USPS Postal Rates
AN EVERYDAY MAILING REFERENCE

Your guide to postage rates and common types of mail

Effective April 10, 2016

FP Mailing Solutions
FP-USA.COM
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## Postal Rates Quick Reference

### First-Class Letters

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RETAIL RATE</th>
<th>METER RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz</td>
<td>$0.47</td>
<td>$0.465</td>
</tr>
<tr>
<td>2 oz</td>
<td>$0.68</td>
<td>$0.675</td>
</tr>
<tr>
<td>3 oz</td>
<td>$0.89</td>
<td>$0.865</td>
</tr>
<tr>
<td>3.5 oz</td>
<td>$1.10</td>
<td>$1.095</td>
</tr>
</tbody>
</table>

For weights over 3.5 ounces see Large Envelopes below.

### Postcards

$0.34 per postcard

### Large Envelopes (Flats)

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz</td>
<td>$0.94</td>
</tr>
<tr>
<td>2 oz</td>
<td>$1.15</td>
</tr>
<tr>
<td>3 oz</td>
<td>$1.38</td>
</tr>
<tr>
<td>4 oz</td>
<td>$1.57</td>
</tr>
<tr>
<td>5 oz</td>
<td>$1.78</td>
</tr>
<tr>
<td>6 oz</td>
<td>$1.99</td>
</tr>
<tr>
<td>7 oz</td>
<td>$2.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 oz</td>
<td>$2.41</td>
</tr>
<tr>
<td>9 oz</td>
<td>$2.62</td>
</tr>
<tr>
<td>10 oz</td>
<td>$2.83</td>
</tr>
<tr>
<td>11 oz</td>
<td>$3.04</td>
</tr>
<tr>
<td>12 oz</td>
<td>$3.25</td>
</tr>
<tr>
<td>13 oz</td>
<td>$3.46</td>
</tr>
</tbody>
</table>

### Priority Mail

<table>
<thead>
<tr>
<th>MAIL TYPE</th>
<th>RETAIL RATE</th>
<th>COMMERCIAL BASE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lb Envelope or Small Box</td>
<td>$6.45-$10.00</td>
<td>$5.75-$9.76</td>
</tr>
<tr>
<td>Flat Rate Envelope</td>
<td>$6.45</td>
<td>$5.75</td>
</tr>
<tr>
<td>Flat Rate Small Box</td>
<td>$6.00</td>
<td>$6.10</td>
</tr>
<tr>
<td>Flat Rate Medium Box</td>
<td>$13.45</td>
<td>$11.95</td>
</tr>
</tbody>
</table>

### Priority Express Mail

<table>
<thead>
<tr>
<th>MAIL TYPE</th>
<th>RETAIL RATE</th>
<th>COMMERCIAL BASE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate Envelopes</td>
<td>$22.95</td>
<td>$20.66</td>
</tr>
<tr>
<td>0.5 lb Envelope or Small Box*</td>
<td>$22.66-$36.05</td>
<td>$20.66-$34.25</td>
</tr>
</tbody>
</table>

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

### Extra Services

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>STANDARD PRICE</th>
<th>ELECTRONIC OR COMMERCIAL BASE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Mail</td>
<td>$2.30</td>
<td>$3.30</td>
</tr>
<tr>
<td>Certificate of Mailing</td>
<td>$1.30</td>
<td>$1.30</td>
</tr>
<tr>
<td>Registered</td>
<td>$11.70 and up</td>
<td>$11.70 and up</td>
</tr>
<tr>
<td>Return Receipt</td>
<td>$2.70</td>
<td>$1.35</td>
</tr>
<tr>
<td>Signature Confirmation</td>
<td>$2.90</td>
<td>$2.35</td>
</tr>
</tbody>
</table>

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

- 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.

April 10, 2016

The January 10, 2016 Rate Decrease rolled back the 4.3% Exigent Surcharge for mailing products (dominant/non-competitive)

- 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 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

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 oz</td>
<td>$2.41</td>
</tr>
<tr>
<td>9 oz</td>
<td>$2.62</td>
</tr>
<tr>
<td>10 oz</td>
<td>$2.83</td>
</tr>
<tr>
<td>11 oz</td>
<td>$3.04</td>
</tr>
<tr>
<td>12 oz</td>
<td>$3.25</td>
</tr>
<tr>
<td>13 oz</td>
<td>$3.48</td>
</tr>
</tbody>
</table>

POSTAGE RATES FOR LARGE ENVELOPES

Large Envelope Dimensions

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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
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.

<table>
<thead>
<tr>
<th>FIRST-CLASS PRESORT TYPE</th>
<th>LETTERS (UP TO 1oz)</th>
<th>LARGE ENV/FLATS (UP TO 1oz)</th>
<th>POSTCARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinable, Non-Automation</td>
<td>$0.452</td>
<td>$0.798</td>
<td>$0.263</td>
</tr>
<tr>
<td>Mixed AADC (up to 3 Digit)</td>
<td>$0.419</td>
<td>$0.750</td>
<td>$0.272</td>
</tr>
<tr>
<td>AADC</td>
<td>$0.299</td>
<td>$0.670</td>
<td>$0.253</td>
</tr>
<tr>
<td>5-Digit</td>
<td>$0.299</td>
<td>$0.630</td>
<td>$0.263</td>
</tr>
<tr>
<td>3-Digit</td>
<td>$0.278</td>
<td>$0.638</td>
<td>$0.260</td>
</tr>
</tbody>
</table>

*For higher weights pricing, see USPS prices 123.

### STANDARD PRESORTED

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

Up to 33 oz. Automation unless otherwise noted.

<table>
<thead>
<tr>
<th>STANDARD PRESORT TYPE</th>
<th>LETTERS</th>
<th>LARGE ENV (FLATS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed AADC</td>
<td>$0.291</td>
<td>$0.539</td>
</tr>
<tr>
<td>AADC</td>
<td>$0.274</td>
<td>$0.522</td>
</tr>
<tr>
<td>3-Digit</td>
<td>$0.274</td>
<td>$0.467</td>
</tr>
<tr>
<td>5-Digit</td>
<td>$0.255</td>
<td>$0.376</td>
</tr>
<tr>
<td>ECR Basic</td>
<td>$0.288</td>
<td>$0.288</td>
</tr>
<tr>
<td>ECR High Density</td>
<td>$0.207</td>
<td>$0.235</td>
</tr>
<tr>
<td>ECR High Density Plus</td>
<td>$0.204</td>
<td>$0.230</td>
</tr>
<tr>
<td>EDDM</td>
<td>N/A</td>
<td>$0.206</td>
</tr>
<tr>
<td>ECR Saturator</td>
<td>$0.194</td>
<td>$0.205</td>
</tr>
</tbody>
</table>

See Glossary on Page 10 for definitions of Presort Types.

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**RESOURCES**

**USPS Mail Preparation Requirements**

Consult with your local post office to verify your local requirements.

**INSIDE TIP**

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

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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**

<table>
<thead>
<tr>
<th>STANDARD PRESORT TYPE</th>
<th>LETTERS</th>
<th>FLATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed AADC</td>
<td>$0.176</td>
<td>$0.400</td>
</tr>
<tr>
<td>AADC</td>
<td>$0.159</td>
<td>$0.383</td>
</tr>
<tr>
<td>3-Digit</td>
<td>$0.159</td>
<td>$0.320</td>
</tr>
<tr>
<td>5-digit</td>
<td>$0.140</td>
<td>$0.237</td>
</tr>
<tr>
<td>ECR Basic</td>
<td>$0.214</td>
<td>$0.214</td>
</tr>
<tr>
<td>ECR High Density</td>
<td>$0.123</td>
<td>$0.161</td>
</tr>
<tr>
<td>ECR High Density Plus</td>
<td>$0.130</td>
<td>$0.156</td>
</tr>
<tr>
<td>ECR Saturation, Letter EDDM</td>
<td>$0.120</td>
<td>$0.132</td>
</tr>
<tr>
<td>EDDM Flats</td>
<td>N/A</td>
<td>$1.31</td>
</tr>
</tbody>
</table>

See Glossary on Page 11 for definitions of Presort types.

**RESOURCES**

- USPS Nonprofit Application
- 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

<table>
<thead>
<tr>
<th>WEIGHT (UP TO)</th>
<th>RETAIL RATE</th>
<th>COMMERCIAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz</td>
<td>$2.54</td>
<td>$2.80</td>
</tr>
<tr>
<td>2 oz</td>
<td>$2.54</td>
<td>$2.80</td>
</tr>
<tr>
<td>3 oz</td>
<td>$2.94</td>
<td>$2.60</td>
</tr>
<tr>
<td>4 oz</td>
<td>$2.74</td>
<td>$2.60</td>
</tr>
<tr>
<td>5 oz</td>
<td>$2.94</td>
<td>$2.60</td>
</tr>
<tr>
<td>6 oz</td>
<td>$3.14</td>
<td>$2.60</td>
</tr>
<tr>
<td>7 oz</td>
<td>$3.14</td>
<td>$2.60</td>
</tr>
<tr>
<td>8 oz</td>
<td>$3.54</td>
<td>$2.60</td>
</tr>
<tr>
<td>9 oz</td>
<td>$3.74</td>
<td>$3.30</td>
</tr>
<tr>
<td>10 oz</td>
<td>$3.94</td>
<td>$3.30</td>
</tr>
<tr>
<td>11 oz</td>
<td>$4.14</td>
<td>$3.40</td>
</tr>
<tr>
<td>12 oz</td>
<td>$4.14</td>
<td>$3.40</td>
</tr>
<tr>
<td>13 oz</td>
<td>$4.54</td>
<td>$3.50</td>
</tr>
<tr>
<td>14 oz</td>
<td>—</td>
<td>$3.55</td>
</tr>
<tr>
<td>15 oz</td>
<td>—</td>
<td>$3.60</td>
</tr>
<tr>
<td>15.99 oz</td>
<td>—</td>
<td>$3.65</td>
</tr>
</tbody>
</table>

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

Commercial Base Pricing

How to Get Commercial Base Pricing Discounts

Commercial Base Pricing (CBP) is available when you use a postage meter or online postage service. For example, FP's PostBase meter combined with MailOne 2.0 software offers CBP, which can enable you to quickly save enough in postage to recoup the equipment/software cost.

RESOURCES

USPS Official Characteristics for Parcels

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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.

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.

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 x 6 inches long x 1/4 inch thick.

Maximum 108 inches in length + girth combined (up to 130 inches with additional fee).

Maximum weight 70 pounds.

INSIDE TIP

Choose Parcel Select when cost is more important than delivery time.

RESOURCES

USPS Official Characteristics for Parcels
Refer to Notice 123 for Commercial Non-Presort Parcel Select Price Table
**Prioritize 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 lbs.

**Delivery Time:** 1-3 business days

---

**Prioritize Mail Flat Rates**

- **Small Box**
  - 5 3/8" x 8 5/8" x 1 5/8"
  - **Retail:** $6.80
  - **CBP:** $5.75

- **Envelope**
  - **Retail:** $6.45
  - **CBP:** $5.75

- **Padded Envelope**
  - **Retail:** $6.80
  - **CBP:** $6.10

- **Legal Envelope**
  - **Retail:** $6.45
  - **CBP:** $5.75

- **Medium Box**
  - **Retail:** $13.45
  - **CBP:** $11.95

- **Large Box**
  - **Retail:** $18.75
  - **CBP:** $16.35

---

**Resources**

- USPS Description of Priority Mail
- Order flat rate boxes online at USPS.com

---

*USPS provides many other sizes of envelopes and boxes than shown here.

INSIDE TIP

**Retail** Purchase at local Post Office.

**CBP** - Commercial Base Pricing, available with meters/software or online postage.
**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 $181.05

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

**Resources**

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

Priority Mail gets your packages to their destinations fast with tracking.
Prioritize 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 lbs.
Delivery Time: 1-2 days

Priority Express Mail Flats

9 1/2" x 12 1/2" Envelope

9 1/2" x 12 1/2" Padded Envelope $22.95 RETAIL $20.88 COM.

9 1/2" x 15" Legal Envelope

9 1/2" x 12 1/2" Mailing Box

9 1/2" x 12 1/2" Medium Box

9 1/2" x 12 1/2" Large Box

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

The USPS eliminated Priority Mail Express Flat Rate Boxes with the January 17, 2016 rate change.

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

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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 lbs. | **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

*RETIAL = Purchase at local Post Office.

*CBP = Commercial Base Pricing, available with meters/software or online postage.

---

**RESOURCES**

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

---

Priority Express Mail is the fastest way to ship with the USPS.
**MEDIA & LIBRARY MAIL**

**Typical Use:** Media and Library Mail are intended for mailing educational materials.

**Maximum Weight:** 70 lbs.

**Delivery Time:** USPS does not guarantee delivery time, but it's typically 2-9 business days.

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**MEDIA MAIL**

USPS defines Media Mail as any of the following:

- Print—Books, manuscripts, printed music, printed educational material, medical information
- Recorded Media—Film, sound recordings

**MEDIA MAIL RATES**

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RETAIL PRICE*</th>
<th>COMMERCIAL PRESORTED PRICE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lb</td>
<td>$2.61</td>
<td>$2.39</td>
</tr>
<tr>
<td>Each additional pound</td>
<td>$0.48</td>
<td>$0.48</td>
</tr>
</tbody>
</table>

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

---

**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:

- Print—Books, printed music, bound academic papers, periodicals
- Recorded Media—Sound recordings

**LIBRARY MAIL RATES**

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RETAIL PRICE*</th>
<th>COMMERCIAL PRESORTED PRICE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lb</td>
<td>$2.48</td>
<td>$2.24</td>
</tr>
<tr>
<td>Each additional pound</td>
<td>$0.40</td>
<td>$0.40</td>
</tr>
</tbody>
</table>
USPS offers several international mail options to meet your needs.

### INTERNATIONAL RATES

<table>
<thead>
<tr>
<th>MAIL SERVICE</th>
<th>DELIVERY TIME</th>
<th>RETAIL RATE*</th>
<th>COMMERCIAL RATE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Package International</td>
<td>Typically 2-3 weeks (not guaranteed)</td>
<td>$9.50 and up</td>
<td>$3.03 and up</td>
</tr>
<tr>
<td>Priority Mail International</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• to Canada</td>
<td>6-10 bus. days</td>
<td>$31.75 and up</td>
<td>$30.16 and up</td>
</tr>
<tr>
<td>• to other countries</td>
<td></td>
<td>$38.75 and up</td>
<td>$36.81 and up</td>
</tr>
<tr>
<td>Priority Mail International Flat Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• to Canada</td>
<td>6-10 bus. days</td>
<td>$21.95 and up</td>
<td>$22.75 and up</td>
</tr>
<tr>
<td>• to other countries</td>
<td></td>
<td>$29.95 and up</td>
<td>$28.45 and up</td>
</tr>
<tr>
<td>Priority Mail Express International</td>
<td>3-5 bus. days</td>
<td>$40.95 and up</td>
<td>$38.90 and up</td>
</tr>
<tr>
<td>Priority Mail Express International Flat Rate Envelope</td>
<td>3-5 bus. days</td>
<td>$41.50 and up</td>
<td>$39.45 and up</td>
</tr>
<tr>
<td>Global Express Guaranteed (1 lb)</td>
<td>1-3 bus. days</td>
<td>$59.95 and up</td>
<td>$55.95 and up</td>
</tr>
</tbody>
</table>

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

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**RESOURCES**

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

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*The total length + girth must be under 120 inches for international packages.*
ADDITIONAL ITEMS
EXTRA SERVICES

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

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>STANDARD PRICE</th>
<th>ELECTRONIC COMMERCIAL BASE PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Mail</td>
<td>$3.30</td>
<td>$3.30</td>
</tr>
<tr>
<td>Certificate of Mailing</td>
<td>$1.30</td>
<td>$1.30</td>
</tr>
<tr>
<td>Registrard</td>
<td>$11.70 and up</td>
<td>$11.70 and up</td>
</tr>
<tr>
<td>Return Receipt</td>
<td>$2.70 (by mail)</td>
<td>$1.35 (electronic)</td>
</tr>
<tr>
<td>Signature Confirmation</td>
<td>$2.90</td>
<td>$2.35</td>
</tr>
</tbody>
</table>

RESOURCES

USPS Standards and Descriptions of Extra Services
USPS Extra Services Pamphlet

If you only need proof of delivery for a small item, choose Certified Mail.

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MAILER'S GLOSSARY

3-Digit, 5-Digit Automation — Mail is processed 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 (IMPaCt) — 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 11¾"x9½"x0¼", 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.

Prosorted Mail — A set of postage discounts based on sorting mail prior to handling 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-to-midsize 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.

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