

Guide to USPS® Postal Discounts

White Paper

 Discover a New Business Opportunity

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Introduction

This Guide to USPS Postal Discounts is designed to help you effectively plan and prepare direct mail using Bulk Mailer® from Satori Software and explores current postal rates and regulations. Bulk Mailer is a desktop application that helps you prepare a mailing to USPS requirements for discount postage and includes correcting and verifying addresses and sorting your mailing list. Note that while Bulk Mailer has been used for the purposes of this guide, MailRoom ToolKit Architect offers similar functionality for the development of automated processes, such as web-to-print, variable-data and tranpromo systems.

This guide will also cover several mail equipment options that can help you print barcodes and save additional money and time during mail preparation. Finally, this guide discusses labeling and tabbing options that are required to obtain automation discounts on folded pieces of mail.

This booklet offers an overview of United States Postal Service® guidelines. It is not, however, an official USPS guide. USPS is the ultimate source of rate and mail preparation rules. We recommend the following publications for additional information.

The Domestic Mail Manual

Our primary source for this guide is the Domestic Mail Manual, which is also known as the DMM®. The DMM and Quick Service Guides that we reference are available to view or download on the USPS Postal Explorer® website (<http://pe.usps.com>).

You can also purchase a printed copy of the DMM from the U.S. Government Online Bookstore (<http://bookstore.gpo.gov>).

To purchase the DMM, along with other postal documents, on CD-ROM, call (800) 654-1905.

USPS Business Centers

Publications are available from your local USPS Business Center.

The USPS Website

For the latest postal regulations and other information, visit the USPS website (www.usps.com).

Planning Your Mailing

Many factors contribute to an efficiently prepared and cost-effective mailing. To prepare cost-effective mailings, you should know USPS regulations, use CASS™ and PAVE™ certified mailing preparation software and employ automated mailing equipment when appropriate.

USPS Definitions and Guides

Whether you are mailing First-Class Mail®, Periodicals or Standard Mail®, there are a variety of choices — rates, piece types, preparation options, etc. — to consider before you begin your mailing. This document covers several terms that will help you understand basic mailing fundamentals.

Mailing Classes

The first step in planning your mailing is to choose the mailing class that best suits your needs. This document covers three classes: First-Class Mail, Periodicals and Standard Mail. An overview of these options follows, and more detail will be provided throughout this document.

First-Class Mail is the most expedient form of mail other than Priority or Express Mail® services. The delivery time is 2-5 days, depending on the distance the mail travels. Currently, letters cost \$0.45 for the first fraction of an ounce. Each additional ounce, or fraction of an ounce, up to 3.5 ounces, is \$0.20. Larger or heavier piece types are priced differently.

With as few as 500 pieces of mail, First-Class Mail can qualify for presort and/or automation discounts. For example, if you prepare letters for automation, your per piece rates can be as low as \$0.35 for the first ounce and \$0.125 for each additional ounce.

Periodicals (formerly Second-Class) is a class of mail consisting of magazines, newspapers or other publications formed of printed sheets and issued at least four times per year at regular specified intervals from a known office of publication. Periodicals can qualify for profit or nonprofit rates and must have a legitimate list of subscribers or requesters.

Standard Mail (formerly Third-Class Mail and Standard Mail A) is a class of mail that includes circulars, printed matter, pamphlets, catalogs, newsletters, direct mail and merchandise. Standard Mail rates apply when the material sent contains a general message aimed at all that receive it rather than a personal message intended for a particular individual.

Standard Mail letters can be sent for as little as \$0.185 each (for Carrier Route Saturation rates), weighing up to 3.3 ounces. However, the delivery time for Standard Mail is three to ten days.

Letters, Flats or Postcards

The type of piece you are submitting will affect the rates and presort options for your mailing. Your mailing piece may be a letter (small envelope or brochure), flat (catalog or larger item) or postcard.

Letters can be mailed as First-Class Mail, Periodicals or Standard Mail, and are a common mail piece. Letters can be up to 11.5 by 6.125 inches and .009 inches thick.

Flats can also be mailed as First-Class Mail, Periodicals or Standard Mail and are distinguished by their larger size and weight. These pieces can be up to 15 by 12 inches and .75 inches thick.

Postcards qualify for First-Class Mail rates only, starting as low as \$0.229. Postcard-size pieces sent via Standard Mail are classified as letters.

Machinable or Nonmachinable

First-Class Mail, Standard Mail and Periodical sorts include two different mailing classifications: machinable and nonmachinable. Machinable mail pieces can be sorted by mail processing equipment and can qualify for carrier route, automation or presorted rates. Nonmachinable pieces cannot be mechanically processed due to size, weight or other characteristics and are subject to a surcharge. Nonmachinable pieces can only qualify for nonautomation rates. This guide will cover both machinable and nonmachinable classifications, starting with Standard Mail class rates.

Automation or Nonautomation

Automation is a mailing option for pieces with valid addresses and Intelligent Mail or POSTNET barcodes. Automation mail requires Address Correction verification* and is prepared according to automation presort guidelines. All addresses used must have been processed by an NCOA^{Link®} service or other approved Move Update service within 95 days prior to mailing.

* Any mailing using automation or carrier route rates must document that the list was verified with CASS Certified™ software. All Satori Software mailing preparation solutions, including Bulk Mailer and MailRoom Toolkit products are CASS Certified. Throughout this document, we will use the phrase *address corrected* to refer to mail processed with CASS Certified software. For more details, see [Using Address Correction](#).

Nonautomation mail includes pieces that are either not address corrected, lack barcodes or are not machinable. This mail is only sorted in ZIP Code™ order as to maximize delivery efficiency.

Trays or Sacks

Trays come in three different sizes:

- 1-foot long (actual size is 10-¼ inches)
- 2-foot long (actual size is 21 inches)
- Extended Managed Mail (EMM). These trays measure 21-¾ inches long by 11-½ inches wide by 6-1/8 inches high and are designed for taller letters.

Trays are used for letters and postcard-sized mail. A full tray is one that is filled with faced, upright pieces to at least 85% of its length. Each tray must be physically filled to capacity before filling the next tray.

Flat Trays, also known as **Tubs**, are special trays used only for First-Class Mail flats. They measure 14-¾ inches long by 10-¾ inches wide.

Sacks can weigh up to 70 pounds and are typically used for flat and parcel-sized mail.

Bundling

Bundling is the step of packaging your mail using rubber bands and/or shrink wrap. Certain USPS presort options require bundling.

Payment Methods

Imprint postage prints indicia to show that postage has been paid. Using an imprint requires a special permit fee. You pay the full postage amount at the time you submit the mail.

Meter postage is printed directly on the mail piece. The metering device charges you for the postage electronically. As some forms of presorting require differing amounts of postage per piece, you may meter each piece with the minimum amount and pay the difference when you submit the mail. Alternatively, if you know the exact amount of each piece, you can use the meter to apply this amount.

Stamps are postage tokens that can be affixed to a mail piece. You purchase stamps from the Post Office™ in advance to apply to each mailing piece. Each stamp is a set amount, and you pay the difference in required postage, if any, when you submit the mail.

Destination Entry Discounts

Mailers can earn additional discounts on Periodicals and Standard mailings when their list contains multiple addresses served by a particular delivery unit. Mailers must properly prepare their mailing and take it to the appropriate **Network Distribution Center (NDC)**, **Sectional Center Facility (SCF)**, **Destination Delivery Unit (DDU)**, or **Area Distribution Center (ADC)**. NDC, SCF and DDU discounts are available for Standard Mail, while NDC, SCF, DDU and ADC discounts can be used with Periodicals. Pieces delivered to these facilities, addressed for delivery within that service area and properly sacked or trayed can qualify for these extra discounts.

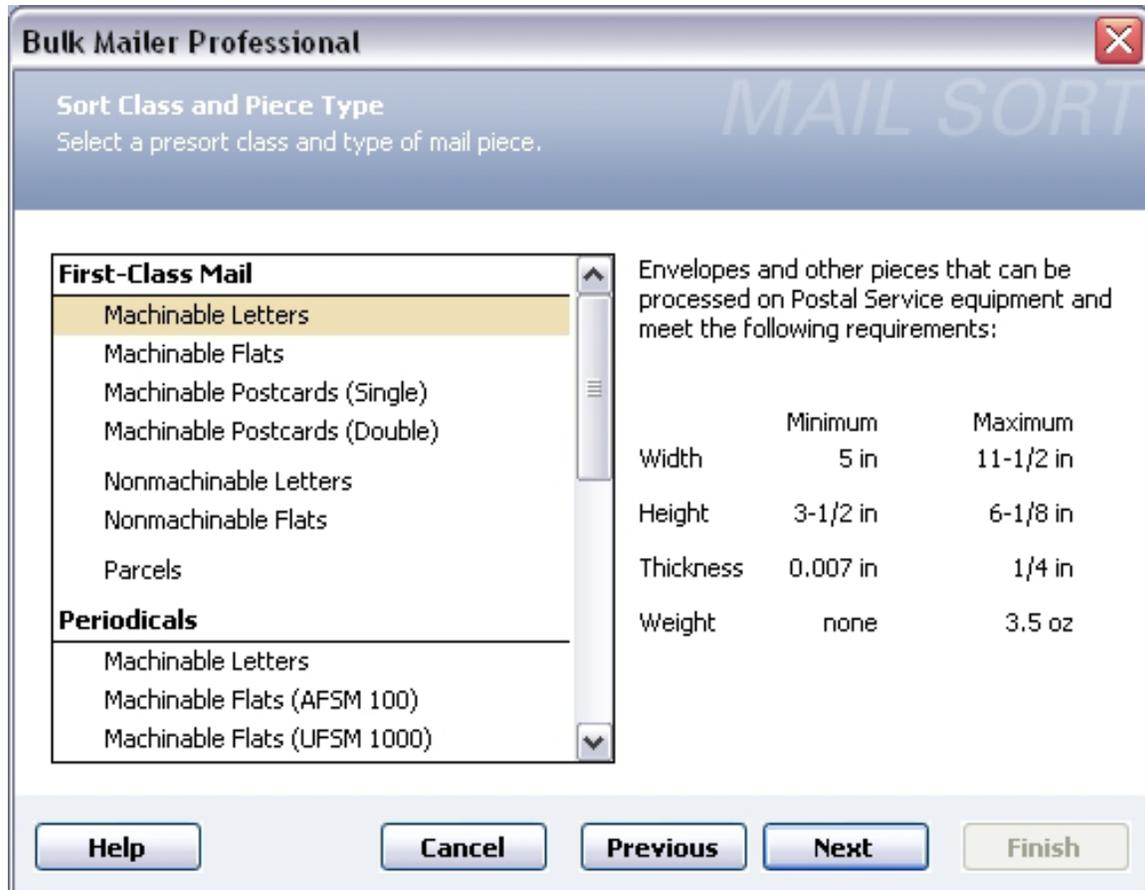
USPS Quick Service Guides

USPS publishes illustrated and concise **Quick Service Guides** for each type of mail preparation. These guides are available online. Throughout this booklet, references will be made to the appropriate guide for the mailing type being discussed.

USPS Quick Service Guide # 240c Discount Letters and Cards Standard Mail Automation Letters

Using Bulk Mailer as a Planner

Bulk Mailer, the Satori Software desktop mailing software package, can help you plan your mailing. The Mail Sort wizard allows you to define and set up the type of mailing you are planning.



The Bulk Mailer Sort Class and Piece Type screen

By filling in the mail sort options, you can create a **Postage Statement Form (3600, 3602 or 3541)** that details the postage costs for the mailing. By using several different sets of presort options, you can examine which method of mailing will save you the most money before you begin.

Bulk Mailer lets you select mail sort settings for your bulk mailing including class/type, sort levels and other options, such as the preparation settings for payment, piece dimensions, thickness, weight and origin ZIP Code. If applicable, you can select the minimum pieces per tray and any entry point discounts for which your mailing qualifies.

After using Bulk Mailer to sort your mail, you can print all required presort reports. These reports, along with other features such as optional endorsement lines and bundle spacer labels, make the bundling and sacking or traying of your mailing as simple as possible.

The section titled Using Bulk Mailer will provide more information about using the software. See [Using Bulk Mailer](#).

Standard Mail[®]

Standard Mail is printed material such as circulars, pamphlets, catalogs, newsletters and direct mail weighing less than one pound. The mailing pieces, which may be classified as letters, flats or parcels, contain a general message aimed to all recipients.

Standard Mail includes the following presort options: enhanced carrier route (either Walk Sequence or Line-of-Travel) automation and nonautomation. By paying an annual fee for a mailing permit number, you will be authorized to mail at bulk rates.

Business Bulk Mailers pay regular discounted rates, while nonprofit mailers, who require a separate authorization, can take advantage of lower nonprofit rates.

Bulk Mailer automates the presorting and preparation of your Standard Mail. Addresses will be printed in presorted order, the Qualification Report will detail how the mail must be grouped and bundled, and a USPS approved facsimile of the 3602 Form can be printed to submit with your mailing. Additional features, such as automatically printing the endorsement line and bundle spacer labels, make the complete process easy for anyone to do.

General Requirements

Standard Mail mailings require the following:

- A minimum of 200 pieces or 50 lbs.
- All pieces must belong to the same processing category of letters, flats or parcels.
- Mail must be deposited at a USPS designated acceptance point.
- Mail must meet specific bundling and sacking/traying requirements. This requires presorting your mail into various ZIP Code groups, then sorting into mailing sacks/trays, which are labeled to specific postal destinations.

Additional discounts are available if you present your mail in an automation format. This involves using CASS Certified address correction software, updating changed addresses, barcoding and appropriate presorting, all of which may be done with Bulk Mailer.

Rates

As of the January 22, 2012 rate change, the current Standard Mail letter rates (letters 3.3 oz. or less, plus eligible entry-point discounts) are as follows and are subject to change. Contact your local Postal Service™ representative for updated information.

For Profit

Carrier Route

Entry Discount	Saturation	High Density	Basic
None	\$0.185	\$0.199	\$0.271
DNDC	\$0.152	\$0.166	\$0.238
DSCF	\$0.142	\$0.156	\$0.228

Automation

Entry Discount	5-Digit	3-Digit	AADC	Mixed AADC
None	\$0.242	\$0.260	\$0.262	\$0.278
DNDC	\$0.209	\$0.227	\$0.229	\$0.245
DSCF	\$0.199	\$0.217	\$0.219	---

Nonautomation Carrier Route

Entry Discount	Saturation	High Density	Basic
None	\$0.197	\$0.224	\$0.271
DNDC	\$0.164	\$0.191	\$0.238
DSCF	\$0.154	\$0.181	\$0.228

Nonautomation Machinable

Entry Discount	AADC	Mixed AADC
None	\$0.265	\$0.281
DNDC	\$0.232	\$0.248
DSCF	\$0.222	---

Nonautomation Nonmachinable

Entry Discount	5-Digit	3-Digit	ADC	Mixed ADC
None	\$0.392	\$0.485	\$0.524	\$0.621
DNDC	\$0.359	\$0.452	\$0.491	\$0.588
DSCF	\$0.349	\$0.442	\$0.481	---

Nonprofit

Carrier Route

Entry Discount	Saturation	High Density	Basic
None	\$0.111	\$0.125	\$0.194
DNDC	\$0.078	\$0.092	\$0.161
DSCF	\$0.068	\$0.082	\$0.151

Automation

Entry Discount	5-Digit	3-Digit	AADC	Mixed AADC
None	\$0.130	\$0.148	\$0.150	\$0.166
DNDC	\$0.097	\$0.115	\$0.117	\$0.133
DSCF	\$0.087	\$0.105	\$0.107	---

Nonautomation Carrier Route

Entry Discount	Saturation	High Density	Basic
None	\$0.122	\$0.149	\$0.194
DNDC	\$0.089	\$0.116	\$0.161
DSCF	\$0.079	\$0.106	\$0.151

Nonautomation Machinable

Entry Discount	AADC	Mixed AADC
None	\$0.156	\$0.172
DNDC	\$0.123	\$0.139
DSCF	\$0.113	---

Nonautomation Nonmachinable

Entry Discount	5-Digit	3-Digit	ADC	Mixed ADC
None	\$0.280	\$0.373	\$0.412	\$0.509
DNDC	\$0.247	\$0.340	\$0.379	\$0.476
DSCF	\$0.237	\$0.330	\$0.369	---

Preparing Mail for Automation

Mail must have certain physical characteristics to be processed on the USPS automated processing machines. It must meet the height, width, weight and thickness requirements for the specific type of mail piece. Every mail piece must have either a delivery point or Intelligent Mail® barcode.

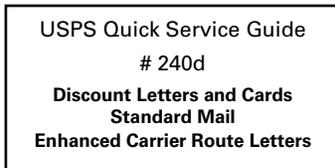
Letters must be rectangular, with four square corners, and made of paper. The mail piece must not be polybagged or contain clasps, strings, staples, buttons or other protrusions that might otherwise prevent the mail piece from being processed by the automation machines.

Flats must be rectangular and of a uniform thickness; no more than a ¼ inch variance is allowed. Flats must meet flexibility and deflection standards as defined in the DMM. If polywrapped, it must meet

certain standards or be from an approved manufacturer. The polywrap seam must be on the longest side of the mail piece, preferably on the non-addressed side.

Enhanced Carrier Route (ECR) Letters

For full details on this mailing class, request DMM Quick Service Guide #240d.



A carrier route is the street or area to which a particular letter carrier delivers the mail. USPS offers a higher discount rate for pieces that qualify for a carrier route sort because of the greater geographic density of this type of mailing.

If a large portion of your mailing is in concentrated areas, you may qualify for the carrier route discounts. You may also qualify for additional SCF or NDC discounts, depending on where the mailing is deposited.

To qualify for this mailing class, you must have at least 200 addressed mail pieces. All pieces must be automation compatible and have a delivery point or Intelligent Mail barcode to get the ECR letter rate; otherwise, they post at Flat rates. These mail pieces must be placed into groups of 10 or more delivered to the same carrier route and sorted in either Line-of-Travel or Walk Sequence order within each group. The carrier route information for these addresses must have been updated within 90 days of mailing by a CASS process. Addresses must have been updated by an approved Move Update option within 95 days of mailing. The address quality processes in Bulk Mailer meet these requirements. Exceptions apply to pieces with simplified addresses.

Depending on the density of your mailing within a carrier route area, you may qualify for Saturation, High Density or Basic rates. Basic rate ECR mailings can be sorted by either Line-of-Travel or Walk Sequence. Saturation and High Density ECR mailings must be sorted by Walk Sequence.

When preparing letters that are three ounces or less, automation compatible and barcoded, you must organize them into three types of trays. Full carrier route trays contain mail for a single carrier route. Overflow trays and bundling are not permitted. 5-digit carrier route trays contain mail for multiple carrier routes within a single 5-digit ZIP Code, grouped by carrier route. Overflow trays and bundling are not permitted. 3-digit trays contain the remaining mail pieces that will be delivered within a single 3-digit ZIP Code area, grouped by carrier route. Overflow trays are permitted, and bundling is required in less than full trays. All trays must have at least 10 pieces per carrier route; no exceptions are permitted.

When preparing letters that are either over three ounces, not automation compatible or not barcoded, you must bundle your mail pieces by carrier route within 5-digit and 3-digit trays. Each bundle must have at least 10 pieces to the same carrier route. 5-digit carrier route trays are required with a full tray, but optional with one 10 piece bundle, with no minimum of bundles. 3-digit trays are optional with a minimum of one 10 piece bundle for each of two separate 5-digit areas.

In Bulk Mailer, select Standard Mail – Machinable Letters as your Sort Class and Piece Type and select Carrier Route (LOT) or Carrier Route (WS) as your first Sort Level in the Mail Sort Wizard. If you deposit your mail at a DNDC, DSCF or DDU, and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen,

select Plant-Verified Drop Shipment and click the Facilities button. To enter DDU ZIP™ codes, select Destination Delivery Unit (DDU) and click the ZIP Codes button.

View the Qualification Report to see which pieces go in which trays. The PS Form 3602 will detail the qualifying pieces and rates.

Automation Letters

For full details on this mailing class, request DMM Quick Service Guide #240c.



To qualify, you must have at least 200 addressed mail pieces. All pieces must be automation compatible and have a delivery point or Intelligent Mail barcode. Addresses must have been matched with a CASS/MASS process within 180 days of mailing and must have correct ZIP or ZIP + 4® codes. Addresses must have been updated by an approved Move Update option within 95 days of mailing. The address quality processes in Bulk Mailer meet these requirements.

Mail pieces must be trayed in the following manner:

- Optional 5-digit trays with a minimum of 150 pieces delivered to the same 5-digit/scheme destination. One overflow tray is permitted per destination ZIP Code.
- Required 3-digit/scheme trays with a minimum of 150 pieces delivered to the same 3-digit/scheme destination. One overflow tray is permitted per destination.
- Required AADC trays with a minimum of 150 pieces destined for the same AADC and grouped by 3-digit ZIP Code. One overflow tray permitted per destination.
- Remaining pieces must be placed into a Mixed AADC tray, grouped by AADC. One less-than-full tray is permitted per mailing.

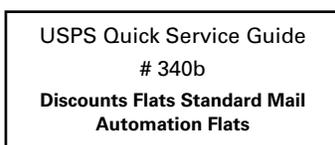
Bundling is not allowed except for card-sized pieces and for pieces in overflow and less-than-full trays.

To receive the best possible discounts, in Bulk Mailer you should select Standard Mail – Machinable Letters as your Sort Class and Piece Type and select Automation as your first Sort Level in the Mail Sort Wizard. If you deposit your mail at a DNDC or DSCF and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button.

View the Qualification Report to see which pieces go in which trays. The PS Form 3602 will detail the qualifying pieces and rates.

Automation Flats

For full details on this mailing class, request the DMM Quick Service Guide #340b.



To qualify, you must have at least 200 or more flats or 50 pounds of addressed pieces that meet the requirements for Standard Mail and the physical standards for flats. All pieces must be automation compatible and have a delivery point or Intelligent Mail barcode. Rigid, non-rectangular and not uniformly thick pieces must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable rates. Addresses must have been matched with a CASS/MASS process within 180 days of mailing and must have correct ZIP or ZIP + 4 codes. Addresses must have been updated by an approved Move Update option within 95 days of mailing.

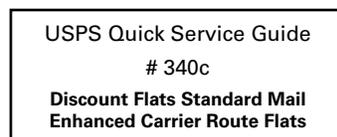
Mail pieces must be bundled in the following sequence: 15 pieces in mailings that contain only pieces weighing five ounces or less or 10 pieces in mailings that contain any pieces over five ounces in 5-digit/scheme groups (all pieces within a 5-digit ZIP Code), 10 pieces in 3-digit/scheme groups (all within a group of ZIP Codes with the same 3-digit prefix) and 10 pieces to an ADC. Fewer pieces in these categories are not permitted. Any remaining pieces must be placed in Mixed ADC bundles. All bundles must then be sorted into sacks using the above order. Each sack must contain a minimum of 125 mail pieces or 15 pounds of the same group, except for Mixed ADC sacks, which contain the remainders from the other sacks.

In Bulk Mailer, select Standard Mail – Machinable Flats as your Sort Class and Piece Type and select Automation as your first Sort Level in the Mail Sort Wizard. If you deposit your mail at a DNDC or DSCF and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button.

View the Qualification Report to see which pieces go in which sacks. The PS Form 3602 will detail the qualifying pieces and rates. If you use the optional endorsement line, you will not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service®.

Enhanced Carrier Route (ECR) Flats

For full details on this mailing class, request DMM Quick Service #340c.



A carrier route is the street or area to which a particular mail carrier delivers the mail. USPS offers a higher discount rate for pieces that qualify for a carrier route sort because of the greater geographic density of this type of mailing.

If a large portion of your mailing is in concentrated areas, you may qualify for the carrier route discounts. You may also qualify for additional DSCF, DNDC or DDU discounts, depending on where the mailing is deposited.

To qualify for this mailing class, you must have at least 200 addressed mail pieces or 50 pounds of addressed mail pieces. These mail pieces must be bundled into groups of 10 or more delivered to the same carrier route and sorted in either Line-of-Travel or Walk Sequence within each group. Addresses must have been updated by an approved Move Update option within 95 days of mailing. The carrier route information for these addresses must have been updated within 90 days of mailing by a CASS process. The address quality processes in Bulk Mailer meet these requirements. Exceptions apply to pieces with simplified addresses.

Depending on the density of your mailing within a carrier route area, you may qualify for Saturation, High Density or Basic rates. Basic rate ECR mailings can be sorted by either Line-of-Travel or Walk Sequence. Saturation and High Density ECR mailings must be sorted by Walk Sequence.

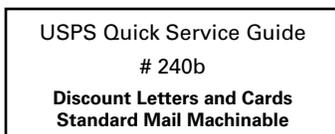
You must organize bundles into three types of sacks. Carrier route sacks contain at least 125 mail pieces or 15 pounds of mail for a single carrier route. 5-digit carrier route sack contain mail for multiple carrier routes within a single 5-digit ZIP Code. There is no minimum for this type of sack.

To receive the best possible discounts, in Bulk Mailer you should select Standard Mail – Machinable Flats as your Sort Class and Piece Type and select Carrier Route (LOT) or Carrier Route (WS) as your first Sort Level in the Mail Sort Wizard. If you deposit your mail at a DNDC, DSCF or DDU, and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button. To enter DDU ZIP codes, select Destination Delivery Unit (DDU) and click the ZIP Codes button.

View the Qualification Report to see which pieces go in which bundles and sacks. The PS Form 3602-R will detail the qualifying pieces and rates.

Machinable Letters

For full details on this mailing class, see the DMM Quick Service Guide #240b.



To qualify, you must have at least 200 or more letters that meet the requirements for both Standard Mail and machinability. Each piece must have a delivery address and correct ZIP Code or ZIP + 4 Code. A CASS process must have been used in the previous 12 months to verify the 5-digit ZIP Code. The address quality processes in Bulk Mailer meet these requirements. Addresses must have been updated by an approved Move Update option within 95 days of mailing.

You must have at least 150 pieces going to the same Automated Area Distribution Center (AADC). An AADC is a facility that receives and distributes mail destined for specific ZIP Codes, using multiline optical character readers, barcode sorters and other mail-processing equipment. These trays are eligible for AADC rates. Optionally, you can prepare a tray for each origin 3-digit ZIP Code. These trays are also eligible for AADC rates. Any remaining pieces must be grouped in mixed AADC trays. Bundling is not permitted except for card-sized pieces and pieces in less than full trays.

Piece rates are based on the format of the tray in which pieces are placed.

To receive the best possible discounts, in Bulk Mailer you should select Standard Mail – Machinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. If you deposit your mail at a DNDC or DSCF and wish to get the corresponding destination entry discounts, select the corresponding entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button.

Use the Qualification Report to see which mail pieces go into which trays. The PS Form 3602 will detail the qualifying pieces and rates.

Nonmachinable Letters

For full details on this mailing class, request the DMM Quick Service Guide #240a.

<p>USPS Quick Service Guide # 240a Discount Letters and Cards Standard Mail Nonmachinable Letters</p>

To qualify, you must have at least 200 or more letters that meet the requirements for Standard Mail and at least one of the criteria for nonmachinability. Each piece must have a delivery address and correct ZIP Code or ZIP + 4 code. A CASS process must have been used in the previous 12 months to verify the 5-digit ZIP Code. The address quality processes in Bulk Mailer meet these requirements. Addresses must have been updated by an approved Move Update option within 95 days of mailing.

Mail pieces must be bundled in the following sequence: 10 or more pieces in 5-digit groups (all pieces within a 5-digit ZIP Code), 10 or more in 3-digit groups (all within a group of ZIP Codes with the same 3-digit prefix) and 10 or more pieces to an ADC. Fewer pieces in these categories are not permitted. Any remaining pieces must be placed in Mixed ADC bundles. All bundles must then be sorted into trays using the above order. Each tray must contain a minimum of 150 mail pieces of the same group, except for Mixed ADC trays, which contain the remainders from the other trays.

Generally, your mailing will be a combination of these groups. For example, your list may not have enough pieces to qualify for a 5-digit tray. However, if you have enough pieces to qualify for one 3-digit or ADC tray, you should mail it at one of those rates.

In Bulk Mailer, select Standard Mail – Nonmachinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. If you deposit your mail at a DNDC or DSCF and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button.

Use the Qualification Report to see the traying sequence for your pieces. The PS Form 3602 will detail the qualifying pieces and rates.

Nonautomation Flats

For full details on this mailing class, request the DMM Quick Service Guide #340a.

<p>USPS Quick Service Guide # 340a Discount Flats Standard Mail Nonautomation Flats</p>

To qualify, you must have at least 200 or more flats or 50 pounds of addressed pieces that meet the requirements for Standard Mail and the physical standards for flats. Rigid, non-rectangular and not uniformly thick pieces must be prepared as parcels or Not Flat-Machinable pieces and will be posted at parcel or Not Flat-Machinable rates. Each piece must have a delivery address and correct ZIP Code or ZIP + 4 Code. A CASS process must have been used in the previous 12 months to verify the 5-digit ZIP Code. The address quality processes in Bulk Mailer meet these requirements. Addresses must have been updated by an approved Move Update option within 95 days of mailing.

Mail pieces must be bundled in the following sequence: 15 pieces in mailings that contain only pieces weighing five ounces or less or 10 pieces in mailings that contain any pieces over five ounces in 5-digit

groups (all pieces within a 5-digit ZIP Code), 10 pieces in 3-digit groups (all within a group of ZIP Codes with the same 3-digit prefix) and 10 pieces to an ADC. Fewer pieces in these categories are not permitted. Any remaining pieces must be placed in Mixed ADC bundles. All bundles must then be sorted into sacks using the above order. Each sack must contain a minimum of 125 mail pieces or 15 pounds of the same group, except for Mixed ADC sacks, which contain the remainders from the other sacks.

Generally, your mailing will be a combination of these groups. For example, your list may not have enough pieces to qualify for a 5-digit sack. However, if you have enough pieces to qualify for one 3-digit or ADC sack, you should mail it at one of those rates.

In Bulk Mailer, select Standard Mail – Nonmachinable Flats as your Sort Class and Piece Type in the Mail Sort Wizard. If you deposit your mail at a DNDC, DSCF or DDU, and wish to get the corresponding destination entry discounts, select the entry point in the Mail Sort Discounts screen. If the DNDC or DSCF is not listed on this screen, select Plant-Verified Drop Shipment and click the Facilities button. To enter DDU ZIP Codes, select Destination Delivery Unit (DDU) and click the ZIP Codes button.

Use the Qualification Report to see which bundles go in which sacks. The PS Form 3602 will detail the qualifying pieces and rates. If you use the optional endorsement line, you will not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

First-Class Mail[®]

First-Class Mail is the most expedient form of regular mail. Personal correspondence, bills, statements of account and any handwritten or typewritten material all must be sent as First-Class Mail. First-Class Mail may be used for most mailable materials regardless of whether it is required to be mailed as such. You can receive discounts on First-Class Mail by presorting or preparing your mail pieces for automation.

Presorted First-Class Mail permits require an annual fee, which entitles you to lower postage rates. Upon payment of this fee, you are assigned a mailing permit number, which is valid for one year.

Bulk Mailer can automate the presorting and preparation of your First-Class Mail. The Qualification Report details how the mail must be grouped and bundled, and Bulk Mailer can print a USPS approved facsimile of the PS Form 3600 for you to submit with your mailing. Additionally, Bulk Mailer will automatically print the barcodes, endorsement line and bundle spacer labels to streamline preparation.

General Requirements

Each First-Class Mail presorted mailing requires a minimum of 500 pieces. All pieces should be of the same mail piece type, such as letters, flats or parcels (check with the Post Office for machinable dimensions). All the envelopes or cards in a presort mailing must be endorsed "First-Class Mail," including both the qualifying mail and the residual mail.

Presorted First-Class Mail may not be dropped off at a regular Post Office. Contact your local postal representative to find facilities that accept First-Class Mail.

To qualify for presorted rates, your mail must meet specific bundling and tray requirements. This involves presorting your mail into various ZIP Code groups. Then your mail is sorted into mailing trays that are labeled to specific postal destinations.

Additional discounts are available if you can present your mail in machinable or automation formats. These discounts have additional requirements, such as corrected addresses or barcodes.

Rates

The First-Class Mail rates as of the January 22, 2012 rate change are as follows and are subject to change. Contact your local Post Office or visit the USPS website (www.usps.com) for updated information.

Letters

Weight Not Over (ounces)	Automation				Machinable
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted
1	\$0.350	\$0.374	\$0.374	\$0.404	\$0.424
2	\$0.350	\$0.374	\$0.374	\$0.404	\$0.424
3	\$0.600	\$0.624	\$0.624	\$0.654	\$0.674
3.5	\$0.725	\$0.749	\$0.749	\$0.779	\$0.799
Card Rate	\$0.229	\$0.243	\$0.244	\$0.255	\$0.280

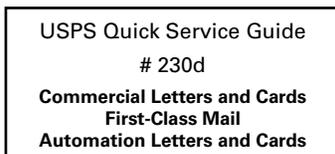
Flats

Weight Not Over (ounces)	Automation				Machinable
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.400	\$0.574	\$0.630	\$0.730	\$0.762
2	\$0.570	\$0.744	\$0.800	\$0.900	\$0.932
3	\$0.740	\$0.914	\$0.970	\$1.070	\$1.102
4	\$0.910	\$1.084	\$1.140	\$1.240	\$1.272
5	\$1.080	\$1.254	\$1.310	\$1.410	\$1.442
6	\$1.250	\$1.424	\$1.480	\$1.580	\$1.612
7	\$1.420	\$1.594	\$1.650	\$1.750	\$1.782
8	\$1.590	\$1.764	\$1.820	\$1.920	\$1.952
9	\$1.760	\$1.934	\$1.990	\$2.090	\$2.122
10	\$1.930	\$2.104	\$2.160	\$2.260	\$2.292
11	\$2.100	\$2.274	\$2.330	\$2.430	\$2.462
12	\$2.270	\$2.444	\$2.500	\$2.600	\$2.632
13	\$2.440	\$2.614	\$2.670	\$2.770	\$2.802

Any mailing claiming automation rates must document that the mail list was verified using CASS Certified software. Bulk Mailer produces the PS Form 3553 to meet this requirement. All bulk First-Class Mail mailings must have their addresses updated by an approved Move Update option within 95 days of mailing.

Automation Letters

For full details on this mailing class, request DMM Quick Service Guide #230d.



First-Class Mail automation letters consist of address corrected lists that are 100% delivery point or Intelligent Mail barcoded. This class is placed in trays and requires no bundling. You are eligible for 5-digit, 3-digit, AADC and mixed AADC rates.

Bundling in an automation letters mailing is only allowed in mailings that consist entirely of card-sized pieces and in less-than-full Mixed AADC trays. Mail pieces must be bundled and trayed in the following sequence:

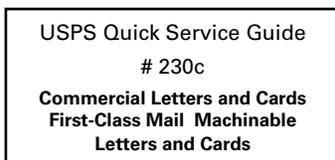
- 150 mail pieces minimum delivered to the same 5-digit/scheme destination. One overflow tray per destination is permitted.
- 150 mail pieces minimum delivered to the same 3-digit/scheme destination. This tray type is required. One overflow tray per destination is permitted.
- 150 mail pieces minimum delivered to the same AADC, grouped by 3-digit/scheme destination. This tray type is required. One overflow tray per destination is permitted.

- All remaining mail pieces must be placed into Mixed AADC trays, grouped by AADC. One less-than-full tray per mailing is permitted.

To receive the best possible discounts, in Bulk Mailer you should select First-Class Mail – Machinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. There are no entry point discounts for First-Class Mail.

Machinable Letters

For full details on this presort, request Quick Service Guide #230c.



Mail pieces must be trayed in the following sequence:

- Required 3-digit origin trays with mail to be delivered within an origin 3-digit ZIP Code area. One less-than-full tray allowed per origin ZIP Code.
- Required full AADC trays with mail to be delivered to a single AADC, grouped by 3-digit ZIP Code. Less-than-full trays are not permitted.
- Remaining pieces must be placed in Mixed AADC trays. One less-than-full Mixed AADC tray allowed per mailing.

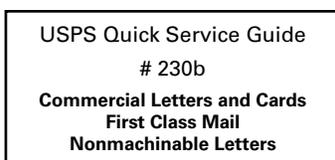
Bundling is not permitted except for card sized pieces and in less-than-full trays.

To receive the best possible discounts, in Bulk Mailer, you should select First-Class Mail – Machinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. There are no entry point discounts for First-Class Mail.

Use the Qualification Report to see which mail pieces go in which trays. The Postage Statement will detail the qualifying pieces and rates.

Nonmachinable Letters

For full details on this mailing class, request DMM Quick Service Guide #230b.



Mail pieces must be bundled and trayed in the following sequence:

- Bundles of 10 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit trays are required and must be full. Full 5-digit trays do not require bundling.
- Bundles of 10 or more mail pieces delivered to the same 3-digit ZIP Code area. 3-digit trays are required and must be full. 3-digit trays can contain both 3-digit and 5-digit bundles.
- Bundles of 10 or more mail pieces delivered to the same ADC. ADC trays are required and must be full. ADC trays can contain ADC bundles, 3-digit and 5-digit bundles.

- All remaining pieces must be bundled in Mixed ADC bundles. One less-than-full tray is allowed per mailing. Mixed ADC trays can contain any type of bundle.

In Bulk Mailer, select First-Class Mail – Nonmachinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. There are no entry point discounts for First-Class Mail.

View the Qualification Report to see which mail pieces go in which trays. The Postage Statement will detail the qualifying pieces and rates.

Automation Flats

For full details on this mailing class, request Quick Service Guide #330b.



First-Class Mail automation flats must be address corrected and 100% delivery point or Intelligent Mail barcoded. You are eligible for 5-digit, 3-digit, ADC and mixed ADC rates. This class is placed in trays, not sacks. A full tray contains at least a single stack of pieces lying flat that reaches the bottom of the handholds.

Mail pieces must be bundled and trayed in the following sequence:

- Bundles of 10 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit trays are required and must be full. Full 5-digit trays do not require bundling.
- Bundles of 10 or more mail pieces delivered to the same 3-digit ZIP Code area. 3-digit trays are required and must be full. 3-digit trays can contain both 3-digit and 5-digit bundles.
- Bundles of 10 or more mail pieces delivered to the same ADC. ADC trays are required and must be full. ADC trays can contain ADC bundles, 3-digit and 5-digit bundles.
- All remaining pieces must be bundled in Mixed ADC bundles. One less-than-full tray is allowed per mailing. Mixed ADC trays can contain any type of bundle.

Alternately, you can forgo bundling and place mail pieces directly into trays. In this case, each tray type except Mixed ADC trays must have at least 90 mail pieces. One overflow tray is permitted per destination for each tray type.

In Bulk Mailer, select First-Class Mail – Machinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. On the Sorting Preparation screen, select Automation as your First sort level. There are no entry point discounts for First-Class Mail.

View the Qualification Report to see which pieces go in which trays and the PS Form 3600 will detail the qualifying pieces and rates.

Nonautomation Flats

For full details on this mailing class, request the DMM Quick Service Guide #330a.



First-Class flats prepared as presorted mail are unique because they are trayed and not sacked. A full tray contains at least a single stack of pieces lying flat that reaches the bottom of the handholds.

Mail pieces must be bundled and trayed in the following sequence:

- Bundles of 10 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit trays are required and must be full. Full 5-digit trays do not require bundling.
- Bundles of 10 or more mail pieces delivered to the same 3-digit ZIP Code area. 3-digit trays are required and must be full. 3-digit trays can contain both 3-digit and 5-digit bundles.
- Bundles of 10 or more mail pieces delivered to the same ADC. ADC trays are required and must be full. ADC trays can contain ADC bundles, 3-digit and 5-digit bundles.
- All remaining pieces must be bundled in Mixed ADC bundles. One less-than-full tray is allowed per mailing. Mixed ADC trays can contain any type of bundle.

In Bulk Mailer, select First-Class Mail – Nonmachinable Flats as your Sort Class and Piece Type in the Mail Sort Wizard. There are no entry point discounts for First-Class Mail.

Use the Qualification Report to see which bundles go in which trays. The PS Form 3600 will detail the qualifying pieces and rates. If you use the optional endorsement line, you will not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

Periodicals

Periodicals (formerly Second-Class Mail) are publications (e.g. magazines or newspapers) issued regularly on a stated frequency (at least four times/year). General publications must be issued for the purpose of disseminating information on any topic, consisting of articles, advertising, editorials, photographs and other content. The publication must also meet the circulation standards found in section 707.4.0 of the Domestic Mail Manual.

There are several different publication categories for Periodicals mailings, including Institutions and Societies, State Departments of Agriculture and News Agent Registry. Mailers must apply for the appropriate mailing privileges and pay the appropriate fees. Those mailers who qualify for News Agent Registry may apply at a discounted price.

There are four Periodicals subclasses: General Publications, Nonprofit, Classroom and Science-of-Agriculture. General Publications pay regular rates, while those that are authorized can take advantage of lower rates.

General Requirements

Periodicals do not have a minimum piece or weight requirement. However, publishers must keep records to show that the publication is distributed to a legitimate list of requesters or subscribers.

Periodicals may not be dropped at a regular Post Office. Contact your local USPS specialist to find a location where this type of mail is accepted.

To qualify for Periodicals rates, your mail must meet specific bundling and sacking/traying requirements.

Finally, additional discounts are available if you present your mail in an automation format. This requires the use of Address Correction software, ZIP + 4 coding and barcoding. See [Using Address Correction](#).

Rates

Rates are calculated much differently for Periodicals than for other presorted mailings. Periodical mailings are charged per piece and per pound rates, with Outside-County mailings also charged per bundle and per container rates. Pound rates are applied to the entire mailing. For Outside-County mailings, the pound rate is based on the zone they are being sent to and the total percentage of advertising and nonadvertising content. Piece rates are applied to each addressed piece, whether that piece is a single addressed copy, a bundle of unaddressed copies with a single destination address or a firm bundle of unaddressed or addressed copies sent to the same destination address. These rates vary based on the machinability, barcoding and presort level of the pieces. Bundle rates apply to each bundle; container rates apply to the first container level, either tray/sack or pallet. Rates vary based on the lowest presort level of the container and are eligible for destination entry discounts. Publications are also eligible for a number of special rates for authorized publications.

Outside-County

Outside-County pound rates are assessed on all pieces in a mailing based on the zone to which they are being mailed. Outside-County Periodical rates as of the January 22, 2012 rate changes are below.

Pound Rates for the Advertising Portion

Zone	Regular	Science-of-Agriculture
DDU	\$0.135	\$0.101
DSCF	\$0.206	\$0.155
DADC	\$0.219	\$0.164
1&2	\$0.244	\$0.183
3	\$0.267	\$0.267
4	\$0.327	\$0.327
5	\$0.417	\$0.417
6	\$0.512	\$0.512
7	\$0.626	\$0.626
8	\$0.723	\$0.723

Pound Rates for the Nonadvertising Portion

Zone	Regular	Science-of-Agriculture
DDU	\$0.113	\$0.113
DSCF	\$0.171	\$0.171
DADC	\$0.182	\$0.182
Other	\$0.203	\$0.203

Piece Rates

Bundle Level	Letters		Machinable Flats		Nonmachinable Flats		Parcels
	Barcode	No barcode	Barcode	No barcode	Barcode	No barcode	N/A
5-Digit	\$0.200	\$0.294	\$0.285	\$0.294	\$0.310	\$0.311	\$0.311
3-Digit/SCF	\$0.262	\$0.394	\$0.372	\$0.394	\$0.420	\$0.431	\$0.431
ADC	\$0.283	\$0.411	\$0.387	\$0.411	\$0.482	\$0.507	\$0.507
Mixed ADC	\$0.323	\$0.446	\$0.414	\$0.446	\$0.580	\$0.625	\$0.625

All firm bundles are \$0.184.

Carrier Route rates for all pieces:

- **Saturation** – \$0.136
- **High Density** – \$0.156
- **Basic** – \$0.187

The non-advertising discount for each 1% of non-advertising content is \$0.000101 per piece.

Bundle Rates

Bundle Level	Container Level			
	CR/5-Digit	3-Digit/SCF	ADC	Mixed ADC
Firm	\$0.079	\$0.142	\$0.154	\$0.185
Carrier Route	\$0.152	\$0.288	\$0.325	--
5-Digit	\$0.145	\$0.150	\$0.206	\$0.285
3-Digit/SCF	--	\$0.129	\$0.190	\$0.276
ADC	--	--	\$0.115	\$0.208
Mixed ADC	--	--	--	\$0.079

Container Rates – per pallet, sack or tray

Entry	Pallet				Tray/Sack			
	5-Digit	3-Digit/SCF	ADC	Mixed ADC	CR/5-Digit	3-Digit/SCF	ADC	Mixed ADC
DDU	\$1.652	--	--	--	\$0.937	--	--	--
DSCF	\$21.062	\$11.460	--	--	\$1.353	\$0.833	--	--
DADC	\$31.180	\$21.372	\$12.803	--	\$1.770	\$1.249	\$0.833	--
DNDC	\$32.936	\$24.572	\$23.127	--	\$2.082	\$1.562	\$1.457	--
Origin	\$50.875	\$39.505	\$33.375	\$3.365	\$2.810	\$2.186	\$2.092	\$0.437

The Ride-Along Price is \$0.165 per piece. Repositionable notes are \$0.015 for Outside County, \$0.005 for In-County.

In-County

In-County rates apply to all pieces mailed to the ZIP Codes within the same county as the Post Office of deposit. ZIP Code range information can be obtained from the nearest USPS Business Center. The In-County pound rates are below.

Pound Rates

Zone	Rates
DDU	\$0.145
None	\$0.189

Piece Rates

Presort Level	Automation		Nonautomation
	Letters	Flats	Letters, Flats & Parcels
Carrier Route			
Saturation	--	--	\$0.031
High Density	--	--	\$0.045
Basic	--	--	\$0.061
5-Digit	\$0.048	\$0.102	\$0.108
3-Digit	\$0.050	\$0.109	\$0.121
Basic	\$0.060	\$0.117	\$0.133

The Destination Delivery Unit discount is \$0.008 per piece. For each addressed letter or flat that qualifies for Full-Service Intelligent Mail, subtract \$0.001.

Automation Letters

For this presort, request the DMM Quick Service Guide #707f.



Periodicals automation letters must be trayed and palletized or trayed, sleeved and strapped. For the requirements for automation compatibility, see [Preparing Mail for Automation](#).

Mail pieces must be trayed in the following sequence:

- Trays of at least 150 pieces to the same 5-digit ZIP Code or 5-digit scheme. 5-digit/scheme trays are optional, but required to get the 5-digit rate. One overflow tray per destination is permitted.
- Required trays of at least 150 pieces to the same 3-digit ZIP Code or 3-digit scheme. One overflow tray per destination is permitted. One less-than-full tray must be prepared for any remaining pieces in each 3-digit ZIP Code or 3-digit scheme of origin Post Office.
- Required trays of at least 150 pieces to the same AADC. One overflow tray per destination is permitted. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit scheme if applicable.
- The remaining pieces must be put in Mixed AADC trays and grouped by AADC. One less-than-full Mixed AADC tray allowed per mailing.

Bundling is not permitted in full trays. It is required in mailings that consist entirely of card-sized pieces and in less-than-full 3-digit origin and mixed ADC trays.

In Bulk Mailer, select Periodicals – Machinable Letters as your Sort Class and Piece Type in the Mail Sort Wizard. On the Sorting Preparation screen, select Automation/Barcoded as your first sort level. If you deposit your mail at a DNDC, ADC or DSCF, select the corresponding entry point in the Mail Sort Discounts screen.

View the Qualification Report to see which pieces go in which trays. The Postal Summary Report, also known as PS Form 3541, will detail the qualifying pieces and rates. If you use the optional endorsement line, you do not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

Automation Flats

For full details on this presort, request DMM Quick Service Guide #707g.

USPS Quick Service Guide
707g
Special Standards
Periodicals – Automation Flats

Periodicals automation flats require bundling, sacking and, optionally, palletizing. For the requirements for automation compatibility, see [Preparing Mail for Automation](#).

Mail pieces must be bundled and sacked in the following sequence:

- Bundles of 6 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit sacks are required with 24 pieces, less than 24 pieces not permitted. 5-digit sacks can contain only 5-digit bundles.
- Bundles of 6 or more mail pieces delivered within a single 3-digit ZIP Code area. 3-digit sacks are required with 24 pieces, less than 24 pieces not permitted. 3-digit sacks can contain 5-digit and 3-digit bundles.
- Alternatively, you can place 5-digit and 3-digit bundles into SCF or origin SCF sacks. They are required with 24 pieces, less than 24 pieces only permitted for origin SCF sacks.
- Bundles of 6 or more mail pieces delivered to the same ADC. ADC sacks are required with 24 pieces, less than 24 pieces not permitted. ADC sacks can contain 5-digit, 3-digit and ADC bundles.
- Mixed Origin ADC bundles of any number of the remaining mail pieces delivered to ZIP Codes listed in DMM appendix L201, column B. Mixed Origin ADC sacks are required and have no minimum. These sacks can contain 5-digit, 3-digit, ADC and mixed Origin ADC bundles.
- All remaining pieces must be bundled in Mixed ADC bundles. There is no minimum for mixed ADC sacks. Mixed ADC sacks can contain any type of bundle.

In Bulk Mailer, select Periodicals – Machinable Flats (AFSM 100) as your Sort Class and Piece Type in the Mail Sort Wizard. If you deposit your mail at a DNDC, ADC, DSCF or DDU, select the corresponding entry point in the Mail Sort Discounts screen.

View the Qualification Report to see which bundles go in which sacks. The Postal Summary Report, also known as PS Form 3541, will detail the qualifying pieces and rates. If you use the optional endorsement line, you do not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

Nonautomation Letters

For full details on this presort, request Quick Service Guide #707d.

USPS Quick Service Guide
707d
Special Standards
Periodicals Nonautomation
Letters

Periodicals nonautomation letters require bundling, traying and, optionally, palletizing. Carrier route preparation is optional.

Mail pieces must be bundled and trayed in the following sequence:

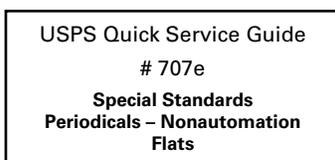
- Optional bundles of six or more mail pieces delivered to the same carrier route. Carrier route bundles can only be placed into carrier route trays. There are three types of carrier route trays: Single carrier route trays are required for 24 pieces, optional with one six-piece bundle; 5-digit carrier route trays are required for full trays, optional with one six-piece bundle, with one less-than-full tray permitted; 3-digit carrier route trays are optional with one six-piece bundle.
- Bundles of 6 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit trays are required with 24 pieces, optional with one six-piece bundle. Full 5-digit trays do not require bundling. 5-digit trays can contain only 5-digit bundles.
- Bundles of 6 or more mail pieces delivered within a single 3-digit ZIP Code area. 3-digit trays are required with 24 pieces, optional with one six-piece bundle. One less than full tray must be prepared for any remaining bundles for each 3-digit area. 3-digit trays can contain both 5-digit and 3-digit bundles.
- Bundles of 6 or more mail pieces delivered to the same ADC. ADC trays are required with 24 pieces, optional with one six-piece bundle. ADC trays can contain 5-digit, 3-digit and ADC bundles.
- All remaining pieces must be bundled in Mixed ADC bundles. One less-than-full tray is allowed per mailing. Mixed ADC trays can contain any type of bundle.

In Bulk Mailer, select Periodicals – Nonmachinable Letters as your Sort Class and Piece Type in the Mail Sort wizard. If you deposit your mail at a DNDC, ADC, DSCF or DDU, select the corresponding entry point in the Mail Sort Discounts screen.

View the Qualification Report to see which bundles go in which trays. The Postal Summary Report, also known as PS Form 3541, will detail the qualifying pieces and rates. If you use the optional endorsement line, you do not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

Nonautomation Flats

For full details on this presort, request Quick Service Guide #707e.



Periodicals nonautomation flats require bundling, sacking and, optionally, palletizing. Carrier route preparation is optional.

Mail pieces must be bundled and sacked in the following sequence:

- Optional bundles of six or more mail pieces delivered to the same carrier route. Carrier route bundles are sacked by individual carrier route, 5-digit scheme carrier routes, 5-digit carrier routes and 3-digit carrier routes. All except 3-digit carrier routes sacks are required at 24 pieces, less

than 24 pieces not permitted. 3-digit carrier routes sacks are required with one six-piece bundle. Carrier route bundles are not permitted outside of the carrier route sacks mentioned here.

- Bundles of 6 or more mail pieces delivered within a single 5-digit ZIP Code area. 5-digit sacks are required with 24 pieces, less than 24 pieces not permitted. 5-digit sacks can contain only 5-digit bundles.
- Bundles of 6 or more mail pieces delivered within a single 3-digit ZIP Code area. 3-digit sacks are required with 24 pieces, less than 24 pieces not permitted. 3-digit sacks can contain 5-digit and 3-digit bundles.
- Alternatively, you can place 5-digit and 3-digit bundles into SCF or origin SCF sacks. They are required with 24 pieces, less than 24 pieces only permitted for origin SCF sacks.
- Bundles of 6 or more mail pieces delivered to the same ADC. ADC sacks are required with 24 pieces, less than 24 pieces not permitted. ADC sacks can contain 5-digit, 3-digit and ADC bundles.
- Origin Mixed ADC bundles of any number of the remaining mail pieces delivered to ZIP Codes listed in DMM appendix L201, column B. Origin Mixed ADC sacks are required and have no minimum. These sacks can contain 5-digit, 3-digit, ADC and Origin Mixed ADC bundles.
- All remaining pieces must be bundled in Mixed ADC bundles. There is no minimum for mixed ADC sacks. Mixed ADC sacks can contain any type of bundle.

In Bulk Mailer, select Periodicals – Nonmachinable Flats, Machinable Flats (UFSM 1000) or Nonmachinable Flats as your Sort Class and Piece Type in the Mail Sort wizard. If you deposit your mail at a DNDC, ADC, DSCF or DDU, select the corresponding entry point in the Mail Sort Discounts screen. If you plan on using drop shipments, select Plant-Verified Drop Shipment and click the Facilities button.

View the Qualification Report to see which bundles go in which sacks. The Postal Summary Report, also known as PS Form 3541, will detail the qualifying pieces and rates. If you use the optional endorsement line, you do not need to manually apply the pressure sensitive adhesive labels supplied by The Postal Service.

Using Bulk Mailer

Satori Software provides comprehensive mail preparation through both its Bulk Mailer and MailRoom ToolKit product lines. This guide uses the all-in-one Bulk Mailer desktop application to illustrate the mailing preparation process. Bulk Mailer provides a streamlined interface which simplifies the mailing preparation process. In contrast, MailRoom Toolkit Architect components can be integrated into automated or variable-data systems, while MailRoom ToolKit Office provides mail sorting within Microsoft Office applications.

All Satori Software mailing preparation products can be used qualify your mailings for the best rates possible — you can validate and sort addresses and generate the necessary postal reports. In many cases, if your addresses have proper ZIP + 4 data, automation mailings will be the least expensive option. The Bulk Mailer Address Correction process — which is CASS Certified by USPS — adds the correct ZIP + 4 data to your addresses when possible.

In addition to this document, Satori Software has a number of [Express Demos](#) on its website (www.satorisoftare.com) in the Support section. These video demos walk you through a specific feature or function in Bulk Mailer. You can see exactly how to accomplish a task in your web browser.

The Mail Sort Wizard

The options in the Mail Sort wizard define the specifics of your planned mailing. These include which class of mail you wish to use, the weight of the piece, the presort options, your payment method and whether you will be claiming entry point discounts. Bulk Mailer simplifies the sorting process by streamlining each of these steps within the wizard.

Use the **Sort Class and Piece Type** screen to select which class of mail you are addressing, choosing from the available combinations of class, piece and classifications (machinable or nonmachinable).

Next, use the **Mail Piece Information** screen to enter the dimensions and weight of your mail piece. Ensure that the Weight and Thickness are as accurate as possible, as these will determine how the pieces are trayed/sacked and what postage rates for which your mailing is eligible. To get the most accurate results, we recommend the following method for determining thickness or weight:

1. Stack 10 pieces.
2. Measure the stack.
3. Divide the total by 10.

Next, on the **Sorting Preparation** screen, choose the mailing method that best matches your list and needs. The following list details the possible sorting options in Bulk Mailer, going from generally the least to the most expensive.

- Enhanced Carrier Route/Walk Sequence
- Enhanced Carrier Route/LOT
- Automation
- Nonautomation

If your list is not address corrected, select Nonautomation.

Additional savings occur when you qualify for Entry Point discounts. If you deposit a Standard Mail mailing at a Destination Network Distribution Center (DNDC), Destination Sectional Center Facility (DSCF), Area Distribution Center (ADC) or Destination Delivery Unit (DDU), and you have enough pieces whose destination is within the delivery area of that facility, then you qualify for Entry Point discounts.

In the **Mail Sort Discounts** screen, select the Mail Drop Post Office to which you will be delivering your mail. If a specific entry point is not listed here, click the Facilities button to select from all available entry points. Once you have finished entering all of your presort information, the **Mail Sort Wizard Summary** screen appears. Click Next to begin the Mail Sort process.

Other Sorting Considerations

There are also practical issues you may wish to consider in choosing your presort options. For example, barcoding offers low postal rates, yet they print slowly with standard printers because of amount of information sent with each record. However, Bulk Mailer supports several brands of high-speed address printers, which have internal barcode fonts. These include high-speed dot-matrix printers and direct-impression inkjet printers. If you design your mail piece with the Bulk Mailer Label Designer, you can use the SatBar True Type font for barcodes, which will speed up barcode printing.

High-speed address printers can print barcoded addresses at speeds of up to 37,500 records per hour.

Another consideration for Standard Mail is the carrier route option. These rates are the usually the lowest available, however the address correction requirements are more stringent. Carrier route mailings must be corrected within 90 days of the mailing date, while automation mailings require verification every six months. This rule applies to mailing lists without changes. Any changes or additions made to a mailing list must be corrected before mailing or be sent at the Basic rate.

All presorted First-Class Mail and Standard Mail mailings must be processed by an address update service within 95 days of mailing. Bulk Mailer offers their Move Update service on a subscription basis. This service will satisfy the address update service requirement.

Once you have determined how to prepare your mailing, enter your choices in each screen of the Mail Sort wizard. When finished, you can print a Postage Statement report. These reports will show you how much the mailing will cost, based upon the mail sort options you have selected.

By running these reports using several different settings, you can compare the results to determine the least expensive way to send your mail.

The Postage Statement

Here is the PS Form 3602-R, which is printed for Standard machinable profit mailings.

United States Postal Service				Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)	
Postage Statement - Standard Mail					
Maier	Permit Holder's Name and Address and Email Address, If Any Satori Software, Inc. John Doe 1301 5th Ave Ste 2200 Seattle, WA 98101-2676		Telephone 206-357-2900	Name and Address of Mailing Agent (If other than permit holder)	Telephone
	CAPS Cust. Ref. No 123 CRID		CRID	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)	
Mailing	Post Office of Mailing Seattle, wa 981011234	Processing Category <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Catalogs <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM	Mailer's Mailing Date Feb 21, 2012	Federal Agency Cost Code	Statement Seq. No. 165134
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	For Mail Enclosed within Another Class: <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	Weight of a Single Piece 0.0625 pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing 8,431 Total Weight 401.9375
	Permit # 123-SAT				No. and Type of Containers 0 Sacks 5 1 ft. Letter Trays 82 2 ft. Letter Trays 0 EMM Letter Trays 0 Flat Trays 0 Pallets 0 Other
	For Automation Pieces, Enter Date of Address Matching and Coding		For Carrier Route Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Carrier Route Sequencing	For pieces bearing a simplified address enter date of delivery statistics file or alternative method
Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> NCOA™ <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format <input type="checkbox"/> OneCode ACS					
Parts Completed (Select all that apply) <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> NSA					
Postage	<input type="checkbox"/> Mailpiece is a product sample. <input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.		1	Subtotal Postage (Add Parts Totals) \$1,755.72	
	Price at Which Postage Affixed (check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither		Complete if the mailing includes pieces bearing metered or precanceled postage. PCS. X \$ = Postage Affixed		-
			Incentive/Discount Flat Dollar Amount:		-
			Fee Flat Dollar Amount:		+
	Permit #		Net Postage Due (Line 1 +/- Lines 2, 3, 4)		
USPS Use	Additional Postage Payment (State reason)				
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.				
	Postmaster: Report Total Postage (Permit Imprint Only) AIC 130		Total Adjusted Postage Permit Imprint		
Certification	Incentive/Discount Claimed: _____ Type of Fee: _____				
	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.				
	Privacy Notice For information regarding our Privacy Policy: www.usps.com				
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form John Doe		Telephone 206-357-2900
USPS Use Only To be completed in non-PostalOne! sites	Weight of a Single Piece	0. _____ pound	Are postage figures at least adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight			
	Total Postage		Date Mailed Notified	Contact	Round Stamp (Required) Payment Date
	Presort Verification Performed (if required) <input type="checkbox"/> Yes <input type="checkbox"/> No I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation and presort where required; (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (required)		By (Initials)	Time AM PM	
USPS Employee's Signature		Print USPS Employee's Name			
PS Form 3602-R1, January 2012 (120104) Facsimile by Bulk Mailer Pro 5.6.0, Satori Software Inc., (206) 357-2900					

The Sack or Tray Labels

In addition to the Postage Summary Report, Bulk Mailer will print the appropriate sack or tray labels. These labels display the destination (city, state, ZIP Code or ZIP Code prefix), mailing class, piece type, sort level and origin city and state. The labels also indicate the tray/sack number and number of pieces.

Using Address Correction

The Bulk Mailer Address Correction process automatically assigns or corrects the ZIP + 4 data for each record in your mailing list. It corrects or modifies the spellings of cities, states and streets to match USPS preferred designations. It can also add carrier route information, the county name and county FIPS code.

In addition, address correction verifies the deliverability of an address using the DPV® process. This checks if the specific address is deliverable by USPS. DPV processing can identify both primary (house numbers) and secondary (unit information) address information as known delivery points, though USPS only requires the primary information to pass for an address to receive a ZIP + 4 Code.

Address correction is certified by USPS and is updated regularly with the latest postal information. Only by processing your list with the current address correction data can you submit your mail to qualify for automation or carrier route rates.

Bulk Mailer makes address correction easy. Open the file and process the list using the Address Correction wizard. Once a list is processed, Bulk Mailer prints the PS Form 3553, which must be kept on file for auditing purposes.



This form may be generated as the output of address matching processing using CASS Certified™ software in conjunction with current USPS® address database files. Any facsimile must contain the same information in the same format as the printed form.

CASS™ Summary Report

See DMM® Section 708 for more information.

A. Software			
CASS A1	1. CASS Certified Company Name Satori Software Inc.	2. CASS Certified Software Name & Version Bulk Mailer Professional v5.6.0.N	3. Configuration WIN
	4. Z4Change Certified Company Name	5. Z4Change Certified Software Name & Version	6. Configuration
	7. DirectDPV™ Certified Company Name	8. DirectDPV Certified Software Name & Version	9. Configuration
	10. eLOT® Certified Company Name Satori Software Inc.	11. eLOT Certified Software Name & Version Bulk Mailer Professional v5.6.0.N	12. Configuration WIN
MASS A2	1. MASS™ Certified Company Name	2. MASS Certified Software Name, Version & Model No.	3. Configuration
			4. MLOCR Serial No.

B. List				
1. List Processor's Name Satori Software	2. Date List Processed		3. Date of Database Product Used	
	a. Master File 02/21/2012	a. ZIP+4® File 12/15/2011		
	b. Z4Change	b. Z4Change		
	c. DirectDPV	c. DirectDPV		
	d. eLOT 02/21/2012	d. eLOT 12/15/2011		
	e. CRIS	e. CRIS		
4. List Name or ID No. (if using ID No., number must start with ID #) Demo List.bmf	5. Number of Lists 1	6. Total Records Submitted for Process 6432		

C. Output							
Output Rating	1. Total Coded	2. Validation Period		Output Rating	1. Total Coded	2. Validation Period	
a. ZIP + 4/DPV Confirmed	6340	From	To	d. 5-Digit Coded	6431	From	To
		02/21/12	08/19/12			02/21/12	02/20/13
b. Z4Change Processed				e. CRRT Coded	6378	From	To
						02/21/12	05/21/12
c. DirectDPV		From	To	f. eLOT Assigned	6340	From	To
						02/21/12	05/21/12

D. Mailer		
I certify that the mailing submitted with this form has been coded (as indicated above) using CASS Certified software meeting all of the requirements listed in the DMM Section 708.		3. Name and Address of Mailer Satori Software 1301 5th Ave Ste 2200 Seattle, WA 98101
1. Mailer's Signature	2. Date Signed	

E. Qualitative Statistical Summary (QSS)						
For Informational Purposes Only: QSS is solely made available for the list processor's review and analysis. This information is not to be considered by the U.S. Postal Service® personnel in determining rate eligibility under any circumstances.						
High Rise Default 795	High Rise Exact 1286	RR Default 0	RR Exact 4	LACS Link® 8	EWS 0	Suite Link® 83

Privacy Notice: For information regarding our Privacy Policy, visit USPS.COM.

PS Form 3553 via Bulk Mailer Address Correction

If you want to receive any of the discounted ZIP + 4 rates, your list must be processed using CASS Certified address correction software, such as Bulk Mailer.

Benefits

The benefits of using address correction with your mailing list are enormous. The most obvious benefit is that you can take advantage of the best postal rates and save postage on your mailings.

There are other benefits that also translate into additional postal savings.

- By standardizing your list, you make finding and eliminating duplicates much easier.
- By verifying that an address is deliverable, you will decrease the amount of postage wasted on undeliverable mail.
- Combined with the ability to barcode your mail, the speed of mail delivery will be greater.

How it Works

Address correction incorporates regular ZIP Code updates from The Postal Service. Satori Software makes this address database available in bi-monthly issues. By using Bulk Mailer on your personal computer (or via our Internet Processing option), Address Correction adds the proper ZIP + 4 data to the addresses in your mailing list.

Mailers can then submit or maintain on file the **PS Form 3553** that Bulk Mailer generates. This form lists the total number of records submitted for processing, the processing date and the software's expiration date. You will need to print this form in order to qualify for automation or carrier route rates.

Once you have processed your addresses, you can use the mailing list for up to six months without running Address Correction again (90 days if you are using carrier route sorts). However, an active list will have constant edits, deletions and additions. Therefore, frequent mailers are encouraged to correct their lists before every mailing. It's quick and easy and you will save money on postage.

Automated Mailing Equipment

In most cases, to obtain the lowest postage rates, you need to prepare your mail to be automation compatible. Address labels need to be barcoded. Any folded materials must be sealed, or “tabbed,” so that they can be processed using automated mail-handling machines.

Automation mail equipment is an investment that can be easily cost justified. First, barcoded mail lowers your postage costs. Second, less labor is needed to prepare the mail. If you are using an outside mailing service, you can bring the work in-house for added savings.

High-Speed Address Printers

Most computer printers can print barcodes. However, if you are mailing many pieces, you may wish to consider purchasing a high-speed address printer.

These printers are designed to print barcoded addresses extremely fast. They have barcode technology built right into the printer. Dot-matrix type printers are priced beginning around \$1,000 and can print barcoded labels at a rate of 5,000 per hour and up.

Inkjet printers provide a higher quality, direct-impression barcoded address. These desktop models eliminate the need for labels and can produce 3,000 to 37,500 addresses per hour. Pricing for these printers start at \$6,000.

Labeler/Tabber

A labeling machine will apply address labels at rates from 5,000 to over 20,000 per hour. The same machine can also apply the tabs that folded pieces require in order to qualify for automation discounts. Prices vary, but many models are quite affordable and quickly pay for themselves in labor saved.

Questions & Answers

In addition to reduced mailing rates, how else can I save money on my mailings?

One of the key ways to save money is to eliminate duplicate addresses from your mailing list. The extra cost of duplicate mail pieces, postage and effort adds up quickly.

Another way to save is to keep your address information current. By keeping your addresses up-to-date, you waste less materials, postage, etc and improve your return on investment.

Satori Software offers an add-on called Move Update, which updates your mailing lists using the USPS National Change of Address data set. Move Update matches the addresses in your mailing list against the changes of address that are currently on file with USPS. Because Move Update works within Bulk Mailer using the Internet, you do not have to import or export your records to a separate application. Through Bulk Mailer, Move Update securely transmits the file to Satori servers for processing. (Each list must contain at least 100 unique names and addresses.) Any move reported to USPS within the past 48 months is updated and returned to you in a matter of minutes.

First-Class Mail and Standard Mail mailings must have their addresses updated within 95 days prior to mailing by an approved service like Move Update.

What supplies are needed for bulk mailings, and where do I get them?

For Standard Mail, you will need rubber bands and trays or sacks, which are all available at your local Post Office Bulk Mail Entry Unit. First-Class Mail supplies also include trays, pouches and pouch labels. The First-Class Mail supplies are also available from the Business Mail Entry Unit.

Which postal forms and reports does Bulk Mailer generate?

Mail Sort Summary Report – This optional report summarizes the mail sort settings selected in the Mail Sort wizard.

PS Forms 3600, 3541 and 3602 (Postage Report) – These USPS forms must be submitted with your First-Class Mail, Periodicals or Standard Mail mailings, respectively.

Qualification Report – This breaks down the mailing details by bundle and tray/sack and is especially useful during mail preparation. You must present this report to USPS to substantiate the qualifying pieces claimed.

Drop Shipment Report – This report details the entry discounts that you are claiming and the entry point to which you must deliver them.

Sack/Tray Labels – These labels are also presented to USPS and correlate with the Qualification report, specifying the bundle/group destination ZIP Code and the total pieces per sack/tray.

PS Form 3553 – This official Postal form verifies that your addresses have been corrected and standardized and processed through CASS Certified software. You must keep this form on file for auditing purposes.

ZIP Code Listing – Lists the ZIP Codes in your mailing, the number of pieces going to each, and the postage rate received for these pieces. Optional.

Container Listing – This optional report lists additional packaging and preparation information not found in the Qualification Report.

Can I use Bulk Mailer to just print sack or tray labels?

Yes, the option is always available when you print the mail sort reports. Run the Mail Sort wizard and, when finished, select only Sack/Tray Labels from the list of available reports.

What is an overflow tray?

An overflow tray is used when you have more than enough pieces to fill a specific tray, but not enough to fill two full trays. For example, you may have 475 pieces going to ZIP Code 98101; however, no more than 350 pieces fit in a 5-digit tray. In this case, you do not need to drop the “overflow” pieces down to the 3-digit sortation rate and pay more postage. If you place them in an overflow tray, they will still qualify for the lower 5-digit rate. These trays are only permitted in certain types of mailings and are documented on your Qualification Report.

Should I print on labels or directly on envelopes?

Bulk Mailer can print on labels and envelopes or directly on the mail piece. Labels can be a wise choice if you are printing large quantities of addresses. You can print 20 or 30 to a page if you are using a laser printer, and you can print continuous-feed labels if you are using an impact printer. Remember though, that the Delivery Point Barcode will not fit on an Avery 3x10 format, and you must place your labels on the piece with less than 5% angle of tilt.

Many times your mailing house will request labels in Cheshire format. This format is 4-across, printed on 15-inch-wide computer paper. If you have a wide carriage printer, Bulk Mailer will support Cheshire label printing.

Envelopes are also a good option for barcoding mail because the barcode always fits on the piece. Plus, the angle of placement will likely be within the 5% tolerance allowed by the Post Office. However, with many standard printers, envelopes must to be manually fed.

The solution to this problem is a high-speed direct impression address printer. Satori Software supports most of the high-speed direct impression printers produced by various companies. These printers allow you to print addresses on envelopes or printed pieces at speeds of up to 37,500 pieces per hour.

How can I contact Satori Software?

For more information about high-speed direct impression printers or for inquiries pertaining to Bulk Mailer, please contact Satori Software at 1-800-553-6477 option 2 or visit www.satorisoftware.com.

Guide to USPS Postal Discounts

February 2012

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Seattle, WA 98101

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