

# Overview of Page Layout

The new page layout includes redesigned exhibits and new navigation elements that help you find the information you need.


**Chapter Title**  
The book is divided into chapters at the topic level.

**Overview**  
Each chapter of the DMM begins with a summary of the standards and a brief table of contents.

**Reference Number**  
Each section, subsection, and standard has its own reference number.

**DMM 58 Reference**  
Reference numbers that correspond to the DMM 58 are provided to aid in the transition to the new numbering system.

**Page Content:**

**Discount Letters: First-Class Mail: Postage Payment and Documentation** **234**   
234.2.3

**234 Postage Payment and Documentation**

**Overview**  
A variety of payment methods is available for First-Class Mail service, however, there are standards that must be met when using certain payment methods. This section also contains the conditions under which more than one payment method may be used. First-Class Mail also requires the mailer to document the details of a mailing according to USPS standards and to present that documentation at the time of deposit to ensure the mailing has been prepared correctly for the claimed rate.

234.1 Basic Standards for Postage Payment  
234.2 Postage Payment for Presorted Rates  
234.3 Postage Payment for Automation Rates  
234.4 Mailing Documentation

234.1 Basic Standards for Postage Payment

**234.1.1 Postage Payment Options**  
Postage for single-piece and discount (presorted or automation) rate First-Class Mail must be paid with affixed postage or permit imprint as specified in 134.1.3 through 134.1.5. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. [P100.1.1]

234.2 Postage Payment for Presorted Rates

**234.2.1 Payment Method Standards for Presorted Rates**  
Presorted First-Class Mail rate postage must be paid with meter stamps, permit imprints, or precanceled postage, subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. [P100.4.1]

**234.2.2 Affixed Postage**  
In a Presorted or automation First-Class Mail postage affixed mailing, the mailer must affix to each piece a value in precanceled stamps or meter impressions that equals at least the full amount of postage (including any surcharges) at the applicable rate. [P013.1.5]

**234.2.3 Affixed Postage**  
Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

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### Chapter Header

This page header lists the shape, class, and topic of the standards on the current page.

### Chapter Number

This number shows the current chapter.

### Shape Icon

Icons provide a visual point of reference.

### Page-level Navigation

This element shows the number of the first or last standard on each page. It is useful for quickly scanning for a particular reference number.

### Rate Table


New table designs aid in understanding the rates for each class of mail.

### Exhibit

Illustrations and diagrams have been redrawn and clarified.

**Retail: All Classes: Elements on the Face of the Mailpiece**

# 102

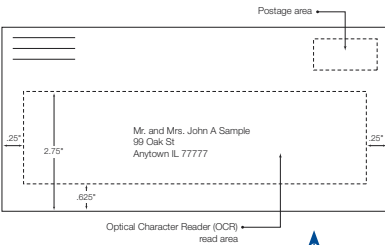
102.9.1 

102.8 Address Placement for Letters

**102.8.1 Delivery Address Placement [OCR Read Area]**  
 On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see Exhibit 102.1.1, "OCR Read Area"):

- Left: 1/2 inch from the left edge of the piece.
- Right: 1/2 inch from the right edge of the piece.
- Top: 2-3/4 inches from the bottom edge of the piece.
- Bottom: 5/8 inch from the bottom edge of the piece. [A010.1.3]

**Exhibit 102.8.1 OCR Read Area**



**102.8.2 Address Placement Causing Mail to be Nonmailable, Nonmachinable [Nonmailable, Nonmachinable Placement]**  
 The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. [A010.1.4]


102.9 Address Placement for Cards

**102.9.1 Address Side of Cards**  
 The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of 101.6.3.2 through 101.6.3.7 and 102.2.1, "Address Side of Cards, miscella-

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	8	9	10	11	12	13
1,886	1,886	2,111	2,336	2,561	2,786	3,011
1,875	1,875	2,100	2,325	2,550	2,775	3,000
1,867	1,867	2,092	2,317	2,542	2,767	2,992
1,855	1,855	2,081	2,306	2,531	2,756	2,981
1,836	1,836	2,061	2,286	2,511	2,736	2,961

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**33** 

333.1.8

RATE	
or less)	\$0.322
ounces)	0.281
	0.225

RATE	
or less)	\$0.322
ounces)	0.261
	0.225

**5-DIGIT ZIP**

\$0.322
0.527
0.711
0.936
1.161
1.386
1.611