



Real. Simple. Mailing.



# USPS® Postal Rates

Effective January 22

# 2017

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# POSTAL RATES QUICK REFERENCE

## FIRST-CLASS LETTERS

WEIGHT	RETAIL RATE	METER RATE
1 oz	\$0.49	\$0.46
2 oz	\$0.70	\$0.67
3 oz	\$0.91	\$0.88

For weights over 3.5 ounces, see Large Envelopes below.

## POSTCARDS

\$0.34 per postcard

## LARGE ENVELOPES (FLATS)

WEIGHT	RATE	WEIGHT	RATE
1 oz	\$0.98	7 oz	\$2.24
2 oz	\$1.19	8 oz	\$2.45
3 oz	\$1.40	9 oz	\$2.66
4 oz	\$1.61	10 oz	\$2.87
5 oz	\$1.782	11 oz	\$3.08
6 oz	\$2.03	12 oz	\$3.29
		13 oz	\$3.50

## RESOURCES

Notice 123 (USPS® complete pricing): <http://pe.usps.com/>

Zone Charts: [postcalc.usps.gov/Zonecharts/](http://postcalc.usps.gov/Zonecharts/)

Rate Calculator: [postcalc.usps.com/](http://postcalc.usps.com/)

FP IMpb Guide: [fp-usa.com/articles/impb-guide/](http://fp-usa.com/articles/impb-guide/)

FP Rate Increase Info: [fp-usa.com/ratechange/](http://fp-usa.com/ratechange/)

### STAMPS



\$0.49

### METERED (6% DISCOUNT)



\$0.46

## PRIORITY MAIL

MAIL TYPE	RETAIL RATE	COMMERCIAL BASE RATE
1 lb Envelope or Small Box	\$6.65-\$10.00	\$5.95-\$9.89
Flat Rate Envelope	\$6.65	\$5.95
Flat Rate Small Box	\$7.15	\$6.45
Flat Rate Medium Box	\$13.60	\$12.40

## PRIORITY EXPRESS MAIL

MAIL TYPE	RETAIL RATE	COMMERCIAL BASE RATE
Flat Rate Envelopes	\$23.75	\$21.18
0.5 lb Envelope or Small Box*	\$23.75-\$39.40	\$21.18-\$35.11
Padded Flat Rate	\$24.45	\$21.64
Legal Flate Rate	\$23.95	\$21.28

\*Rate depends on weight & destination.

Sunday/Holiday: Add \$12.00

## FIRST-CLASS PACKAGES

WEIGHT	RETAIL RATE	COMMERCIAL RATE
1 oz	\$2.67	\$2.61
2 oz	\$2.67	\$2.61
3 oz	\$2.67	\$2.61
4 oz	\$2.67	\$2.61
5 oz	\$2.85	\$2.77
6 oz	\$3.03	\$2.77
7 oz	\$3.21	\$2.77
8 oz	\$3.39	\$2.77
9 oz	\$3.57	\$3.32
10 oz	\$3.75	\$3.46
11 oz	\$3.93	\$3.46
12 oz	\$4.11	\$3.74
13 oz	\$4.29	\$3.88
14 oz	\$4.47	\$4.02
15 oz	\$4.65	\$4.16
15.99 oz	\$4.65	\$4.16

## EXTRA SERVICES

SERVICE	STANDARD PRICE	ELECTRONIC OR COMMERCIAL BASE PRICE
Certified Mail	\$3.35	\$3.35
Certificate of Mailing	\$1.35	\$1.35
Registered	\$11.70 and up	\$11.70 and up
Return Receipt	\$2.75	\$1.45
Signature Confirmation	\$2.90	\$2.45



# MAILING PRODUCTS

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



**Typical Use:** Correspondence, invoices, payments

**Max Weight:** 3.5 oz

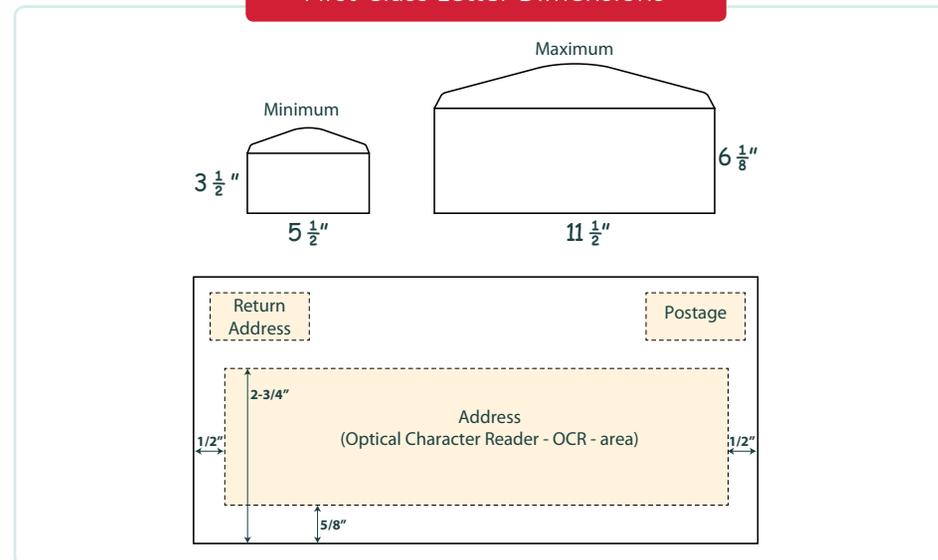
**Delivery Time:** Typically 1-3 business days

### RATES FOR FIRST-CLASS LETTERS

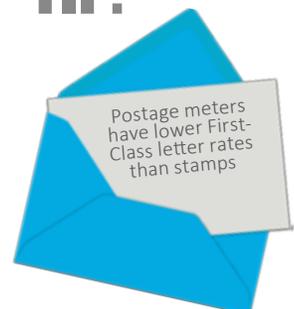
WEIGHT	RETAIL RATE	METER RATE
1 oz	\$0.49	\$0.46
2 oz	\$0.70	\$0.67
3 oz	\$0.91	\$0.88
3.5 oz	\$1.12	\$1.09

For weights over 3.5 ounces, see Large Envelopes below.

#### First-Class Letter Dimensions



#### TIP:





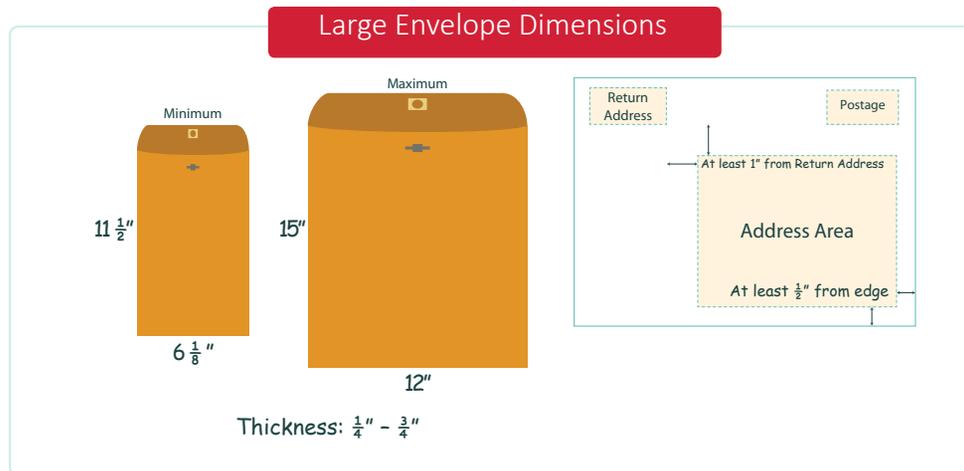
**Typical Use:** Large envelopes, flat or padded with even thickness; usually for documents

**Max Weight:** 13 oz (Use Priority Mail for flats over 13 oz)

**Delivery time:** Typically 1-3 business days

### POSTAGE RATES FOR LARGE ENVELOPES

WEIGHT	RATE	WEIGHT	RATE
1 oz	\$0.98	8 oz	\$2.45
2 oz	\$1.19	9 oz	\$2.66
3 oz	\$1.40	10 oz	\$2.87
4 oz	\$1.61	11 oz	\$3.08
5 oz	\$1.82	12 oz	\$3.29
6 oz	\$2.03	13 oz	\$3.50
7 oz	\$2.24		



**TIP:**





FIRST-CLASS POSTCARDS

**Typical Use:** Short notes, reminders, advertising

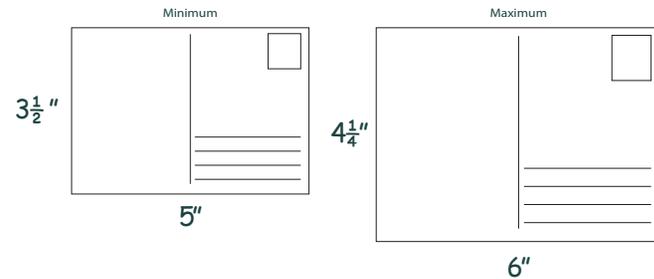
**Max Weight:** N/A

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

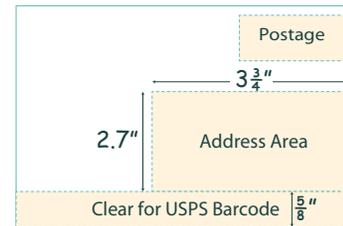
POSTAGE RATE FOR POSTCARDS

\$0.34 per postcard

First-Class Postcard Dimensions



Thickness: .007" - .016"



**TIP:**



# MARKETING MAIL (PRESORTED)

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 MAIL (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.

Up to 3.5 oz. Automation unless otherwise noted.

	FIRST-CLASS PRESORT TYPE	LETTERS (UP TO 2 OZ)*	LARGE ENV/FLATS (UP TO 1 OZ)*	POSTCARDS
	Machinable, Non-Automation	\$0.453	\$0.798	\$0.284
AUTOMATION	Mixed AADC (up to AADC)	\$0.423	\$0.750	\$0.274
	AADC	\$0.403	\$0.670	\$0.266
	5-Digit	\$0.373	\$0.446	\$0.253
	3-Digit	N/A	\$0.630	\$0.250

\*For higher weights pricing, see [USPS Notice 123](#).

## MARKETING MAIL

Marketing 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 3.5 oz. Automation unless otherwise noted.

STANDARD PRESORT TYPE	LETTERS	LARGE ENV (FLATS)
Mixed AADC	\$0.288	\$0.550
AADC	\$0.271	\$0.533
3-Digit	\$0.274	\$0.468
5-digit	\$0.251	\$0.387
ECR Basic	\$0.290	\$0.290
ECR High Density	\$0.199	\$0.248
ECR High Density Plus	\$0.196	\$0.228
EDDM	N/A	\$0.219
ECR Saturation	\$0.194	\$0.218

See Glossary on [Page 18](#) for definitions of Presort Types.

### 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).
- ◆ More savings can be achieved by applying an Intelligent Mail Barcode on each piece.
- ◆ Mail is usually dropped off at post office.

**TIP:**





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.

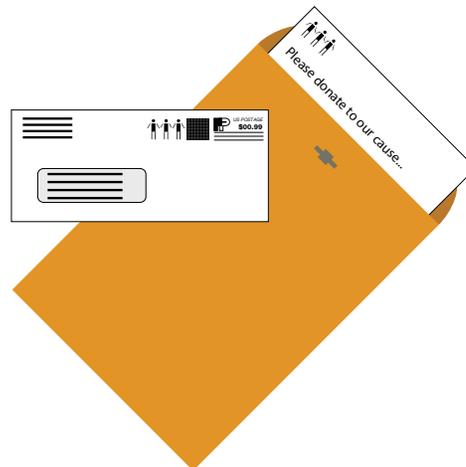
Nonprofit mail is sorted and prepared the same way as regular Standard Mail, making it suitable for general mailings like event promotions. It is not applicable to personal/unique mail like invoices or statements.

### NONPROFIT RATES

3.3 ounce or less. Automation unless otherwise noted.

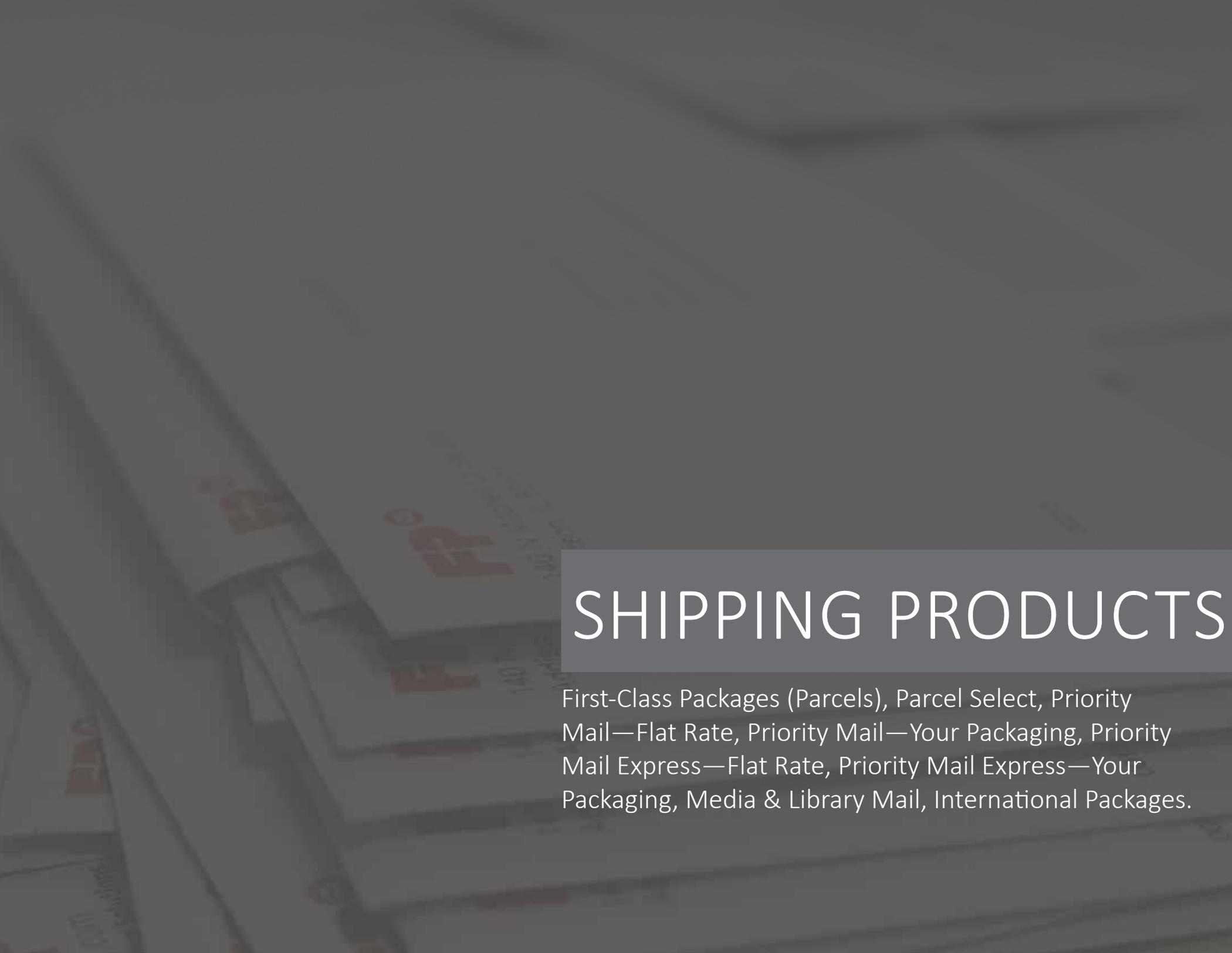
STANDARD PRESORT TYPE	LETTERS	FLATS
Mixed AADC	\$0.171	\$0.407
AADC	\$0.154	\$0.390
3-Digit	\$0.159	\$0.335
5-digit	\$0.134	\$0.244
ECR Basic	\$0.209	\$0.209
ECR High Density	\$0.118	\$0.167
ECR High Density Plus	\$0.115	\$0.146
ECR Saturation, Letter EDDM	\$0.111	\$0.136
EDDM Flats	N/A	\$1.37

See Glossary on [Page 18](#) for definitions of Presort Types.



### TIP:





# 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.



**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	\$2.67	\$2.61
2 oz	\$2.67	\$2.61
3 oz	\$2.67	\$2.61
4 oz	\$2.67	\$2.61
5 oz	\$2.85	\$2.77
6 oz	\$3.03	\$2.77
7 oz	\$3.21	\$2.77
8 oz	\$3.39	\$2.77
9 oz	\$3.57	\$3.32
10 oz	\$3.75	\$3.46
11 oz	\$3.93	\$3.60
12 oz	\$4.11	\$3.74
13 oz	\$4.29	\$3.88
14 oz	—	\$4.02
15 oz	—	\$4.16
15.99 oz	—	\$4.30

\*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.

#### TIP:

Postage meters and online mail services can print IMpb® labels at the commercial rate.



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

**Max Weight:** 70 lbs

**Delivery Type:** Typically 2-8 business days

## RETAIL GROUND RATES

Retail Ground prices range from \$6.65 to \$174.52, 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

### TIP:



Choose Retail Ground for occasional large packages with “less-than-urgent”



**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 \$173.87, 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 lbs

### TIP:

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



USPS® Postal Rates

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 lbs

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

**TIP:**



PRIORITY MAIL FLAT RATES

5-3/8" x 8-5/8" x 1-5/8"



**SMALL BOX**

\$7.15 RETAIL\*  
\$6.45 CBP\*\*

9-1/2" x 12-1/2"



**ENVELOPE**

\$6.65 RETAIL\*  
\$5.95 CBP\*\*

9-1/2" x 12-1/2"



**PADDED ENVELOPE**

\$7.20 RETAIL\*  
\$6.50 CBP\*\*

9-1/2" x 15"



**LEGAL ENVELOPE**

\$6.95 RETAIL\*  
\$6.25 CBP\*\*

11" x 8-1/2" x 5-1/2"



**MEDIUM BOX**

\$13.60 RETAIL\*  
\$12.40 CBP\*\*

12" x 12" x 5-1/2"



**LARGE BOX**

\$18.85 RETAIL\*  
\$17.05 CBP\*\*

\*RETAIL = ..... 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

### PRIORITY MAIL RATES (YOUR PACKAGING)

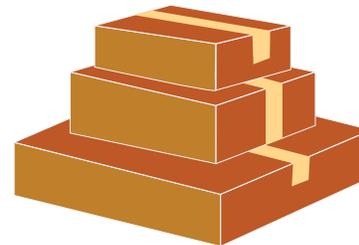
When you use your own packaging, the Priority Mail price depends on package weight and destination.

**Retail Pricing\*:** From \$6.65 to \$200.10

**Commercial Base Pricing (CBP)\*\*:** From \$5.95 to \$183.74

\*RETAIL = Purchase at local Post Office.

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



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

### TIP:





**Typical Use:** Guaranteed overnight/expressed 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**

\$23.75 RETAIL  
\$21.18 CBP

9-1/2" x 12-1/2"



**PADDED ENVELOPE**

\$24.45 RETAIL  
\$21.64 CBP

9-1/2" x 15"



**LEGAL ENVELOPE**

\$23.95 RETAIL  
\$21.28 CBP

\*RETAIL = Purchase at local Post Office.

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

**TIP:**





USPS® Postal Rates

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)

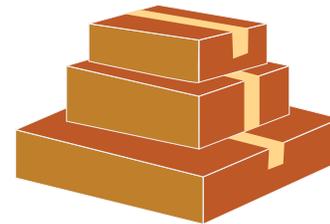
When you use your own packaging, the Priority Express Mail price depends on package weight and destination.

**Retail Pricing\*:** From \$23.75 to \$469.45

**Commercial Base Pricing (CBP)\*\*:** From \$21.18 to \$418.37

\*RETAIL = Purchase at local Post Office.

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



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

**TIP:**



# 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

## 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

WEIGHT	RETAIL PRICE*	COMMERCIAL PRESORTED PRICE**
1 lb	\$2.63	\$2.51
Each additional pound	\$0.49	\$0.49

\*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

WEIGHT	RETAIL PRICE*	COMMERCIAL PRESORTED PRICE**
1 lb	\$2.50	\$2.38
Each additional pound	\$0.47	\$0.47

**TIP:**



USPS may legally inspect Media and Library mail to ensure it meets requirements.e.

# INTERNATIONAL

USPS® offers several international mail options to meet your needs

## INTERNATIONAL RATES

MAIL SERVICE	DELIVERY TIME	RETAIL RATE*	COMMERCIAL RATE**
First-Class Package International	Typically 2-3 weeks (not guaranteed)	\$9.50 and up	\$9.03 and up
Priority Mail International • to Canada • to other countries	6-10 bus. days	\$31.75 and up \$38.75 and up	\$30.16 and up \$36.81 and up
Priority Mail International Flat Rate • to Canada • to other countries	6-10 bus. days	\$21.95 and up \$29.95 and up	\$22.75 and up \$28.45 and up
Priority Mail Express International	3-5 bus. days	\$40.95 and up	\$38.90 and up
Priority Mail Express International Flat Rate Envelope	3-5 bus. days	\$41.50 and up	\$39.45 and up
Global Express Guaranteed (1 lb)	1-3 bus. days	\$62.00 and up	\$58.90 and up

\*RETAIL = Purchase at local Post Office.

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

**TIP:**





ADDITIONAL ITEMS

# EXTRA SERVICES

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



SERVICE	STANDARD PRICE*	ELECTRONIC OR COMMERCIAL BASE PRICE**
<b>Certified Mail</b> Get proof of mailing and delivery for items that don't come with USPS Tracking.	\$3.35	\$3.35
<b>Certificate of Mailing</b> Get documented proof of mailing. (Does not include delivery proof. Only available at local post office.)	\$1.35	\$1.35
<b>Registered</b> For very valuable items. In addition to proof of mailing and delivery, provides documented chain of custody.	\$11.70 and up	\$11.70 and up
<b>Return Receipt</b> Get proof of delivery with signature for items that don't come with USPS Tracking.	\$2.75 (by mail)	\$1.45 (electronic)
<b>Signature Confirmation</b> Require and get recipient's signature.	\$2.90	\$2.45

\*RETAIL = Purchase at local Post Office.

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

**TIP:**



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

# 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 11½"x6⅞"x¼", 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.

NOTES:



Real. Simple. Mailing.

## Why FP?

Plugged into over 230,000 mailrooms worldwide, FP Mailing Solutions is the fastest growing mail machine systems company in the U.S.

**Real people.** – With over 1,100 employees, FP provides all of our customers with a dedicated customer service team located in the U.S.

**Simple processes.** – FP invests in research and development in order to continue to provide our customers with the simplest of solutions. FP is the leader in mailroom technology, being the first postage meter company to introduce a digital and USPS® IMI Compliant meter.

**Mailing solutions.** – With over 90 years of experience, and operations in over 40 countries, it's easy to see what makes FP Mailing Solutions the industry expert in mailroom solutions and technology.