

Overview of Machineable Presort Requirements for the Addressed Admail™ Service

Comparing and contrasting our portfolio of service options

	Machineable Mail (MM)	+	Letter Carrier Presort (LCP)	=	Machineable Presort (MP)
Mail Item Requirements	<ul style="list-style-type: none"> Weight: up to 50 g Size (envelopes and self-mailers): <ul style="list-style-type: none"> Min. 140 mm x 90 mm x 0.18 mm Max. 245 mm x 156 mm x 5 mm Format: rectangular only Address: horizontal only Paper: no glossy finish Sealing: fully sealed on all sides Quiet Zones for Barcoding: required Machine readability target: 95% 		<ul style="list-style-type: none"> Weight: up to 100 g Size (envelopes and self-mailers): <ul style="list-style-type: none"> Min. 100 mm x 70 mm x 0.18 mm Max. 245 mm x 156 mm x 5 mm Format: any, including odd shapes Address: vertical or horizontal Paper: any stock/coating Sealing: not required Quiet Zones for Barcoding: not required Machine readability target: not required 		<ul style="list-style-type: none"> Weight: up to 50 g Size (envelopes and self-mailers): <ul style="list-style-type: none"> Min. 140 mm x 90 mm x 0.18 mm Max. 245 mm x 156 mm x 5 mm Format: rectangular only Address: horizontal only Paper: no glossy finish Sealing: fully sealed on all sides Quiet Zones for Barcoding: required Machine readability target: 95%
Mail Preparation & Presortation Requirements	<ul style="list-style-type: none"> Presortation software: not required Delivery Mode Code: not required 		<p>Sorting/sequencing</p> <ul style="list-style-type: none"> Presortation software: required Delivery Mode Code: required 		<ul style="list-style-type: none"> Presortation software: required Delivery Mode Code: required
	<ul style="list-style-type: none"> Grouping levels: N/A Min. number of items per grouping: N/A Separation of groupings (bundling, separator cards or edgemarking): N/A Labelling groupings: N/A 		<p>Grouping</p> <ul style="list-style-type: none"> Grouping levels: DMD, DF, DCF, FCP & Residue Min. number of items per grouping: 8 Separation of groupings (bundling, separator cards or edgemarking): required for all containers (DF, City, DCF, FCP & Residue) Labelling groupings: DCF, FCP & Residue groupings 		<ul style="list-style-type: none"> Grouping levels: DMD, DF, DCF, FCP & Residue Min. number of items per grouping: 8 Separation of groupings (bundling, separator cards or edgemarking): required for DF & DCF containers only Labelling groupings: DCF groupings only
	<ul style="list-style-type: none"> Container levels: N/A Container type: lettretainers with lids only Placing groupings in containers: items are loose, no separation required Labelling containers: not required if placed in monos/pallets 		<p>Containerization</p> <ul style="list-style-type: none"> Container levels: DF, City, DCF, FCP & Residue Container type: lettretainers and Customer-supplied boxes Placing groupings in containers: groupings in all containers are separated with bundles, separator cards or edgemarking Labelling containers: barcoded labels only 		<ul style="list-style-type: none"> Container levels: DF, DCF, FCP & Residue Container type: lettretainers with lids only Placing groupings in containers: groupings in DF & DCF containers are separated with bundles, separator cards or edgemarking. Items in FCP & Residue containers are loose, no separation required Labelling containers: barcoded labels only
	<ul style="list-style-type: none"> Shipping unit levels: N/A Labelling shipping units: required 		<p>Shipping units – monos/pallets (if used)</p> <ul style="list-style-type: none"> Shipping unit levels: DF, City, DCF, FCP & Residue (optional) Labelling shipping units: required 		<ul style="list-style-type: none"> Shipping unit levels: DF, City, DCF, FCP & Residue (mandatory) Labelling shipping units: required
Deposit Requirements	<ul style="list-style-type: none"> Machineable Mail Import File: optional Electronic Shipping Tools: required Minimum volume: 1,000 items Phantom pricing and partial mailings: acceptable Sample: required Address Accuracy: required for over 5,000 items Deposit location: 21 approved plants 		<ul style="list-style-type: none"> Presort Mailing Plan Import Program: mandatory Electronic Shipping Tools: required Minimum volume: 1,000 items Phantom pricing and partial mailings: acceptable Sample: required Address Accuracy: required for over 5,000 items Deposit location: selected postal facilities 		<ul style="list-style-type: none"> Presort Mailing Plan Import Program: mandatory Electronic Shipping Tools: required Minimum volume: 1,000 items Phantom pricing and partial mailings: acceptable Sample: required Address Accuracy: required for over 5,000 items Deposit location: 21 approved plants