## USPS Postal Rates AN EVERYDAY MAILING REFERENCE

Your guide to postage rates and common types of mail

## Effective April 10, 2016



## CONTENTS

Postal Rates Quick Reference ..... 3
January 2016 Rate Increase ..... 4
Mailing Products
First-Class Letters ..... 6
First-Class Large Envelopes (Flats) ..... 7
First-Class Postcards ..... 8
Presorted (First-Class \& Standard) ..... 9
Nonprofit ..... 10
Shipping Products
First-Class Packages (Parcels) ..... 12
Retail Ground (Standard Post) ..... 13
Parcel Select Ground ..... 14
Priority Mail-Flat Rate ..... 15
Priority Mail-Your Packaging ..... 16
Priority Mail Express-Flat Rate ..... 17
Priority Mail Express-Your Packaging ..... 18
Media \& Library Mail ..... 19
International ..... 20
Additional Items
Extra Services ..... 22
Mailer's Glossary ..... 23

## POSTAL RATES QUICK REFERENCE

| FIRST-CLASS LETTERS |  |  |
| :--- | :---: | :---: |
| WEIGHT | RETAIL RATE | METER RATE |
| 1 oz | $\$ 0.47$ | $\$ 0.465$ |
| 2 oz | $\$ 0.68$ | $\$ 0.675$ |
| 3 oz | $\$ 0.89$ | $\$ 0.885$ |
| 3.5 oz | $\$ 1.10$ | $\$ 1.095$ |

For weights over 3.5 ounces, see Large Envelopes below.

## POSTCARDS

\$0.34 per postcard

LARGE ENVELOPES (FLATS)

| WEIGHT | RATE |  | WEIGHT | RATE |
| :--- | :--- | :--- | :--- | :--- |
| 1 oz | $\$ 0.94$ |  | 8 oz | $\$ 2.41$ |
| 2 oz | $\$ 1.15$ |  | 9 oz | $\$ 2.62$ |
| 3 oz | $\$ 1.36$ |  | 10 oz | $\$ 2.83$ |
| 4 oz | $\$ 1.57$ |  | 11 oz | $\$ 3.04$ |
| 5 oz | $\$ 1.78$ |  | 12 oz | $\$ 3.25$ |
| 6 oz | $\$ 1.99$ |  | 13 oz | $\$ 3.46$ |
| 7 loz | $\$ 2.20$ |  |  |  |

## RESOURCES

Notice 123 (USPS complete pricing)
http://pe.usps.com/cpim/ftp/manuals/dmm300/ Notice123.pdf
Zone Charts: postcalc.usps.gov/Zonecharts/
Rate Calculator: postcalc.usps.com/
FP IMpb Guide: $\mathfrak{f p - u s a . c o m / a r t i c l e s / i m p b - g u i d e / ~}$
FP Rate Increase Info: fp-usa.com/ratechange/


PRIORITY MAIL

| MAIL TYPE | RETAIL RATE | COMMERCIAL <br> BASE RATE |
| :--- | :---: | :---: |
| 1 lb Envelope or Small Box | $\$ 6.45-\$ 10.00$ | $\$ 5.75-\$ 9.76$ |
| Flat Rate Envelope | $\$ 6.45$ | $\$ 5.75$ |
| Flat Rate Small Box | $\$ 6.80$ | $\$ 6.10$ |
| Flat Rate Medium Box | $\$ 13.45$ | $\$ 11.95$ |

## PRIORITY EXPRESS MAIL

| MAIL TYPE | RETAIL RATE | COMMERCIAL <br> BASE RATE |
| :--- | :---: | :---: |
| Flat Rate Envelopes | $\$ 22.95$ | $\$ 20.66$ |
| 0.5 lb Envelope or Small Box* | $\$ 22.95-\$ 38.05$ | $\$ 20.66-\$ 34.25$ |
| Flat Rate Boxes eliminated | - | - |
| Jan. 172016 |  |  |

*Rate depends on weight \& destination
Sunday/Holiday: Add \$12.00

Is there a rate you'd like to see here? Have some feedback? Let us know at rates@fp-usa.com

FIRST-CLASS PACKAGES

| WEIGHT | RETAIL RATE | COMMERCIAL RATE |
| :--- | :---: | :---: |
| 1 oz | $\cdot$ | $\$ 2.60$ |
| 2 oz | $\$ 2.45$ | $\$ 2.60$ |
| 3 oz | $\$ 2.45$ | $\$ 2.60$ |
| 4 oz | $\$ 2.64$ | $\$ 2.60$ |
| 5 oz | $\$ 2.83$ | $\$ 2.60$ |
| 6 oz | $\$ 3.02$ | $\$ 2.60$ |
| 7 oz | $\$ 3.21$ | $\$ 2.60$ |
| 8 oz | $\$ 3.40$ | $\$ 2.60$ |
| 9 oz | $\$ 3.59$ | $\$ 3.30$ |
| 10 oz | $\$ 3.78$ | $\$ 3.35$ |
| 11 oz | $\$ 3.97$ | $\$ 3.40$ |
| 12 oz | $\$ 4.16$ | $\$ 3.45$ |
| 13 oz | $\$ 4.35$ | $\$ 3.50$ |
| 14 oz | - | $\$ 3.55$ |
| 15 oz | - | $\$ 3.60$ |
| 15.99 oz | - | $\$ 3.65$ |

EXTRA SERVICES

|  | STANDARD <br> PRICE | ELECTRONIC OR <br> COMMERCIAL <br> BASE PRICE |
| :--- | :---: | :---: |
| Certified Mail | $\$ 3.30$ | $\$ 3.30$ |
| Certificate of Mailing | $\$ 1.30$ | $\$ 1.30$ |
| Registered | $\$ 11.70$ and up | $\$ 11.70$ and up |
| Return Receipt | $\$ 2.70$ | $\$ 1.35$ |
| Signature <br> Confirmation | $\$ 2.90$ | $\$ 2.35$ |

## 2016 RATE CHANGES

## January 17, 2016

The January 17, 2016 Rate Increased shipping products (competitive) only, not mailing products (dominant/non-competitive) 9.5\% average.
$\diamond$ Shipping Products include: First-Class Packages (Parcels), Parcel Select, Priority Mail-Flat Rate, Priority Mail-Your Packaging, Priority Mail Express-Flat Rate, Priority Mail Express-Your Packaging, Media \& Library Mail, International Packages.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| $17 /$ | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |

USPS Shipping Rates Increase

## APRIL 2016

| Sun Mon | Tue | Wed | Thu | Fri | Sat |
| ---: | ---: | ---: | ---: | ---: | ---: |
|  |  |  |  |  | 1 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 |

## April 10, 2016

The January 10, 2016 Rate Decrease rolled back the 4.3\% Exigent Surcharge for mailing products (dominant/non-competitive).
$\diamond$ Mailing Products include: First-Class Letters, First-Class Large Envelopes (Flats), First-Class Postcards, Presorted (First-Class \& Standard), Nonprofit.

## MAILING PRODUCTS

First-Class Letters, First-Class Large Envelopes (Flats), First-Class
Postcards, Presorted (First-Class \& Standard), Nonprofit.

## FIRST-CLASS LETTERS

Typical Use: Correspondence,
invoices, payments
Max Weight: 3.5 oz
Delivery Time: Typically 1-3
business days


## RATES FOR FIRST-CLASS LETTERS

| WEIGHT | RETAIL RATE | METER RATE |
| :--- | :---: | :---: |
| 1 oz | $\$ 0.47$ | $\$ 0.465$ |
| 2 oz | $\$ 0.68$ | $\$ 0.675$ |
| 3 oz | $\$ 0.89$ | $\$ 0.885$ |
| 3.5 oz | $\$ 1.10$ | $\$ 1.095$ |

For weights over 3.5 ounces, see Large Envelopes below.


Postage meters have lower First Class letter rates than stamps.
i RESOURCES
Learn About First-Class Mail
First-Class Letter Standards
Business Letters 101

[^0]
## FIRST-CLASS LARGE ENVELOPES (FLATS)

Typical Use: Large envelopes, flat or padded with even thickness; usually for documents
Max Weight: 13 oz. (Use Priority Mail for flats over 13 oz.)

Delivery time: Typically 1-3
business days

POSTAGE RATES FOR LARGE ENVELOPES

| WEICHT | RATE |  | WEICHT | RATE |
| :--- | :--- | :--- | :--- | :--- |
| 1 oz | $\$ 0.94$ | 8 oz | $\$ 2.41$ |  |
| 2 oz | $\$ 1.15$ |  | 9 oz | $\$ 2.62$ |
| 3 oz | $\$ 1.36$ |  | 10 oz | $\$ 2.83$ |
| 4 oz | $\$ 1.57$ |  | 11 oz | $\$ 3.04$ |
| 5 oz | $\$ 1.78$ |  | 12 oz | $\$ 3.25$ |
| 6 noz | $\$ 1.99$ |  | 13 oz | $\$ 3.46$ |
| 7 oz | $\$ 2.20$ |  |  |  |

## i RESOURCES

First-Class Flats Characteristics



## FIRST-CLASS POSTCARDS

Typical Use: Short notes, reminders, advertising

Max Weight: N/A
Delivery Time: Typically 1-3 business days

## POSTAGE RATE FOR POSTCARDS

\$0.34 per postcard

(i) RESOURCES

USPS Postcard Characteristics

First-Class Postcard Dimensions


Thickness: .007" - .016"


## PRESORTED (FIRST-CLASS \& STANDARD)

Presorting your mail can give you much lower postage rates. Group your mail by zip code so all mail pieces going to the same area are in the same bundle or tray.

## FIRST-CLASS PRESORTED

First-Class Presorted mail is typically used for personalized/unique mail, such as invoices and statements. Each mailing must contain at least 500 pieces. Delivery is typically 1-3 business days.

|  | FIRST-CLASS PRESORT TYPE | $\begin{aligned} & \text { LETTERS } \\ & \text { (UP TO } 2 \mathrm{OZ} \text { )* } \end{aligned}$ | LARGE ENV/FLATS (UP TO 1 OZ)* | POSTCARDS |
| :---: | :---: | :---: | :---: | :---: |
|  | Machinable, Non-Automation | \$0.452 | \$0.798 | \$0.283 |
| $\begin{aligned} & \text { 이 } \\ & \text { 袚 } \\ & \text { D } \\ & \frac{5}{4} \end{aligned}$ | Mixed AADC (up to | \$0.419 | \$0.750 | \$0.272 |
|  | AADC | \$0.399 | \$0.670 | \$0.263 |
|  | 5-Digit | \$0.376 | \$0.630 | \$0.263 |
|  | 3-Digit | \$0.399 | \$0.438 | \$0.250 |

*For higher weights pricing, see USPS Notice 123.

## © RESOURCES

USPS Mail Preparation Requirements

## STANDARD PRESORTED

Standard Presorted mail is typically used for general nonpersonal mail like advertising and catalogs. Each mailing must contain at least 200 pieces. Delivery is typically 2-9 business days.

Up to 3.3 oz. Automation unless otherwise noted.

| STANDARD PRESORT TYPE | LETTERS | LARGE ENV (FLATS) |
| :--- | :---: | :---: |
| Mixed AADC | $\$ 0.291$ | $\$ 0.539$ |
| AADC | $\$ 0.274$ | $\$ 0.522$ |
| 3-Digit | $\$ 0.274$ | $\$ 0.467$ |
| 5-digit | $\$ 0.255$ | $\$ 0.376$ |
| ECR Basic | $\$ 0.288$ | $\$ 0.288$ |
| ECR High Density | $\$ 0.207$ | $\$ 0.235$ |
| ECR High Density Plus | $\$ 0.204$ | $\$ 0.230$ |
| EDDM | $\mathrm{N} / \mathrm{A}$ | $\$ 0.206$ |
| ECR Saturation | $\$ 0.194$ | $\$ 0.205$ |

See Glossary on Page 18 for definitions of Presort Types


General Requirements \& Considerations for First-Class/Standard Presorted:
$\diamond$ Non-profits do not receive an additional discount from Presort.
$\diamond$ Presorted mail requires first setting up an account with USPS.
$\diamond$ All addresses should be checked against NCOA (move updates) and CASS (addressing standards).
$\diamond$ More savings can be achieved by applying an Intelligent Mail Barcode on each piece. $\diamond$ Mail is usually dropped off at post office.

## NONPROFIT

Nonprofit organizations can get significant postage discounts, as much as $84 \%$ off retail. You can get as much as a $24 \%$ discount with just simple zip code sorting.

Nonprofit mail is sorted and prepared the same way as regular Standard Mail, making it suitable for general mailings like event promotions. It is not applicable to personal/unique mail like invoices or statements.

## NONPROFIT RATES

| 3.3 ounce or less. Automation unless otherwise noted.   <br>  LETTERS FLATS <br> STANDARD PRESORT TYPE $\$ 0.176$ $\$ 0.400$ <br> Mixed AADC $\$ 0.159$ $\$ 0.383$ <br> AADC $\$ 0.159$ $\$ 0.328$ <br> 3-Digit $\$ 0.140$ $\$ 0.237$ <br> 5-digit $\$ 0.214$ $\$ 0.214$ <br> ECR Basic $\$ 0.133$ $\$ 0.161$ <br> ECR High Density $\$ 0.130$ $\$ 0.156$ <br> ECR High Density Plus $\$ 0.120$ $\$ 0.132$ <br> ECR Saturation, Letter EDDM $\mathrm{N} / \mathrm{A}$ $\$ 1.31$EDDM Flats |  |
| :--- | :---: | :---: |

See Glossary on Page 18 for definitions of Presort Types.

| USPS usually |
| :--- |
| processes nonprofit |
| applications in $1-2$ |
| weeks. |


| USPS Nonprofit Application |
| :--- |
| INSIDE TIP |$\quad$| USPS Official Nonprofit Options |
| :--- |
| USPS Publication 417-Nonprofit Eligibility |

## SHIPPING PRODUCTS

First-Class Packages (Parcels), Parcel Select, Priority Mail-Flat Rate, Priority Mail-Your Packaging, Priority Mail Express-Flat Rate, Priority Mail Express-Your Packaging, Media \& Library Mail, International Packages.

## FIRST-CLASS PACKAGES (PARCELS)

Typical Use: Low cost option for shipping lightweight packages

Max Weight: 15.99 oz.
Delivery Type: Typically
1-3 days in U.S. (Use Priority Mail or Parcel Select for items over 13 oz.)


## FIRST-CLASS PACKAGE RATES

| WEIGHT (UP TO) | RETAIL RATE* | COMMERCIAL BASE** |
| :--- | :---: | :---: |
| 1 oz | $\$ 2.45$ | $\$ 2.60$ |
| 2 oz | $\$ 2.45$ | $\$ 2.60$ |
| 3 oz | $\$ 2.45$ | $\$ 2.60$ |
| 4 oz | $\$ 2.64$ | $\$ 2.60$ |
| 5 oz | $\$ 2.83$ | $\$ 2.60$ |
| 6 oz | $\$ 3.02$ | $\$ 2.60$ |
| 7 oz | $\$ 3.21$ | $\$ 2.60$ |
| 8 oz | $\$ 3.40$ | $\$ 2.60$ |
| 9 oz | $\$ 3.59$ | $\$ 3.30$ |
| 10 oz | $\$ 3.78$ | $\$ 3.35$ |
| 11 oz | $\$ 3.97$ | $\$ 3.40$ |
| 12 oz | $\$ 4.16$ | $\$ 3.45$ |
| 13 oz | $\$ 4.35$ | $\$ 3.50$ |
| 14 oz | - | $\$ 3.55$ |
| 15 oz | - | $\$ 3.60$ |
| 15.99 oz | - | $\$ 3.65$ |

*RETAIL = Purchase at local Post Office.
**CBP = Commercial Base Pricing, available with meters/software or online postage.
© RESOURCES
USPS Official Characteristics for Parcels

## RETAIL GROUND (STANDARD POST)

Typical Use: Purchased at Post Office retail counter. Good for large packages. (Includes tracking)

Max Weight: 70 lbs.
Delivery Type: Typically 2-8 business days

## RETAIL GROUND RATES

Retail Ground prices range from $\$ 6.75$ to $\$ 169.92$, depending on weight and destination.


## Retail Pricing

## What is Retail?

The Postal Service refers to "retail" as purchases made at local post office counters.

Retail prices are almost always higher than their commercial counterparts. The commercial ground service is called Parcel Select Ground

## (i) RESOURCES

USPS Official Characteristics for Parcels
Refer to Notice 123 for Retail Ground Price Table

## PARCEL SELECT GROUND

Typical Use: Low cost option for ground shipping medium-large size packages.

Max Weight: 70 lbs.
Delivery Time: Typically 2-8 days. Includes tracking

## PARCEL SELECT RATES

Parcel Select prices range from $\$ 5.95$ to $\$ 169.87$, depending on weight and destination.

Parcel Select is a commercial service (similar to Commercial Base Pricing), which is slightly less costly than its Retail counterpart, Retail Ground (formerly Standard Post).


## Dimensions

At least 3 inches high $\times 6$ inches long $\times 1 / 4$ inch thick.
Maximum 108 inches in length + girth combined (up to 130 inches with additional fee).

Maximum weight 70 pounds.

## © RESOURCES

USPS Official Characteristics for Parcels
Refer to Notice 123 for Commercial NonPresort Parcel Select Price Table

## PRIORITY MAIL-FLAT RATE

## Typical Use:

Reasonable cost option for small to medium size packages. Includes tracking and insurance (\$50 retail, \$100 CBP).

Max Weight: 70 Ibs.
Delivery Time: 1-3
business days
(i) RESOURCES
USPS Description of Priority Mail
Order flat rate boxes online at USPS.

| USPS provides many |
| :--- |
| other sizes of envelopes |
| and boxes than shown |
| here. |

INSIDE TIP

PRIORITY MAIL FLAT RATES

$9-1 / 2^{\prime \prime} \times 15^{\prime \prime}$

| PRIORITY <br> * MAIL * |  |
| :---: | :---: |
| Rurnutemione |  |
| \||111811 | Elantiximex |

LEGAL ENVELOPE
$\mathbf{\$ 6 . 4 5}$ RETAIL*
\$5.75 CBP**

11 " $\times 8-1 / 2^{\prime \prime} \times 5-1 / 2^{\prime \prime}$


MEDIUM BOX
\$13.45 RETALL
$\$ 11.95{ }^{\text {CBP }}$
$9-1 / 2^{\prime \prime} \times 12-1 / 2^{\prime \prime}$


PADDED ENVELOPE
$\mathbf{\$ 6 . 8 0}{ }^{\text {RETALL }}$
$\mathbf{\$ 6 . 1 0}{ }^{\text {CBP }}{ }^{\text {* }}$
$12^{\prime \prime} \times 12^{\prime \prime} \times 5-1 / 2^{\prime \prime}$


LARGE BOX
$\$ 18.75{ }^{\text {RETALL }}$
$\mathbf{\$ 1 6 . 3 5}{ }^{\text {CBP }}{ }^{* *}$
*RETAIL = Purchase at local Post Office.
**CBP = Commercial Base Pricing, available with meters/software or online postage

## PRIORITY MAIL-YOUR PACKAGING

Typical Use: Use your own packaging instead of USPS boxes for Priority Mail. Includes tracking and insurance.

Max Weight: 70 lbs.
Delivery Time: 1-3 business days

## PRIORITY MAIL RATES (YOUR PACKAGING)

When you use your own packaging, the Priority Mail price depends on package weight and destination.

Retail Pricing*: From \$6.45 to \$200.10
Commercial Base Pricing (CBP)**: From \$5.75 to \$181.03
*RETAIL = Purchase at local Post Office.
${ }^{* *}$ CBP $=$ Commercial Base Pricing, available with meters/software or online postage

## ( RESOURCES

USPS Description of Priority Mail
Calculate Priority Mail shipping cost at: postcalc.usps.com

[^1]Priority Mail gets your packages to their destinations fast with tracking.

## PRIORITY MAIL EXPRESS-FLAT RATE

## Typical Use:

Guaranteed overnight/ expedited service (domestic U.S.), including 365 days/year in many cases. Includes tracking and insurance.

Max Weight: 70 Ibs .
Delivery Time: 1-2 days

## oresources

USPS Description of Priority Express Mail Priority Mail Express Service Guide Order flat rate boxes online at USPS.com

## PRIORITY EXPRESS MAIL FLATS

 overnight. USPS Service Commitment Calculator to check.

## PRIORITY MAIL EXPRESS--YOUR PACKAGING

Typical Use: Use your own packaging instead of USPS boxes for Priority Express Mail. Includes tracking and insurance.

Max Weight: 70 Ibs. | Max Length+Girth: 108 in.
Delivery Time: Overnight (most destinations) or 2-day

## PRIORITY EXPRESS MAIL RATES (YOUR PACKAGING)

When you use your own packaging, the Priority Express Mail price depends on package weight and destination.

Retail Pricing*: From $\$ 22.95$ to $\$ 460.25$
Commercial Base Pricing (CBP)**: From \$22.66 to \$414.23
*RETAIL = Purchase at local Post Office.
${ }^{* *}$ CBP $=$ Commercial Base Pricing, available with meters/software or online postage.

## oreSOURCES

USPS Description of Priority Express Mail Priority Mail Express Service Guide Calculate Priority Mail shipping cost at postcalc.usps.com


## Priority Express Mail is the fastest way to ship with the USPS.

INSIDE TIP

## MEDIA \& LIBRARY MAIL

Typical Use: Media and Library Mail are intended for mailing educational materials.
Maximum Weight: 70 Ibs .
Delivery Time: USPS does not guarantee delivery time, but it's typically 2-9 business days.

## MEDIA MAIL

USPS defines Media Mail as any of the following:
$\diamond$ Print-Books, manuscripts, printed music, printed educational material, medical information

Recorded Media-Film, sound recordings

## MEDIA MAIL RATES

| WEIGHT | RETAIL PRICE* | COMMERCIAL <br> PRESORTED PRICE** |
| :--- | :---: | :---: |
| 1 lb | $\$ 2.61$ | $\$ 2.36$ |
| Each additional pound | $\$ 0.48$ | $\$ 0.48$ |

## LIBRARY MAIL

USPS defines Library Mail as any of the following sent to or from a school, college, university, public library, museum, herbarium, or nonprofit organization:
$\diamond$ Print-Books, printed music, bound academic papers, periodicals
$\diamond$ Recorded Media-Sound recordings

LIBRARY MAIL RATES

| WEIGHT | RETAILPRICE* | COMMERCIAL <br> PRESORTED PRICE** |
| :--- | :---: | :---: |
| 1 lb | $\$ 2.48$ | $\$ 2.24$ |
| Each additional pound | $\$ 0.46$ | $\$ 0.46$ |

*RETAIL = Purchase at local Post Office.
**COMMERCIAL PRESORTED PRICE = Requires minimum volumes and mail sorting.


## INTERNATIONAL

USPS offers several international mail options to meet your needs.

## INTERNATIONAL RATES

| MAIL SERVICE | DELIVERY TIME | RETAIL RATE* | COMMERCIAL <br> RATE** |
| :--- | :--- | :--- | :--- |
| First-Class Package International | Typically $2-3$ weeks <br> (not guaranteed) | $\$ 9.50$ and up | $\$ 9.03$ and up |
| Priority Mail International <br> - to Canada <br> - to other countries | $6-10$ bus. days | $\$ 31.75$ and up | $\$ 30.16$ and up |
| Priority Mail International Flat Rate <br> - to Canada <br> - to other countries | $6-10$ bus. days | $\$ 21.95$ and up | $\$ 22.75$ and up |
| Priority Mail Express International | $3-5$ bus. days | $\$ 29.95$ and up | $\$ 28.45$ and up |

*RETAIL = Purchase at local Post Office.
**CBP = Commercial Base Pricing, available with meters/software or online postage

## (i) RESOURCES

All USPS International Services
Weight Limits by Country
International Shipping Price Calculator
Complete Customs Forms Online
USPS Rate Calculator

## ADDITIONAL ITEMS

## EXTRA SERVICES

These special add-on services enhance your mailings with additional verification and security options.


| SERVICE | ELECTRONIC OR <br> STANDARD <br> PRICE* | COMMERCIAL BASE <br> PRICE** |
| :--- | :--- | :---: |
| Certified Mail <br> Get proof of mailing and delivery for items <br> that don't come with USPS Tracking. | $\$ 3.30$ | $\$ 3.30$ |

## Registered

For very valuable items. In addition to proof of mailing and delivery, provides documented $\$ 11.70$ and up
$\$ 11.70$ and up chain of custody.


## Return Receipt

Get proof of delivery with signature for items $\quad \$ 2.70$ (by mail) $\$ 1.35$ (electronic) that don't come with USPS Tracking.

Signature Confirmation
Require and get recipient's signature.
$\$ 2.90$
$\$ 2.35$
*RETAIL = Purchase at local Post Office.
${ }^{* *}$ CBP $=$ Commercial Base Pricing, available with meters/software or online postage

## MAILER'S GLOSSARY

3-Digit, 5-Digit Automation - Mail is presorted by the first 3 digits or 5 digits of recipient zip codes.

AADC (Automated Area Distribution Center) - A USPS distribution center that scans and processes automation-compatible mail.

Automation - Mail class for mail that can be scanned and processed by USPS automation equipment. (See Machinable below.)
Carrier Route Presort Mail - Discounted mail sorted by carrier routes. (See Enhanced Carrier Route below.)

CASS (Coding Accuracy Support System) - A USPS electronic service that verifies the syntax and accuracy of addresses.
Certified Mail - First-Class or Priority Mail that gives the sender proof of delivery.
Commercial Base Pricing (CBP) - Discounted postage pricing offered by USPS online, PC postage, and some postage meters/software.

Direct Mail - Advertising and promotional mail delivered to potential customers (e.g. brochures, catalogs, postcards, newsletters and sales letters).

Enhanced Carrier Route (ECR) - A type of Carrier Route Presort Mail (see above) that is automation compatible and sorted by carrier route sequence.

First-Class Mail (FCM) - A collection of letter, flat, and lightweight parcel subclasses, typically delivered within 1-3 business days.

Flat - Mail contained in a large, flexible, evenly thick envelope.
Franking Machine - European term for "postage meter.
Indicia - An imprint that represents U.S. postage printed by an authorized postage meter.
Information Based Indicia (IBI) - An indicia with a square machine-readable barcode that encodes machine-readable information about the postage.

Intelligent Mail Barcode (IMB) - A horizontal barcode that encodes information about the mail piece, including addresses and tracking. (Superseded by IMI below.)

Intelligent Mail Indicia (IMI) - Replacing the IMB standard (above), a horizontal barcode that encodes more information more securely than IMB.

Intelligent Mail Package Barcode (IMpb) - A horizontal barcode for packages that encodes information about the sender, recipient, package, and tracking.

Letter - A message to a particular person, written on a mailpiece no larger than $111 / 2^{\prime \prime} \times 61 / 8^{\prime \prime} \times 1 / 4$ ", typically enclosed in an envelope.

Library Mail - A package service mail class intended for media items (e.g. books, documents and recordings) sent between educational institutions.

Machinable - Mail that is compatible with USPS automated scanning \& processing equipment. (See Automation above.)
Media Mail - A package service mail class intended for non-promotional media (e.g. books, documents and recordings).

Metered Mail - Mail with postage applied by an authorized postage meter or Online/PC postage service. (See Indicia above.)
National Change of Address (NCOA) - A USPS database containing U.S. resident changes of address. Can be accessed electronically via the National Change of Address Linkage System to correct addresses before printing them.

Nonprofit Mail - A set of discounted mail rates available to qualifying non-profit organizations.

Package/Parcel - A mailpiece larger than a letter or flat, typically (but not necessarily) a box.

Permit Imprint - A postage indicia containing mailing permit number that represents postage paid in advance from a USPS deposit account for mailings of at least 200 pieces.

Presorted Mail - A set of postage discounts based on sorting mail prior to handing off to the post office, usually requiring at least 500 pieces per mailing

Registered Mail - An extra service intended for very valuable mailpieces. In addition to proof of mailing and delivery, provides documented chain of custody.
Return Receipt - An extra service that provides sender with proof of delivery, including recipient signature for items that don't come with USPS Tracking
Signature Confirmation - An extra service that requires recipient's signature, which is available as a record for the sender.

Standard (Bulk) Mail - A class of commercial mail with postage discount intended for mailings of at least 200 identical mailpieces (e.g. catalogs, advertising flyers, newsletters)

Zones - Postal zones are price categories based on origin and destination zip codes. Prices trend higher with longer distances and more rural origin and/or destination locations.


## ABOUT FP MAILING SOLUTIONS

FP Mailing Solutions provides postage meters and mailing products for small-tomidsize U.S. businesses and organizations.

From our Addison, Illinois headquarters, we distribute our products through a nationwide dealer network. There's probably an FP dealer near you!

Our customers hail from small one-room businesses to law firms, healthcare \& medical facilities, non-profits, municipalities, educational institutions, and everything in-between.

FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101
800-341-6052
fp-usa.com


[^0]:    INSIDE TIP

[^1]:    USPS will pick up
    Priority Mail free if your
    parcel is packed andlabeled.
    INSIDE TIP

