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8. Standard Mail—Regular Subclass—Letters

a. Basic Preparation

Sort Level	Opt./ Req.	Pkg. Level Min.	Tray Level and Sortation[1]	Rate[2]
5-Digit	Req.	10 pcs.	5-Digit[3] (full; no overflow trays)	21.9¢
3-Digit	Req.	10 pcs.	3-Digit[3, 4] (full; one less-than full tray allowed)	21.9¢
ADC	Req.	10 pcs.	ADC (full; no overflow trays)	26.1¢
Mixed ADC	Req.	No min.	Mixed ADC[5] (no minimum)	26.1¢

b. Optional Preparation for Upgradable Pieces

Sort Level	Opt./ Req.	Pkg. Level Min.	Tray Level and Sortation[1]	Rate[2]
5-Digit	Opt.	N/A	5-Digit[3] (full; no overflow trays)	21.9¢
3-Digit	Req.	N/A	3-Digit[3, 4] (full; one less-than-full tray allowed)	21.9¢
AADC	Req.	N/A	AADC (full; grouped by 3-digit ZIP Code)	26.1¢
Mixed AADC	Req.	N/A	Mixed AADC (no minimum; grouped by AADC; within AADC, subgrouped by 3-digit)	26.1¢

1/ Fill all possible 2-foot trays before filling a 1-foot tray.

2/ Rate is based on tray level. There must be at least 150 pieces in 5-digit and 3-digit packages for a 3-digit area (150 pieces to a 3-digit area for upgradable) to claim 3/5 rates. Destination discounts will also be available.

3/ There must be at least 150 pieces of 5-digit and 3-digit packages (150 pieces for upgradable) to a 3-digit destination before 5-digit and 3-digit trays to that destination may be prepared. Begin tray preparation for groups of less than 150 pieces for a 3-digit area at ADC level (AADC level for upgradable) except under footnote 4.

4/ All 5-digit and 3-digit packages (all mail for upgradable) remaining for a 3-digit ZIP Code served by SCF of entry post office must be placed in a 3-digit tray. A less-than-full tray to each such area is permitted; if less than 150 pieces each, Basic rates apply.

5/ Physically fill all possible 2-foot trays. Place remaining pieces in a 2-foot tray, except place them in a 1-foot tray if they do not exceed its capacity.