Quick Service Guides

Effective November 6, 2017

Quick Service Guides (QSGs) are intended to provide an overview of mailing standards on the applicable subject matter. For complete information, please see the Domestic Mail Manual (DMM).

100 Retail Letters, Cards, Flats, and Parcels

110 Priority Mail Express
120 Priority Mail
140 EDDM - Retail
150 USPS Retail Ground

200 Commercial Letters, Cards, Flats, and Parcels

201 Physical Standards for Commercial Letters and Postcards
201a Designing Letters and Postcards for Automated Processing
201b Using Tabs, Wafer Seals, and Glue Strips
201c Physical Standards for Commercial Flats
201d Designing Flats for Automated Processing
201e Physical Standards for Commercial Parcels
201f Designing Parcels for Automated Processing
203 Optional Information Lines
207a Periodicals Nonprofit, Classroom, and Science-of-Agriculture
207b Periodicals In-County Prices / Preferred Prices
207c Periodicals Nonbarcoded Letters
207d Periodicals Nonbarcoded Flats
207e Periodicals Barcoded (Automation) Letters
207f Periodicals Barcoded (Automation) Flats
210 Priority Mail Express
220 Priority Mail
230a First-Class Mail Nonmachinable Letters
230b First-Class Mail Machinable Letters and Postcards
230c First-Class Mail Automation Letters and Postcards
230d First-Class Mail Nonautomation Flats
230e First-Class Mail Automation Flats
240a USPS Marketing Mail Nonmachinable Letters
240b USPS Marketing Mail Machinable Letters
240c USPS Marketing Mail Automation Letters
240d USPS Marketing Mail Carrier Route Letters
240e USPS Marketing Mail Nonautomation Flats
240f USPS Marketing Mail Automation Flats
240g USPS Marketing Mail Carrier Route Flats
240h USPS Marketing Mail Machinable Parcels
240i USPS Marketing Mail Irregular Parcels
240j Enhanced Carrier Route Marketing Parcels
240k USPS Marketing Mail Marketing Parcels
250 Parcel Select
260a Bound Printed Matter Flats
260b Bound Printed Matter Irregular and Machinable Parcels
270a Media Mail and Library Mail Presorted Flats
270b Media Mail and Library Mail Machinable Parcels
280 First-Class Package Service — Commercial

500 Additional Services

503 Extra and Additional Services
505 Business Reply Mail
505a Courtesy Reply Mail
507 Ancillary Service Endorsements

600 Basic Standards for All Mailing Services

602 Addressing
602a Move Update
604a Nondenominated Postage
604b Precanceled Stamps
604c Postage Meters and PC Postage Systems
604d Permit Imprints
604e Meter Reply Mail
608 Private Express Statutes

700 Special Standards

705a Pallets, Pallet Boxes, and Trays on Pallets
705b USPS Marketing Mail Bundles of Flats on Pallets

Reference

800 Glossary of Postal Terms and Abbreviations in the DMM