# Quick Service Guides

## Effective June 20, 2021

*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 Services
505 Business Reply Mail
505a Courtesy Reply Mail
505b Meter 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
608 Private Express Statutes

**700 Special Standards**

705a Pallets
705b USPS Marketing Mail Bundles of Flats on Pallets

**Reference**

800 Glossary of Postal Terms and Abbreviations in the DMM