

Parcels

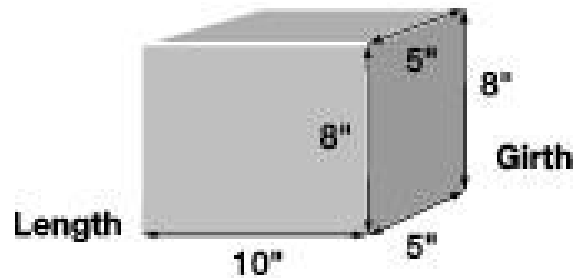
What is a Parcel?

Machinable

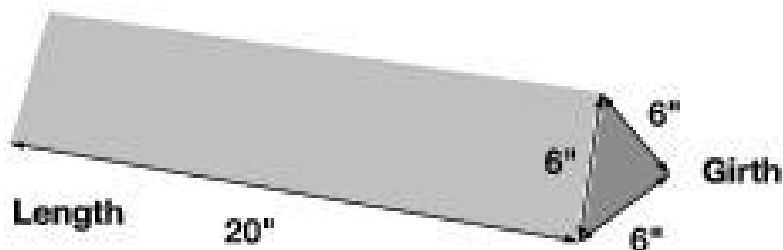
Irregular

Nonmachinable Parcel

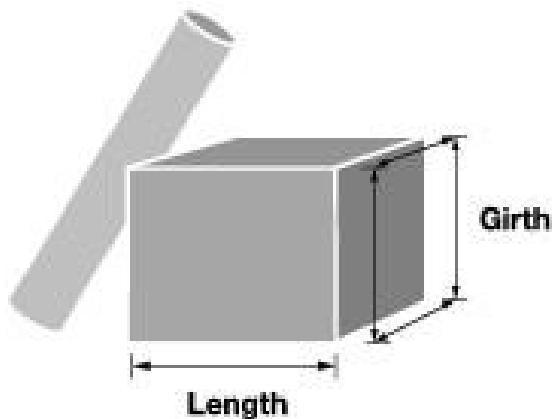
Package Services



The longest side of the parcel.
Measurement around the thickest part.
Cannot exceed 108 inches (Parcel Select cannot exceed 130 inches).

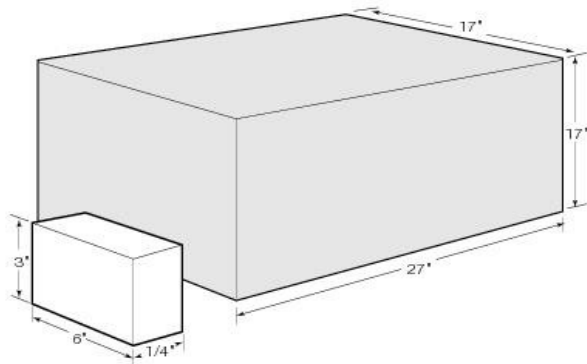


Length = 20 inches
Girth $(6 + 6 + 6) = 18$ inches
Length + girth = 38 inches



Length = 10 inches
Girth $(8 + 5 + 8 + 5) = 26$ inches
Length + girth = 36 inches

Machinable Parcels

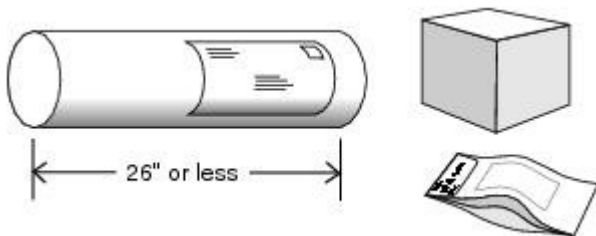


Minimum: 6 inches long, 3 inches high, and 1/4 inch thick and weigh at least 6oz. A mailpiece exactly 1/4 inch thick is subject to the 3-1/2 inch height minimum.

Maximum: 27 inches long, 17 inches high, 17 inches thick and 25lbs except high density with a maximum weight of 15lbs.

Irregular Parcels

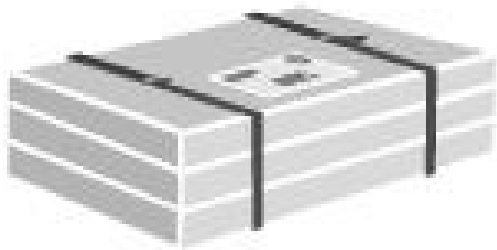
An irregular parcel is a parcel not meeting the dimensional criteria of a machinable parcel.



Rolls and tubes up to 26 inches long;
Merchandise samples that are not individually addressed and are not letter-size or flat-size;

Nonmachinable Parcel

Nonmachinable parcels exceed any of the maximum dimensions for machinable parcels. This category also includes certain high-density items, cartons containing more than 24 ounces of liquids in one or more glass containers, cartons containing 1 gallon or more of liquid in metal or plastic containers, and items in 201.1.7.



Metal-strapped boxes



More than 28"



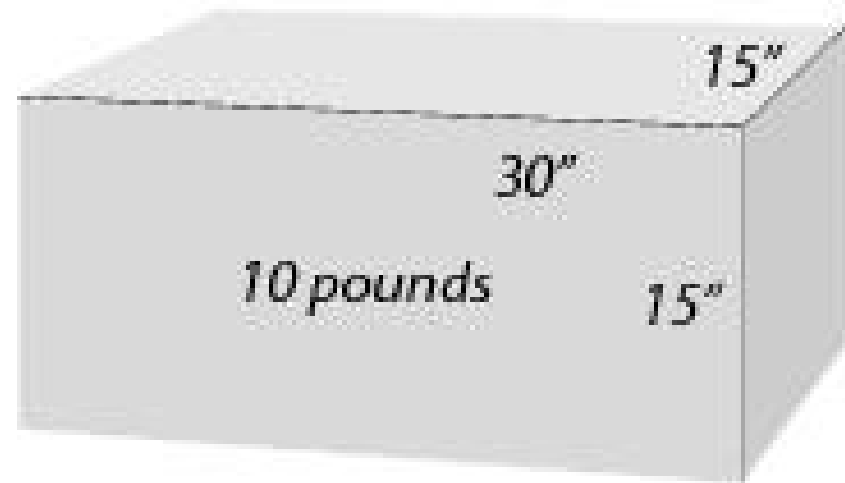
Liquid containers

Parcel Select Balloon Price

if:

Weight less than 20 pounds and length plus girth combined is more than 84 but not more than 108 inches.

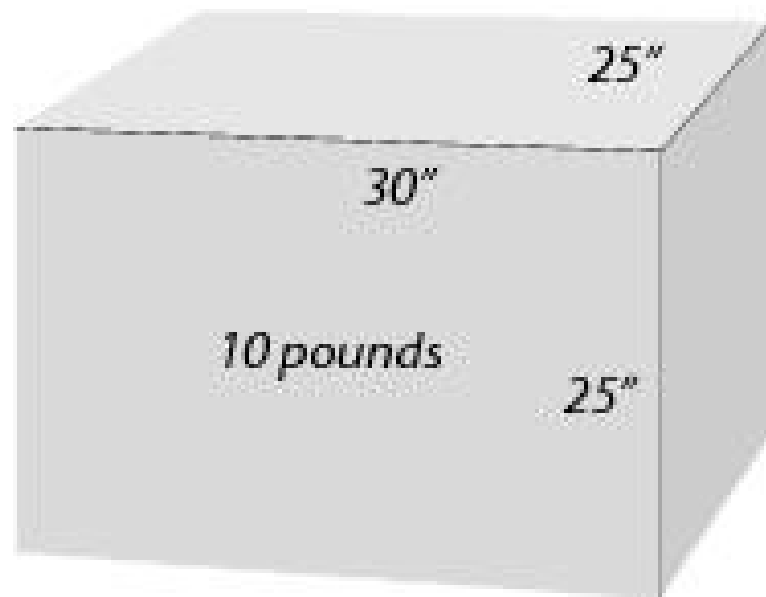
(all zones)



Parcel Select Oversized Price if:

Length plus girth combined is more than 108 but not more than 130 inches.

The oversized price does not apply to pieces with special handling fee.



Nonmachinable Parcel Select sent at Parcel Select Destination Entry prices are subject to the applicable nonmachinable prices. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 27 inches long, 17 inches wide, or 17 inches high.
- b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds, except under [7.5.2](#) for lightweight parcels.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.
- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [7.0](#) and to be identified by the words “Machinable in United States Postal Service Equipment” permanently attached as a nontransferable decal in the lower right corner of the case.

Parcels

Retail First Class Package Service

- First-Class Package Services receive expeditious handling and transportation.
- The USPS does not guarantee the delivery of First-Class Package Services
- **Maximum weight 13 ounces**

Commercial First Class Package Service

- Commercial parcels must bear an Intelligent Mail package barcode (IMpb) prepared under [204.1.0](#)
- Packages not bearing an IMpb are subject to a \$0.20 Noncompliant fee
- **Maximum weight 15.999 ounces**
- **Forwarding and Return Service**
- The price First-Class Package Service includes forwarding service to a new address for up to 12 months and return service if the mailpiece is undeliverable

First Class Package Service

	<u>First-Class Package Service-Retail</u>	<u>First-Class Package Service-Commercial</u>
<u>Sortation Discounts</u>	<u>None - Single piece per ounce pricing only</u>	<u>None - Single piece per ounce pricing only</u>
<u>Barcode Required</u>	<u>No (applied at retail/Label 400 for USPS Tracking)</u>	<u>Optional</u> <u>ADC Presort – no price discount</u>
<u>Markings Required</u>	<u>None</u>	<u>IMpb required or pay noncompliance fee</u>
<u>Physical Standards</u>	<u>Up to 13 Ounces</u>	<u>“First-Class Package” or “First-Class PKG”</u>
<u>Content Standards</u>	<u>Can be used for any mailable item, including documents and personal correspondence</u>	<u>Up to 15.999 ounces</u>
<u>Postal Inspection</u>	<u>Sealed against Postal Inspection</u>	<u>May not contain documents or personal correspondence</u>
<u>Postage Payment Options</u>	<ol style="list-style-type: none"> <u>1. <u>Affixed Postage Stamps</u></u> <u>2. <u>Postage Evidencing System</u></u> 	<u>Not sealed against Postal Inspection</u>
<u>Permit Imprint Volume Requirements</u>	<u>Not applicable</u>	<ol style="list-style-type: none"> <u>1. <u>Postage evidencing system</u></u> <u>2. <u>ePostage</u></u> <u>3. <u>Permit Imprint</u></u>
		<u>50 pieces or 50 pounds under an approved manifest Mailing System (including eVS)</u>

Package Services

- USPS Retail Ground
- Parcel Select
- Media Mail
- Commercial Media Mail
- Library Mail
- Commercial Library Mail
- Bound Printed Matter
- MKT Mail Marketing Parcel

USPS Retail Ground

- Retail Ground parcels entered at a retail window or acceptance unit designated by USPS.
- There are no presort, sacking, or labeling standards for retail Standard Post
- Stamps or Meter. Pieces with postage affixed **must** bear the correct postage.
- Precanceled stamps and permit imprint **not permitted.**

Parcel Select QSG 250

- Parcel Select is a Shipping Services ground product using permit imprint or metered postage when mailing 50 or more packages.
- When postage is paid using USPS-approved PC Postage in conjunction with barcoded non-presorted mailings there is no minimum volume.

Price Categories for Parcel Select

- Parcel Select Lightweight: 200 pieces or 50 pounds of mail per mailing.
- Destination Entry - “Parcel Select”.
- Ground - “Parcel Select Ground” or “Parcel Select GND”.
- Parcel Select Lightweight - “Parcel Select Lightweight” or “Parcel Select LW”.

Media Mail®

Media Mail shipping is a cost-effective way to send educational materials. This service has restrictions on the type of media that can be shipped.

- Books (at least 8 pages)
 - Video recordings
 - Play scripts
 - Computer-readable media
 - Printed education reference charts.
 - Printed test materials and accessories.
 - Loose-leaf pages and binders of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- Sound recordings
 - Printed music
 - Manuscripts
 - 16-mm films

Media Mail®

- Packages cannot contain video games, computer drives, or digital drives of any kind.
- Contents can be inspected by the Postal Service to determine if correct postage has been paid.
- No advertising (except in books for books)

Item	Eligibility	DMM Reference (if any)
BOOKS		
Activity Books	No	173.4.1.a Not consisting wholly of reading matter
Books	Yes	173.4.1.a
Coloring Books	No	173.4.1.a Not consisting wholly of reading matter
Comic books	No	173.4.1.a Predominantly pictures/may contain advertising
Cook Book	Yes	173.4.1.g Printed educational material designed to instruct individuals for improving or developing their capabilities
Graphic novels - adaptations of novels in "comic book" format contain ISBN numbers issued by Library of Congress	Yes	Contains no advertising
Telephone Book	No	173.4.1.a Advertising is not eligible for Media Mail

CATALOGS		
Catalogs, all types, publication date is irrelevant	No	173.4.1.a Paid Advertising is prohibited as Media Mail content
Independent Consultant Catalogs - e.g., <i>Partylite, Avon, Tupperware, Mary Kay, Lia Sophia, etc.</i>	No	173.4.1.a Paid Advertising is prohibited as Media Mail content
CDs, COMPACT DISCS		
CD - Sound recordings	Yes	173.4.1.e Sound recordings eligible
CD - Pictures	No	173.4.1.e Sound recordings and video recordings eligible
Blank CD	No	173.4.1.e CD's must have recorded sound or video

DIRECTORIES		
High School yearbook	No	173.4.1.2.a Books consisting wholly of reading matter
Church Directories - pictures and addresses of members	No	173.4.1.2.a Books consisting wholly of reading matter
DVDs, DIGITAL VIDEO DISCS		
DVD	Yes	173.4.1.e & I Sound, video and computer readable material eligible
DVDs with computer games	No	CSR PS 334
Blank DVDs	No	173.4.1.e DVD's must have recorded sound or video

MAGAZINES		
New magazines	No	173.4.1.a Advertising is not eligible for Media Prices
Old magazines	No	173.4.1.a and Customer Support Ruling PS-091-Age of documents is irrelevant
MAPS		
Atlas - Maps	Yes	Customer Support Ruling - PS-236
Maps - single	No	
<p>NOTE: Maps printed on pages of books are considered for postal purposes to be reading matter. Thus, a book that is devoted to maps and which has at least eight printed pages and contains no advertising matter, could qualify to be mailed at the Media Mail rates of postage.</p>		CSR PS-236



Electronic devices to record books	No	Customer Support Ruling issue 154 "Electronic devices onto which books can be downloaded for reading/viewing are NOT eligible to be mailed at Media Mail prices"
Flash Cards-instructional	Yes	Customer Support Ruling # PS 017
Genealogy - Family Genealogy charts	No	173.4.1.g Reference charts must be conveyed by non-narrative matter
Instruction Manuals	Yes	173.4.1.g
Journals (blank or with writing)	No	
Kindle software - electronic devices to record books	No	Customer Support Ruling issue 154 It is a software and hardware platform used for rendering and displaying e-books and other digital media
Invoices, sent with Media Mail items	Yes	173.6.2
Personal Note/Greeting Card, sent with Media Mail item - includes Birthday Cards	Yes	173.6.4 Incidental First Class - closely related, but secondary to host piece
Photo albums/Picture album	No	173.4.1.a
Postcard, enclosed with eligible media mail items	Yes	173.4.2.a
Qualified Media Mail item as listed in DMM 173.4.2 — plus any additional non media trinkets	No	The whole package would be priced at the next eligible class of mail*
RECORDS, PHONOGRAPH RECORDS	Yes	173.4.1.e Sound recordings eligible

Presort Media Mail®

- Mailings of 300 or more addressed pieces as Media Mail are eligible for 5-digit and Basic prices. Prices based on weight and level of presort.
- Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.
- Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price
- Annual presort mailing fee applies separately for Media Mail

Library Mail

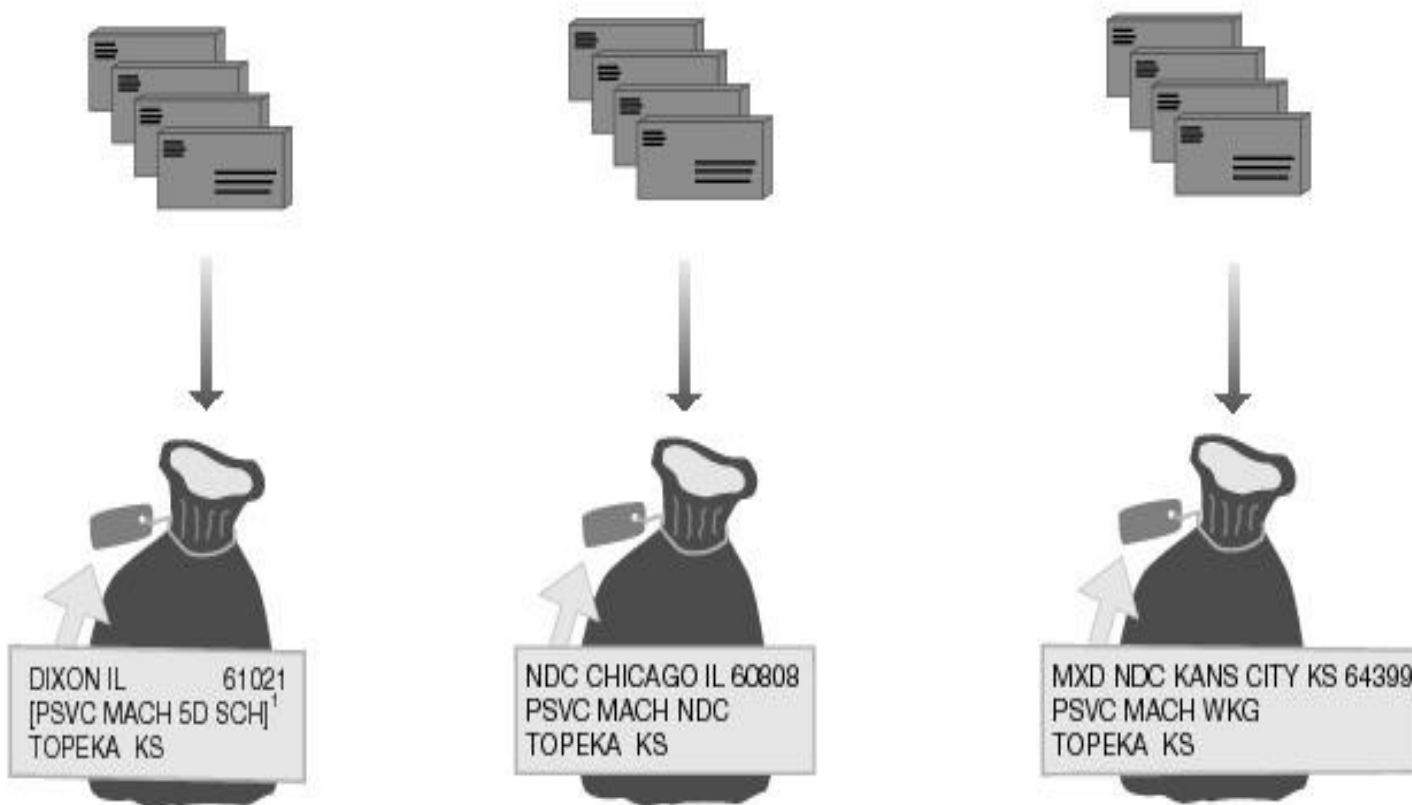
Each piece must show in the address or return address the name of a School, college, university, public library, museum, or herbarium or the name of an authorized nonprofit.

- Books (at least 8 pages).
 - Bound volumes of academic theses
 - Periodicals, whether bound or unbound.
 - Film
 - Museum Materials
 - Museum materials, specimens, collections, teaching aids.
 - Scientific or mathematical kits, instruments, or other devices.
 - Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts. .
 - Catalogs of Library Mail eligible
- Sound recordings.
 - Printed music.
 - 16-mm films.
 - Sound recordings
 - Scientific

Presort Library Mail

- Mailings of 300 or more addressed pieces as Library Mail are eligible for 5-digit and Basic prices. Prices based on weight and level of presort.
- Each piece must include complete delivery addresses with correct ZIP Code or ZIP+4 code.
- Each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization
- Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price
- Annual presort mailing fee applies separately for Library Mail

Presort Media/Library Rate Parcels



Presort Media/Library Rate Parcels

5-Digit/Scheme¹

Sacks: Optional but required for 5-digit price. Minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.²

Labels: Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and ZIP Code on mail. Line 2: For 5-digit scheme sacks, use “PSVC MACH 5D SCH,” for 5-digit sacks, use “PSVC MACH 5D.”

Price: 5-Digit

NDC

Sacks: Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches. Smaller volumes not permitted.

Labels: For Line 1, use [L601](#), Column B. For Line 2, use “PSVC MACH NDC.”

Price: Basic

Mixed NDC

Sacks: Required, no minimum.

Labels: For Line 1, “MXD” followed by the information in [L601](#), Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use “PSVC MACH WKG.”

Price: Basic

Bound Printed Matter

Catalogs, Directories, Books and other printed material that weigh up to 15 pounds and meet specific eligibility standards in 263.2.0

Eligible mailings must meet the following minimum pieces:

300 pieces for Presorted and Carrier Route.
No minimum for nonpresorted. 263.4.0

Bound Printed Matter

Contents must:

Consist of advertising, promotional, directory, or editorial material (or any combination of these).

Be securely bound by permanent fastening.

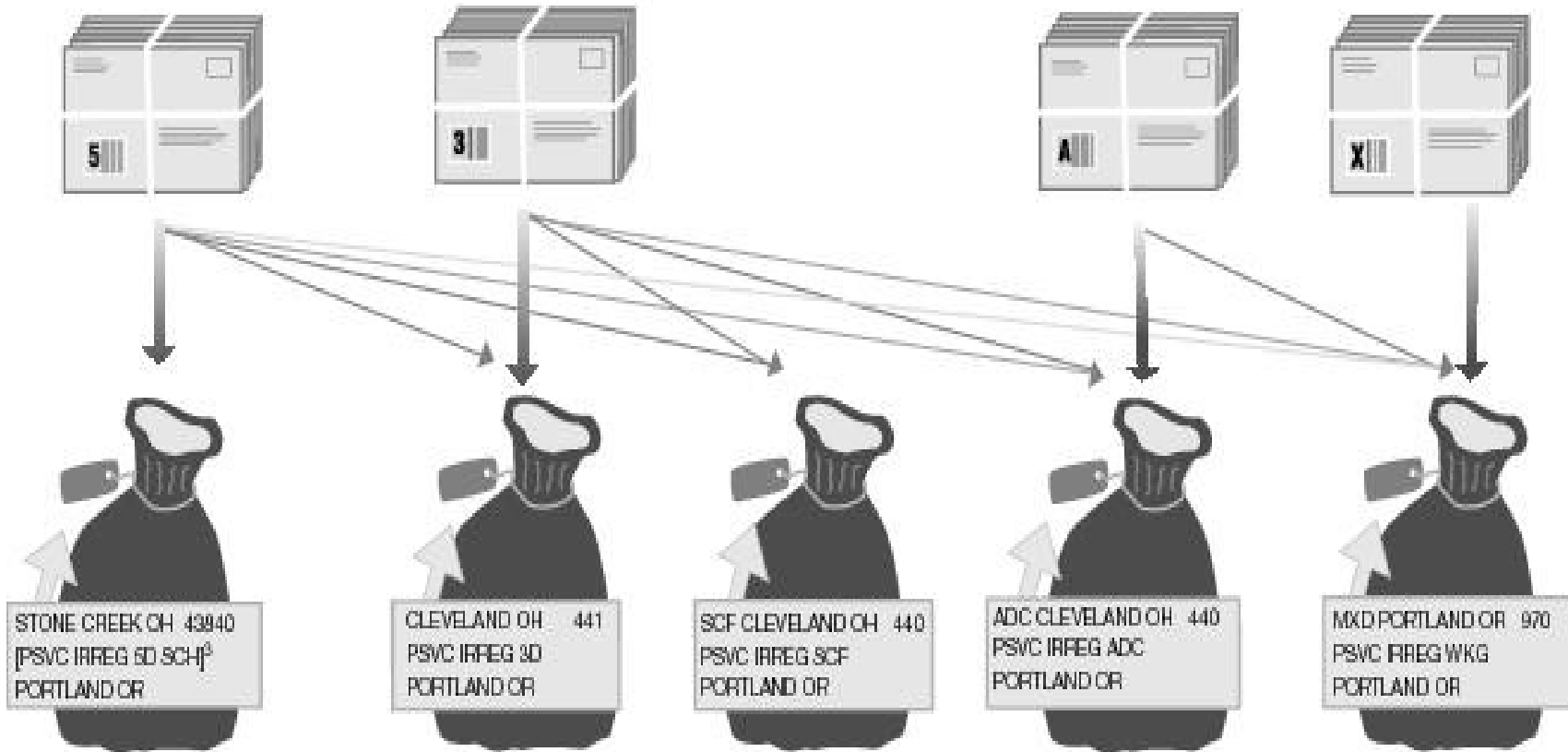
Consist of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).

Not have the nature of personal correspondence.

Not be stationery (e.g., pads of blank printed forms).

Bound Printed Matter

Irregular Parcels



Bound Printed Matter

Irregular Parcels

5-Digit/Scheme¹

Bundles: Scheme bundles required for 5-digit ZIP Codes in L606. Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.²

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

3-Digit

Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted.

Maximum weight 20 pounds.

Labels: Green Label 3 or OEL.

SCF

Sacks: Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L005, Column B. For Line 2, use “PSVC IRREG SCF.”

ADC

Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted.

Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL

Bound Printed Matter

Machinable Parcels Not Claiming DNDC Prices



Bound Printed Matter

Machinable Parcels Not Claiming DNDC Prices

5-Digit/Scheme²

Sacks: Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.^{1 2}

Labels: Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use “PSVC MACH 5D SCH.” For 5-digit sacks, use “PSVC MACH 5D.”

NDC

Sacks: Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L601, Column B. For Line 2, use “PSVC MACH NDC.”

Mixed NDC

Sacks: Required; no minimum.

Labels: For Line 1, “MXD” followed by the information in L601, Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use “PSVC MACH WKG.”



USPS Marketing Mail Marketing Parcels

Maximum weight: less than 16 ounces.

Maximum dimensions: 12 inches in length; 9 inches in height, and 2 inches in thickness. (240K QSG)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) and sorted accordingly. All pieces must meet the physical standards for parcels in [\(201\)](#).

Pieces are eligible if not required to be mailed at First-Class Mail prices or **not** eligible for Periodicals prices. Nonprofit prices require specific authorization [\(703.1.0\)](#).

Unless prepared in 5-digit/scheme containers, Marketing parcel pieces **MUST** bear an Intelligent Mail package barcode (**IMpb**). USPS Marketing Mail parcels prepared in 5-digit/scheme containers may optionally use an IMb in lieu of an IMpb (and a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File). [\(204.2.0\)](#).

Marketing Mail Marketing Parcels

Mail_Preparation

Markings:

- **Regular:** “Marketing” or “MKTG” or “MKT”, “Standard” or “STD”, “Presorted USPS Marketing” or “PRSRT MKTG” or “PRSRT MKT”, “Presorted Standard” or “PRSRT STD.”
- **Nonprofit:** “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit.”

Note: Both markings (e.g., MKT or STD) are acceptable in the same mailing.

For pallet preparation (705.8.0).

Prepared in sacks (unless palletized).

Palletization is preferred. QSG 705d

Simple Samples

Allows companies to send trial-sized product samples to either targeted households or every door in a market area without the need for outer packaging.

- **Dimensions**
 - **Small** = 3"X5"X1/4"- 4"X6"X1.5"
 - **Large** = Max 9" X 12" X 12"
- **Volume**
 - 0-200,000
 - 200,001+
- **Targeted Samples** must be addressed using an alternative addressing format and require a DAL or DML (additional **fees apply**)
- **Every Door Samples** require simplified address and must saturate the entire route
- **Must be part of a 200 piece or 50lb mailing**
- All mailings of Product Samples must be entered under DNDC, DSCF or DDU standards.
- Parcels not prepared or sorted as a carrier route mailing at Product Sample prices must be prepared as a separate mailing at Marketing Mail Presorted prices
- When not entered at DDU, mailings are subject to carton/sack and/or pallet prices
- **Price List Notice 123 page 21**
- **DMM 245.12**

Questions?



Reference: pe.usps.com