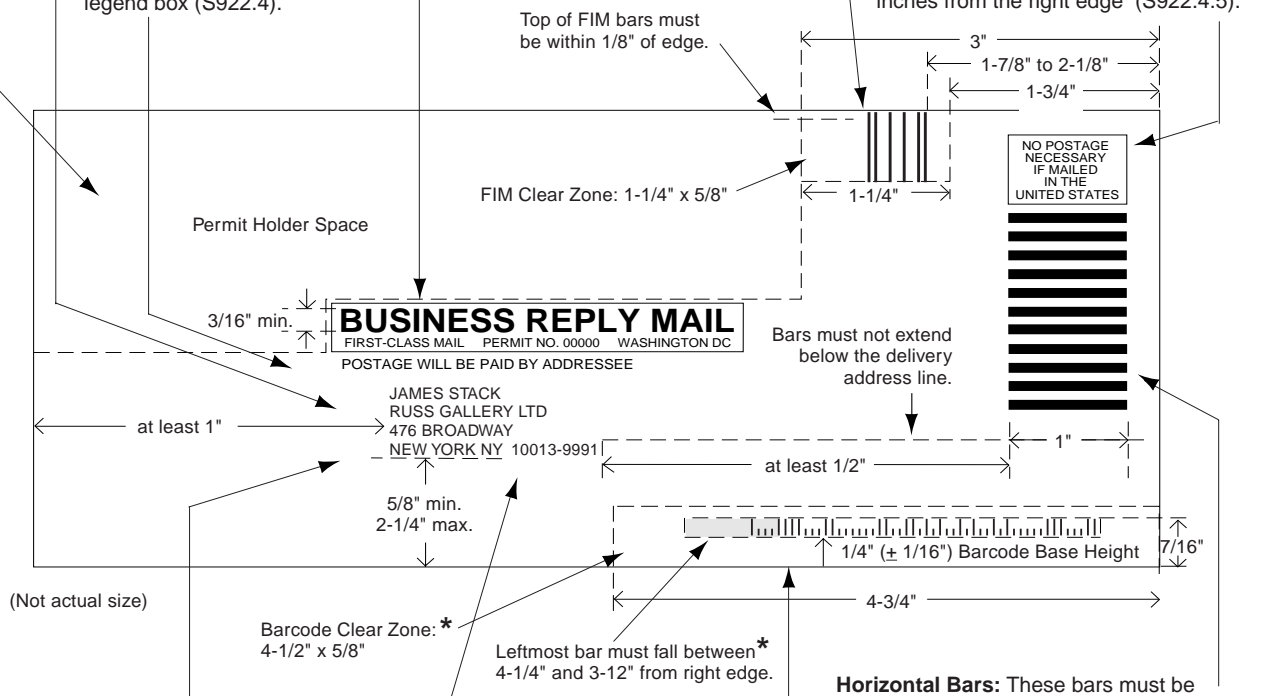
Postage Paid Line: Place the statement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box (S922.4).

Business Reply Legend Box: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing post office (city and state) in capital letters (S922.4).

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide (S922.4.10).

Postage Endorsement Indicia: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge (S922.4.5).



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

ZIP Code: A unique ZIP+4 code is assigned to each QBRM piece.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code (S922.4.9).

* Before printing, submit proofs of BRM samples to your postal business center or post office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (*delivery point barcodes are not permitted*). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local postal business center (S922.5).

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are available, but they are charged at the regular First-Class Mail letter rate and

must be between 0.009 and 0.016 inch thick. Pieces measuring more than 4-1/4" high or 6" long, or both must be at least 0.009 inch thick. Additional standards apply to QBRM pieces (S922.5). A surcharge is assessed for nonstandard mailpieces.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local postal business center or your postmaster for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail (A) must meet the standards in C810.8.

Creating a Mailpiece

Return Address

Quick Service Guide

010

Addressing

ABC GRAPHICS
543 MAIN ST
ANYTOWN WA 98765-4321

Markings

See appropriate Quick Service Guides for specific standards.

Presorted First-Class

Postage Payment

Quick Service Guide

023

Precanceled Stamps

Quick Service Guide

024

Postage Meters and Meter Stamps

Quick Service Guide

025

Permit Imprints

Endorsements

Quick Service Guide

015

Ancillary Service Endorsements

ADDRESS SERVICE REQUESTED

*****5-DIGIT 12345
#OCT94 000 WI#1508IT 52 20 30
EDWIN SMITH
10 ELM ST
ANYTOWN NY 12345-6789



Optional Information Lines

Quick Service Guide

012

Optional Information Lines

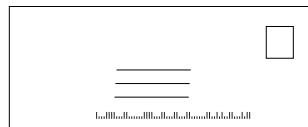
Address Block

Quick Service Guide

010

Addressing

Mailpiece Design—designing for automated processing equipment



Quick Service Guide

810

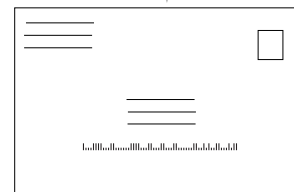
Designing Letters and Cards for Automated Processing



Quick Service Guide

811

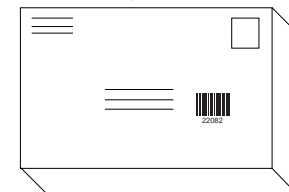
Tabs and Wafer Seals



Quick Service Guide

820

Designing Flats for Automated Processing



Quick Service Guide

830

Designing Parcels for Automated Processing

Reply Mail



Do you want to supply return service to customers?

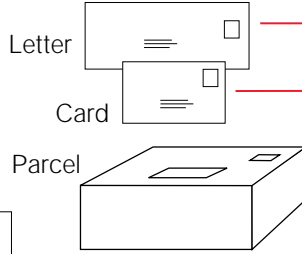
Accurate Addressing

Be sure to provide potential respondents with your correct address and ZIP+4 code.



Addressing

How big is it?



Merchandise Return Service (S923)



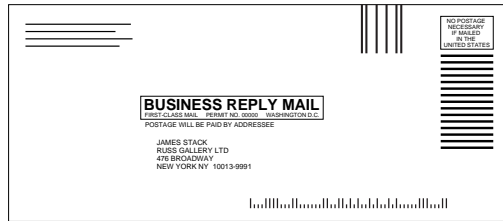
Business Reply Label

Want to pay postage?

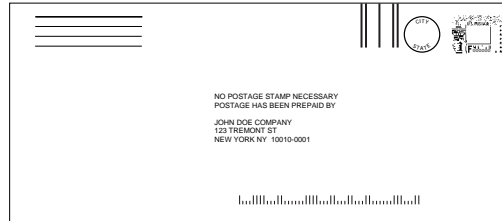
Yes

Yes

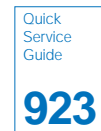
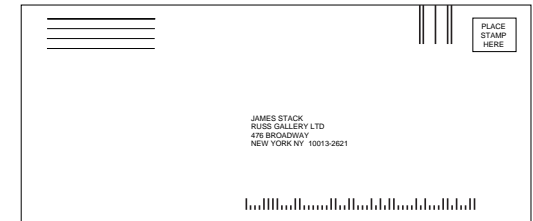
No



Business Reply Mail (BRM)



Meter Reply Mail (MRM)



Courtesy Reply Mail (CRM)



004

L000 General Use

L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

Summary L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an automation distribution center (ADC).

[6-15-00] [5-4-00] [2-24-00] Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail). Requests are supplied in lots of 300 (minimum) for each label on the list.

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028
030-034, 038, 039	ADC MANCHESTER NH 030
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	[FCM only] ADC HARTFORD CT 060
	[PER and STD only] ADC SOUTHERN CT 064
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-098	[FCM only] AMF JFK APO/FPO NY 00309
	[PER and STD only] MILITARY CENTER NY 090
100-102, 104	[FCM and STD only] ADC NEW YORK NY 100
	[PER only] ADC JAF NY 10180
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200, 202-205	ADC WASHINGTON DC 200
201, 220-223, 226, 227	[FCM only] ADC DULLES VA 201
	[PER and STD only] ADC NORTHERN VA 220
206-209	ADC SOUTHERN MD 207
210-212, 214-219, 254, 267	[FCM and PER only] ADC BALTIMORE MD 212
	[STD only] ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290



Column A 3-Digit ZIP Code Prefix Group	Column B Label to
298, 300-303, 305, 306, 308, 309, 311, 399	[FCM only] ADC AMC ATLANTA GA 300 [PER only] ADC NORTH METRO GA 301 [STD only] ADC NORTH METRO GA 30197
299, 304, 313-315, 320-324, 326, 344	[FCM and PER only] ADC JACKSONVILLE FL 320 [STD only] ADC JACKSONVILLE FL 32199
307, 370-374, 376-379, 384, 385	[FCM and PER only] ADC NASHVILLE TN 370 [STD only] ADC NASHVILLE TN 37099
310, 312, 316-319	[FCM and PER only] ADC MACON GA 310 [STD only] ADC MACON GA 31293
325, 365, 366, 394-396, 700, 701, 703-708	[FCM and PER only] ADC NEW ORLEANS LA 700 [STD only] ADC NEW ORLEANS LA 70099
327-329, 334, 347, 349	[FCM only] ADC ORLANDO FL 328 [PER only] ADC MID FLORIDA FL 327 [STD only] ADC MID FLORIDA FL 32799
330-333	[FCM and PER only] ADC MIAMI FL 331 [STD only] ADC MIAMI FL 33298
335-339, 341, 342, 346	[FCM only] ADC TAMPA FL 335 [PER only] ADC MANASOTA FL 342 [STD only] ADC MANASOTA FL 34299
340	[FCM only] ADC MIAMI FL 331 [PER and STD only] MILITARY CENTER NY 090
350-352, 354-359, 362	[FCM and PER only] ADC BIRMINGHAM AL 350 [STD only] ADC BIRMINGHAM AL 35099
360, 361, 363, 364, 367, 368	[FCM and PER only] ADC MONTGOMERY AL 360 [STD only] ADC MONTGOMERY AL 36099
369, 390-393, 397	[FCM and PER only] ADC JACKSON MS 390 [STD only] ADC JACKSON MS 39099
375, 380-383, 386-389, 723	[FCM and PER only] ADC MEMPHIS TN 380 [STD only] ADC MEMPHIS TN 38099
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
480-489, 492	ADC DETROIT MI 481
490, 491, 493-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	[FCM only] ADC DES MOINES IA 500 [PER only] ADC DES MOINES IA 50092 [STD only] ADC DES MOINES IA 50091
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	[FCM only] ADC ST PAUL MN 550 [PER only] ADC ST PAUL MN 55222 [STD only] ADC ST PAUL MN 55532
553-555, 560-564, 566	[FCM only] ADC MINNEAPOLIS MN 553 [PER only] ADC MINNEAPOLIS MN 55228 [STD only] ADC MINNEAPOLIS MN 55538
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	ADC CAROL STREAM IL 601
604, 605, 609, 613, 617-619	ADC S SUBURBAN IL 604
606-608	ADC CHICAGO IL 606
620, 622-631, 633-639	[FCM and PER only] ADC ST LOUIS MO 630 [STD only] ADC ST LOUIS MO 63203
640, 641, 644-658, 660-662, 664-668	[FCM only] ADC KANSAS CITY MO 640 [PER only] ADC KANSAS CITY MO 64240 [STD only] ADC KANSAS CITY MO 66340
669-679, 739	[FCM only] ADC WICHITA KS 670 [PER only] ADC WICHITA KS 64270 [STD only] ADC WICHITA KS 66370
710-714	[FCM and PER only] ADC SHREVEPORT LA 710 [STD only] ADC SHREVEPORT LA 71099



Column A 3-Digit ZIP Code Prefix Group	Column B Label to
716-722, 724-729	[FCM and PER only] ADC LITTLE ROCK AR 720 [STD only] ADC LITTLE ROCK AR 72098
730, 731, 734-738, 748	ADC OKLAHOMA CITY OK 730
733, 779-789, 798, 799, 885	[FCM and PER only] ADC SAN ANTONIO TX 780 [STD only] ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	ADC TULSA OK 740
750-759	ADC NORTH TEXAS TX 750
760-769, 790-797	ADC FT WORTH TX 760
770-778	ADC NORTH HOUSTON TX 773
800-816	ADC DENVER CO 800
820, 822-831	ADC CHEYENNE WY 820
832-834, 836, 837, 979	ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	ADC SEATTLE WA 980
840-847, 898	ADC SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863	ADC PHOENIX AZ 852
864, 889-891, 893-895, 897, 961	ADC LAS VEGAS NV 890
865, 870-875, 877-884	ADC ALBUQUERQUE NM 870
900, 901	ADC LOS ANGELES CA 900
902-908, 910-918	ADC TWIN VALLEY CA 90197
919-921	ADC SAN DIEGO CA 920
922-928, 930-935	ADC SEQUOIA CA 90198
936-939, 942, 950-953, 955-960	[FCM only] ADC SIERRA CA 940
940, 941, 943-949, 954	[PER and STD only] ADC OAKLAND CA 945
	[FCM only] ADC PENINSULA CA 941
	[PER and STD only] ADC OAKLAND CA 945
962-966	AMF SFO APO/FPO CA 962
967, 968	ADC HONOLULU HI 967
969	[FCM only] ADC HONOLULU HI 967
	[PER and STD only] ADC OAKLAND CA 945
970-978, 986	ADC PORTLAND OR 970
995-997	ADC ANCHORAGE AK 995