

Address Change Service (ACS) - An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in Computerized Forwarding System (CFS) units and sent to mailers on electronic media, which reduces the volume of manual change-of-address notices.

Address Correction Service - A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for non-delivery.

Address Standardization - The process of changing addresses to adhere to USPS standards: an address that is fully spelled out, abbreviated using the Postal Service standard abbreviations or as shown in the current Postal Service ZIP+4 file.

Address Validation - (Also known as address verification) is a process that compares a given address against the official USPS database and tries to match the records between the two. If a match is found, address verification software will correct the address (standardization), verify it, and return a valid address. If there is a USPS-recognized address that matches the address given, any needed adjustments are made and the address is marked as valid.

Alternative Addressing – Includes Simplified Address (“Postal Customer” or “Rural Route Boxholder,” “Residential Customer,” or “Resident”), Occupant Address (“Postal Customer” or “Occupant,” “Householder,” or “Resident”), and Exceptional Address (“Jane Doe or Current Resident” or “Jane Doe or Current Occupant”)

Ancillary Service - Forwarding, change returns, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see forward.

Ancillary Service Endorsement - A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see address correction service.

ANKLink - The ANK^{Link}® Product is an enhancement to the existing 18-month NCOA^{Link}® Product. It allows mailers to make informed decisions regarding a specific customer by identifying those that have moved between 19-48 months ago without providing the new address.

Area Distribution Center (ADC)-A mail processing facility that receives and distributes mail destined for specific ZIP Codes. ADCs and their associated ZIP Codes are in DMM labeling list L004.

Aspect Ratio-The dimension of a mail piece expressed as a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read). For example, a postcard 5 1/2 inches long by 3 1/2 inches high has an aspect ratio of 1.57. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility.

Automated Area Distribution Center (AADC)-A distribution center that uses multiline optical character readers (MLOCs), barcode sorters, and other equipment designed for processing automation-compatible mail.

Automation Compatible Mail-Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

Automation Price- A postage discount offered to mailers who barcode their mail pieces and meet addressing, readability, and other requirements for processing on automated equipment.

Auxiliary Service Facility (ASF) - A mail processing facility that has its own service area and serves as a satellite processing hub for a particular Network Distribution Center (NDC).

Barcode Clear Zone - A rectangular area in the lower right part of a letter-size mail piece that must be kept free of printing and symbols, except for the barcode itself. This requirement allows automated processing machines to read or apply a barcode.

Barcode Read Area - A small area within the barcode clear zone in which the barcode must be printed. This area is defined by the position of the leftmost bar of the barcode and the bottom edge of the bar.

Barcode Reader - A component in certain mail processing equipment that reads and interprets the barcode applied to a mail piece.

Barcoded Container Label - A tray or sack label that has a barcode that can be read and processed by an automated tray or sack handling system.

Barcoded Discount - A postage discount available for certain Package Services machinable parcels and Bound Printed Matter flats that bear a correct barcode and meet other size, shape, and volume requirements.

Barcode Identifier - Assigned by the United States Postal Service to encode the presort identification that is currently printed in human readable form on the optional endorsement line (OEL). It is also available for future United States Postal Service use. It is a two-digit code in the Intelligent Mail Barcode

Bound Printed Matter (BPM) - A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter).

Bundle - A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes.

Business Mail Entry Unit (BMEU) - The area of a postal facility where mailers present bulk, presorted, and permit imprint mail for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor.

Business Reply Mail (BRM) - A service that allows a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage only for the returned pieces. These pieces must have a specific address and format. Postage and per piece charges are collected when the mail is delivered back to the permit holder.

Carrier Route - The addresses to which a carrier delivers mail. In common usage, carrier route includes city routes, rural routes, highway contract routes, Post Office box sections, and general delivery units.

Coding Accuracy Support System (CASS) - A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit

ZIP Codes, and carrier route codes on mail pieces. CASS provides a common platform to measure the quality of address matching

Commercial Mail Receiving Agency (CMRA) - A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.

Commingle - To integrate dissimilar mail (such as subscriber and nonsubscriber copies or machinable and irregular parcels) into the same mailing.

CRD Tray – A full tray consisting of pieces all in the same carrier route within a single ZIP Code.

CR5 Tray – A full tray consisting of 10 or more pieces in a carrier route, all with a single ZIP Code in common.

Customer Registration ID (CRID) - The USPS® Customer Registration ID (CRID) is a unique number that identifies a specific business location involved in a mailing. In order to submit electronic documentation (and receive Full-Service benefits), customers must have a customer registration ID assigned to their business location.

Delivery Point Validation (DPV) - DPV processing will give your mailing list higher quality addresses by verifying those that physically exist and are currently deliverable. This means less wasted postage and fewer lost communications. Standard address correction can sometimes find multiple matches on a single address. DPV processing can compare possible matches against the database of deliverable addresses to more accurately resolve ambiguous matches.

Delivery Sequenced Mail - Mail that is arranged by a mailer in delivery order for a particular carrier route. This mail requires no primary or secondary distribution.

Destination Delivery Unit (DDU) - Price-A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

Destination Sectional Center Facility (DSCF) Price - A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the sectional center facility (SCF) or other designated postal facility that serves the delivery address on the mail.

Detached Address Label (DAL) - Paper or cardstock used to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail flats and merchandise samples, and Bound Printed Matter.

Direct Mail - Another name for advertising mail sent to targeted markets. It can be any mail class, but it is usually Marketing Mail.

Drop Shipment - Typically the movement of a mailer-s product on private (non-postal) transportation from the point of production to a postal facility located closer to the destination of that product.

DSF² Processing – Delivery Sequence File² is a United States Postal Service licensed database that improves delivery of your mailing by examining address data and comparing it to the DSF² database that contains each of the 145+ million delivery points. DSF² confirms the existence of the address, provides delivery type, business versus residential, and provides a Pseudo Sequence Number to qualify for walk

sequence postal presort discounts. DSF² detects potentially undeliverable addresses for reasons other than Change of Address. There are only 14 licensed vendors in the country to provide this data service.

Endorsement - An authorized marking on a mail piece that shows handling instructions, a service, or a request for an ancillary service.

Entry NDC - A network distribution center (NDC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see network distribution center (NDC) and auxiliary service facility (ASF).

Entry Facility - The USPS mail processing facility (e.g., NDC, SCF) that serves the Post Office at which the mail is entered by the mailer. Also called origin facility.

Entry Post Office – A Post Office at which a mailer deposits mailings to be paid for through an account maintained at the designated Post Office.

Every Door Direct Mail (EDDM) - Every Door Direct Mail is available with the following formats: Standard Mail[®] flats, irregular parcels, periodicals, and bound printed matter flats. With Every Door Direct Mail[®] service, your business can reach every home, every address, every time. You simply select the neighborhoods you want to target, and a Postal Service[™] Letter Carrier delivers your mailpiece with the day's mail.

Extended Managed Mail Tray (EMM) - A 2-foot letter tray that measures 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. Must be used for tall letter-size mail that does not fit in a regular managed mail (MM) tray.

Facing Slip - A paper label attached to the top of a bundle that shows where the mail is to be distributed, the class and type of mail, and the country or military Post Office. Also see optional endorsement line.

First-Class Mail (FCM) - A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Anyailable matter may be sent as First-Class Mail.

Flat - The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.

Flat-size Mail - A flexible rectangular mail piece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

Forward - To redirect mail to the intended recipient(s) new delivery address in cases where PS Form 3575, Change of Address Order, or other written or personal notice has been filed with the local Post Office.

Full Flat Tray - A tray that is sufficiently filled with flats to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of

mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

Full Letter Tray - A full tray is filled between 85% and 100% with faced, upright pieces. Each tray must be physically filled to capacity before the filling of the next tray. Also see less-than-full tray and overflow tray.

Full Sack - A sack filled with the minimum number of pieces needed to qualify for the class and price claimed.

High Density Rates - Pieces in a containers prepared in walk sequence order containing at least 125 pieces in a single carrier route within a 5 digit ZIP Code

High Density Plus Rates - Pieces in a containers prepared in walk sequence order containing at least 300 pieces in a single carrier route within a 5 digit ZIP Code

Highway Contract Route (HCR) - A route of travel served by a postal contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel. Formerly called star route.

Indicia - Imprinted designation on mail that denotes postage payment (e.g., metered postage or permit imprint).

Intelligent Mail Barcode - The Intelligent Mail® barcode (IMb) is used to sort and track letters, cards and flats and offers greater versatility by allowing many services to be requested and embedded within one barcode. The Intelligent Mail barcode combines the data of the existing POSTNET™ and the PLANET Code® barcodes, as well as other data, into a single barcode.

LACSLink - 'LACS' is an acronym for "Locatable Address Conversion System." A "Locatable Address" has reference to a 9-1-1 system. It means that addresses are named and numbered in such a way that shortens response times to emergencies. LACSLink is a system that converts addresses that have been renamed or renumbered into locatable addresses. This is an invaluable service for those who send out bulk mail, because you might otherwise lose contact with many of your contacts.

Less-Than-Full tray - A tray that contains mail for a single destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.

Letter - According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

Letter-size Mail - A mail processing category of mail pieces, including cards that do not exceed any of the dimensions for letter-size mail (i.e., 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

Library Mail - A subclass of Package Services for items sent to/from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail price if properly marked.

Line-of-Travel (LOT) Sequence - A sequence required for some carrier route prices in which mail pieces are arranged by ZIP+4 codes in the order in which the route is served by the carrier. The mail pieces are sequenced in delivery order.

LTR (or LTRS) - An abbreviation used on mail tray labels that identifies the contents as letter-size pieces.

MACH - An abbreviation used on mail container labels that identifies the contents as machinable letters or parcels (mail that can be processed on mechanized mail sorting equipment).

Machinable - The ability of a mail piece to be sorted by mail processing equipment. Compare with non-machinable.

Machinable Parcel - A parcel that is of the correct size and weight to be safely sorted by mail processing machinery such as a parcel sorting machine.

Mail - Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mail pieces) at a Post Office or business mail entry unit.

Mail Class - The classification of domestic mail according to content (e.g., personal correspondence versus printed advertising). It is codified in the Mail Classification Schedule.

Mailer ID (MID) - The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify mailers. MIDs are assigned by the USPS® to a Mail Owner, Mailing Agent or other service providers who request them. MIDs are either a 9-digit or a 6-digit numeric code and are assigned based on annual mail volume criteria. One 9-digit MID is assigned to a business location without a volume requirement.

Mailing - A group of mail pieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a Post Office.

Mailing Agent - A private third party that mails on behalf of someone else.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) - The USPS manual that contains the standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for price eligibility and mail preparation, and all postage prices and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.

Managed Mail (MM) Tray - A stackable cardboard or plastic container with an enclosing cardboard sleeve and plastic strap that is used to transport letter mail to or between Post Offices.

Media Mail - A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.

Meter Stamp - Postage printed on a mail piece or label by a postage meter or PC Postage System. Meter stamps may be used to pay postage for all mail classes except Periodicals.

Metered Mail - Any piece of mail with postage printed by a USPS-approved postage meter or PC Postage

MXD - An abbreviation used on mail container labels that identifies the contents as mixed mail for different destinations. Usually indicates the last presort level in a sequence.

National Change of Address Linkage System (NCOA^{Link}) - An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information

Network Distribution Center (NDC) - A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see auxiliary service facility (ASF).

No-Stat Table - The No-Stat table identifies addresses that the USPS knows exist but aren't counted as a possible delivery statistic on a carrier's route, hence the term "no-stat." An example would be a new address established for a house still under construction.

Nonmachinable - The inability of a mail piece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.

Nonprofit price - A preferred price for a Periodicals publisher authorized to mail as a nonprofit organization.

Nonprofit Standard Mail - A subclass of Standard Mail that is available only to qualified organizations specified by U.S. statute.

Nonprofit Standard Mail Eligibility - Publication 417, discusses eligibility, authorization, and the rules for mailing at the Nonprofit Standard Mail prices. Many customers find it helpful to reference this publication to gain authorization and determine the eligibility of their mail piece. Also see the Standard Mail Eligibility Decision Tree.

Optional Endorsement Line (OEL) - A series of specific printed characters on the top line of the address block that identifies the sortation level of a bundle and may contain an ACS participant code. The OEL is used in place of bundle labels.

Overflow Tray - A less-than-full tray that contains pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the price claimed.

Package Services - A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Media Mail. There is no minimum weight limit for Package Services.

Pallet - A reusable platform on which mail is stacked to be moved as a single unit. Pallets are made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. Also see copalletize and top cap.

Parcel - Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.

Periodicals - A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

Permit - Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and services. Permits also are required to participate in certain programs such as Business Reply Mail.

Permit Imprint - Printed indicia, instead of an adhesive postage stamp or meter stamp that shows postage prepayment by an authorized mailer.

Plant-Verified Drop Shipment (PVDS) - A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer-s plant to destination Post Offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

Postage - Payment for delivery service that is affixed or imprinted to a mail piece, usually in the form of a postage stamp, permit imprint, or meter stamp.

Postage Statement - Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the price claimed.

Postcard - A privately printed mailing card. Compare to stamped card.

Precancel - To cancel postage stamps or stamped envelopes before mailing. If authorized, bulk mailers may precancel their own postage.

Precanceled Stamp - A postage stamp canceled by marking across the face before it is sold to mailers for use with discount mailings. Also, a stamp designated by the USPS as a precanceled stamp without cancellation marks. The USPS sells precanceled stamps for Presorted First-Class Mail and regular and nonprofit Standard Mail. Mail pieces with these stamps do not go through a canceling machine at the time of mail processing. Also see precancel.

Presort - The process by which a mailer groups mail by ZIP Code so that it is sorted to the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable to all mailings.

Presort Accuracy Validation and Evaluation (PAVE) - A program that evaluates presort software and determine its accuracy in sorting address files under DMM standards. An overview of the program and a list of PAVE certified vendors are available on ribbs.usps.gov.

Price List (Notice 123) - The Price List is a 44-page publication that contains domestic and international prices and fees in a concise and accessible manner.

Rural Route (RR) - A delivery route served by a rural carrier. Many of these addresses have been replaced by 911 style addresses but are still delivered by a rural carrier.

Quick Service Guide - Publication 95, Quick Service Guide, a concise overview of mail preparation and deposit for specific mail classes.

Saturation rates - Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail.

Scheme Sort - The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, a scheme sort allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

Sectional Center Facility (SCF) - A postal facility that serves as the processing and distribution center (P&DC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

Service Type Identifier (STID) - The STID (Service Type Identifier) is a three-digit numeric code used within the Intelligent Mail® barcode (IMb™) on a mailpiece that identifies the address correction or other electronic services desired. The STID Table allows you to determine which STID to use based on the mail class, address correction option, use of IMb Tracing™ and whether the mail contains a Full Service or Basic IMb.

Single-Piece - A postage price available for individual pieces of Express Mail, Priority Mail, First-Class Mail, Parcel Post, Media Mail, and Library Mail. It is not available for Periodicals except under the price category of basic. This type of price contrasts with prices available for commercial mail.

Sleeve - A paperboard jacket that fits over the four sides (top, bottom, and two parallel sides) of a letter tray in order to keep the mail inside the tray from falling out.

Standard Mail – Now referred to as ‘Marketing Mail’; A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Carrier Route Standard Mail, and Nonprofit Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Carrier Route, automation, non-automation, and Not Flat- Machinable prices.

SuiteLink - Provides improved business addressing information by adding known secondary information to business addresses, which will then allow USPS delivery sequencing where it would not otherwise be possible, and it assures the delivery of mail that was missing secondary information.

Tap Test - When an insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mail piece.

Top Cap - Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet of mail with either stretch wrap or at least two crossed straps or bands.

Tray - A container used in postal facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage. Also see full flat tray, full letter tray, less-than-full tray, and overflow tray.

Undeliverable-As-Addressed (UAA) - Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

Unique ZIP Code - A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.

Vacant Address - Vacant addresses are those that the USPS delivery staff, on urban routes, has identified as vacant because the mail has not been collected for 90 days or longer.

Verification - The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

Walk Sequence - The order in which a carrier delivers mail for a route. This order is required for most carrier route presort mail.

ZIP Code - A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.

ZIP+4 code - A nine-digit numeric code composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.).

Zone Chart - The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at pe.usps.com.