

# TechLines

## Technical Information Sheet

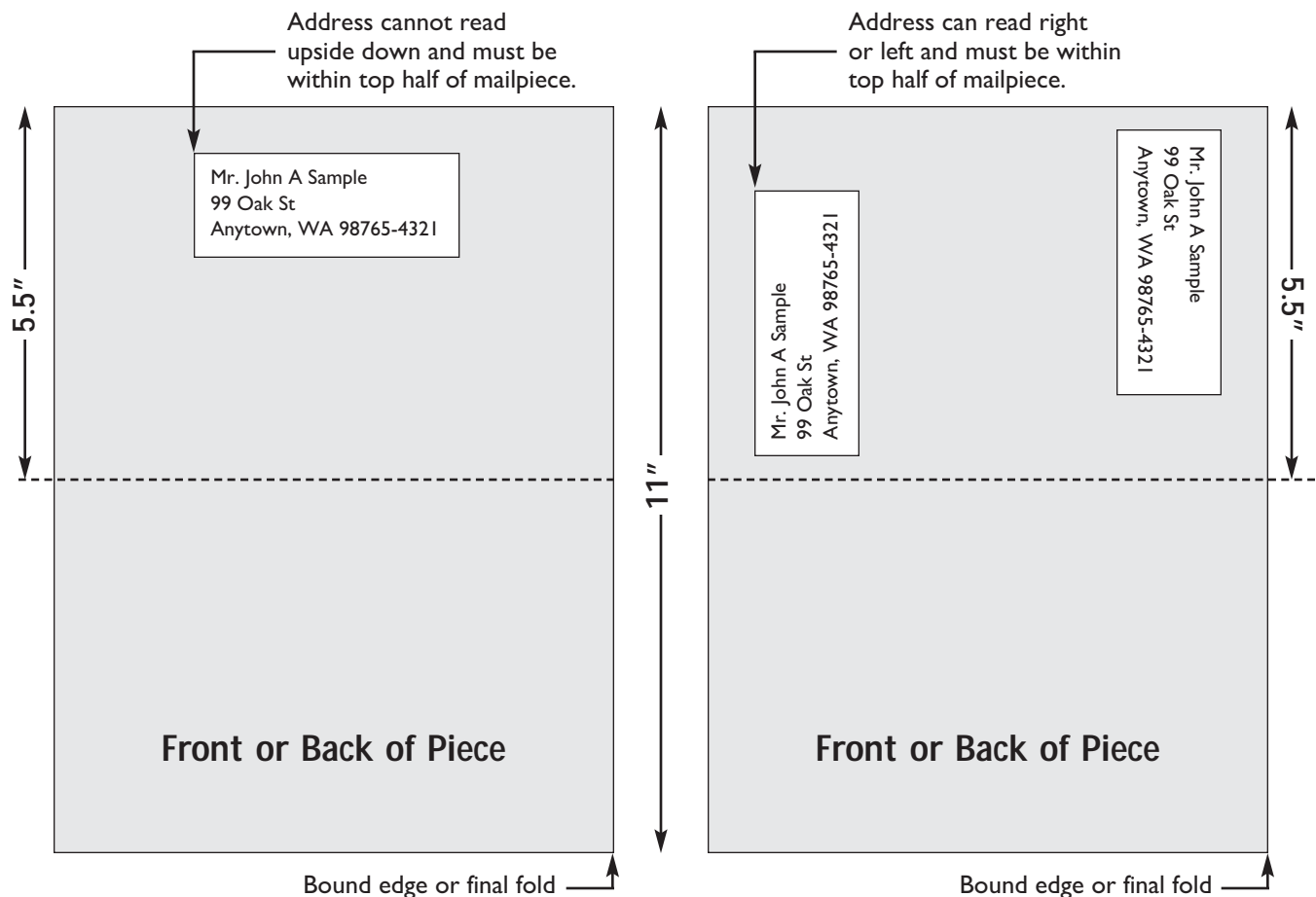
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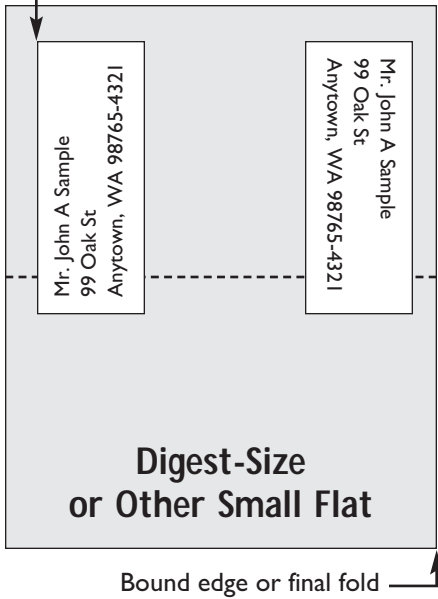
## New Address Placement Standards for Commercial Flat-Size Mail

**What is FSS processing?** The Postal Service is implementing the Flats Sequencing System (FSS) to fully automate the processing and delivery sequencing of flat-size mail. Today, flats are mechanically sorted only to the 9-digit ZIP Code or carrier-route level, and later manually sorted into delivery sequence by carriers. FSS can sort flats into delivery sequence, increasing efficiency by reducing carriers' time manually sorting mail and allowing them to begin delivering mail earlier in the day.

Effective **March 29, 2009**, we will require new delivery address placement standards for Periodicals, Standard Mail, Bound Printed Matter (BPM), Library Mail and Media Mail flat-size mailpieces prepared and mailed at automation, presorted and carrier route prices. Customers must place the delivery address in the upper portion (defined below) of Periodicals, Standard Mail, BPM, Library Mail and Media Mail flats. Additionally, new formatting standards will apply to all flats not mailed at retail (single-piece) prices, including First-Class Mail. ➤



Vertical address may cross midpoint if it begins or ends within 1" of top edge.



The new standards create consistent addressing for flat-size pieces and increase efficiency in flats processing and delivery operations. Clear, readable delivery addresses ensure accurate sorting, delivery and redirection when needed and allow us to process and deliver mail as quickly as possible.

## Address Placement

The new placement standards apply to all Periodicals, Standard Mail, and Package Services flats mailed at presort, carrier route, and automation prices. **They do not apply to First-Class Mail!**

The delivery address must be entirely within the top half of the mailpiece.

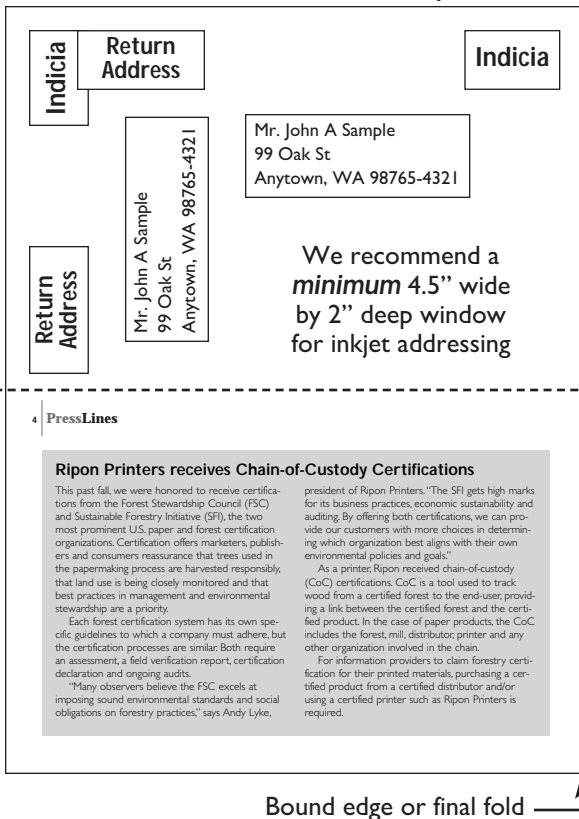
The "top" is:

- Either of the shorter edges on enveloped or polywrapped pieces.
- The upper edge when the spine is placed on the right-hand side of an unenclosed piece.
- Either of the shorter edges on all Carrier Route (or ECR) Saturation pieces.

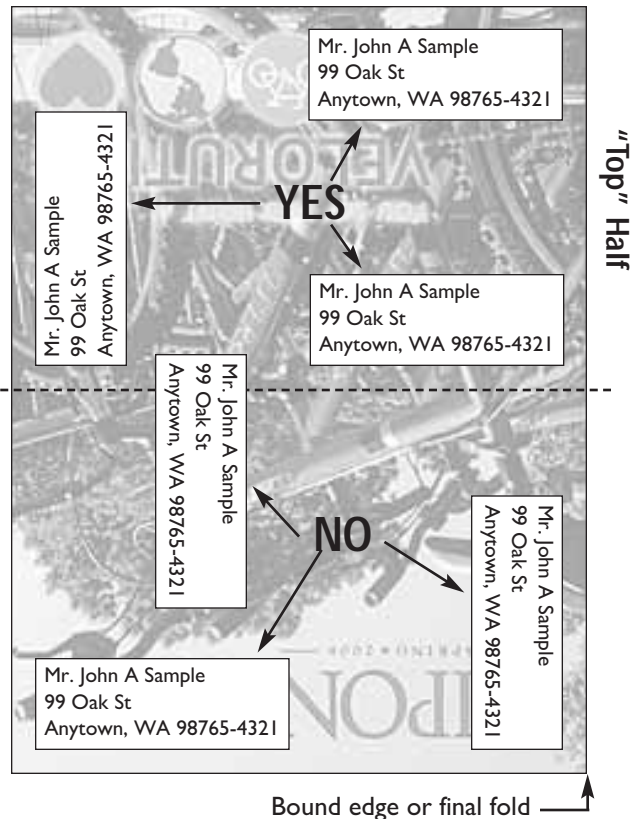
When the address is on an insert polywrapped with the host piece, the address must remain within the top half throughout processing and delivery.

"Vertical" address may cross midpoint if it begins or ends within 1 inch of top edge. Important for digests and other small flats.

### Back Cover of a Standard Mailpiece



### Front Cover of a Periodical



**Identify the “top” of the mailpiece:**

- Either of the shorter edges, or the upper edge with the spine on the right.
- Front or back of the mailpiece.
- The “top” has nothing to do with the printing on the piece or how it is constructed. Pretend the mailpiece is a blank object. Define the “top half.” Fold and crease the piece, or measure with a ruler. Place the delivery address entirely in the top half. It can be parallel or perpendicular to the top edge, but not upside-down.
- Done with “top”! Now place the permit and return address in relation to delivery address as it is read (permit to the right or upper right, return address to the upper left).

**The new standards:**

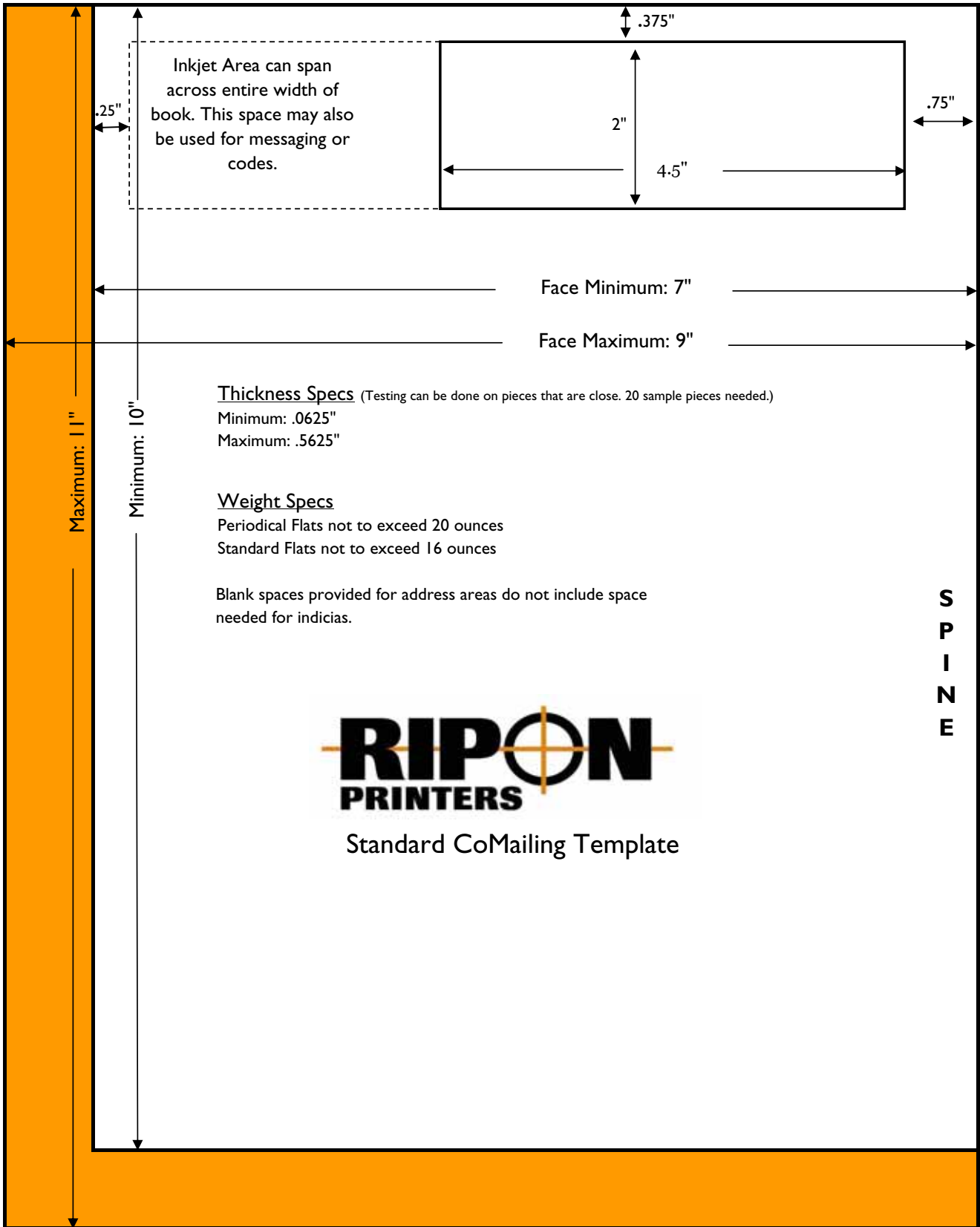
DO NOT apply to letters mailed at letter prices or parcels mailed at parcel or NFM prices.

DO NOT apply to any type of single-piece mail.

DO apply to pieces mailed at flats prices because of weight or thickness.

DO apply to “letters” or “cards” polywrapped with and carrying the address for a flat-size host piece.

***See the new CoMail template on the last page***



Inkjet Area can span across entire width of book. This space may also be used for messaging or codes.

Face Minimum: 7"

Face Maximum: 9"

**Thickness Specs** (Testing can be done on pieces that are close. 20 sample pieces needed.)

Minimum: .0625"  
Maximum: .5625"

**Weight Specs**

Periodical Flats not to exceed 20 ounces  
Standard Flats not to exceed 16 ounces

Blank spaces provided for address areas do not include space needed for indicias.

S  
P  
I  
N  
E



Standard CoMailing Template