### 4.3 Line 2

Line 2: PERIOD or NEWS (as appropriate), LTRS BC, and, on mixed AADC trays: WKG.

### 5.0 DOCUMENTATION

The mailer must be prepared to support information on mailing statements with documentation meeting the standards in P012 that describes the mailing in sufficient detail to allow verification of the accompanying mailing's compliance with applicable preparation and eligibility standards. Combined mailings of Periodicals publications must also be documented under M210. A complete, signed mailing statement, using the correct USPS form or an approved facsimile, must accompany each mailing.

### M820 Flat-Size Mail—(Except Preferred Periodicals and Nonprofit Standard Mail)

### 1.0 BASIC STANDARDS

### 1.1 Standards

Flat-size Automation First-Class, Barcoded rate Regular and automation-compatible Publications Service Periodicals, and Automation Standard Mail must be prepared under M820, subject to the basic eligibility standards applicable to the rate claimed. Presort, labeling, and package, sack, and tray preparation are subject to the general standards in M010 through M030. All pieces in a mailing must be in the same processing category and must be presorted together to the finest extent required.

### 1.2 Packages

All pieces must be prepared in packages. When the pieces for a presort destination must be prepared in more than one package or in packages each with fewer pieces than the minimum required (because of size or total number of pieces), rate eligibility is not affected if the total number of pieces for that destination exceeds the applicable minimum. Firm packages are allowed only in Publications Service mailings.

### 1.3 Standard Mail (A)

Pieces of Standard Mail (A) that, by size, could qualify for an Automation rate as either a letter or a flat, and that are prepared as palletized flats at Automation rates for flats or at Enhanced Carrier Route rates, may be prepared as palletized flats at Regular nonletter rates as well if the number of Regular nonletter rate pieces does not exceed 10% of the total number of pieces in the entire mailing job (regardless of rate).

### 1.4 Marking

First-Class pieces must be marked ''First-Class'' and ''AUTO.'' Standard Mail must be marked either ''STD'' or ''Standard'' and ''AUTO.'' No markings are required on Periodicals pieces.

### 1.5 Other Rates

A single mailing (e.g., Automation First-Class) may include pieces prepared at all available rate levels (e.g., 3/5 and Basic); all may be reported on the same mailing statement and documentation. Other combinations are permitted only when allowed by standard.

### 2.0 PREPARATION—FIRST-CLASS MAIL

### 2.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:
a. 5-digit: required (10-piece minimum, fewer not permitted); use red Label D or optional endorsement line (OEL).
b. 3-digit: required (10-piece minimum, fewer not permitted); use green Label 3 or OEL.
c. ADC: required (10-piece minimum, fewer not permitted); use pink Label A or OEL.
d. Mixed ADC: required (no minimum); use tan Label MS or OEL.

### 2.2 Tray Preparation

Tray size, presort sequence, and labeling:
a. 5-digit: required full trays, no overflow; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
b. 3-digit: required full trays, no overflow; use L002, Column A, for Line 1.
c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
d. ADC: required full trays, no overflow; use L004 for Line 1.
e. Mixed ADC: required (no minimum); use MXD, followed by the entry 3-digit facility city/state/ZIP shown in L002, Column A (use lowest ZIP in range) for Line 1.

### 2.3 Line 2

Line 2: FCM FLTS BC, and:
a. Mixed ADC sacks: WKG.
b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 3.0 PREPARATION—REGULAR PERIODICALS

### 3.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:
a. 5-digit: required (six-piece minimum, fewer not permitted); use red Label D or optional endorsement line (OEL).
b. 3-digit: required (six-piece minimum, fewer not permitted); use green Label 3 or OEL.
c. ADC: required (six-piece minimum, fewer not permitted); use pink Label A or OEL.
d. Mixed ADC: required (no minimum); use tan Label MS or OEL.

### 3.2 Sack Preparation

Sack size, presort sequence, and labeling:
a. 5-digit: required at 24 pieces, optional with one six-piece package minimum; use 5-digit ZIP Code destination of packages for Line 1, preceded for military mail by the correct prefixes under M031.
b. 3-digit: required at 24 pieces, optional with one six-piece package minimum; use L002, Column A, for Line 1.
c. Entry SCF 3-digit(s): required (no minimum); use L002, Column A, for Line 1.
d. ADC: required at 24 pieces, optional with one six-piece package minimum; use L004 for Line 1.
e. Mixed ADC: required (no minimum); for Line 1, use L805 (mail entered by the mailer at an ASF or BMC) or use MXD, followed by the entry ADC facility city/state/ZIP shown in L004, as appropriate.

### 3.3 Line 2

Line 2: PERIOD or NEWS (as appropriate), FLTS BC, and:
a. Mixed ADC sacks: WKG.
b. As required by the applicable labeling list, Line 2 processing code information must be right-justified under the ZIP Code on Line 1.

### 4.0 PREPARATION—PUBLICATIONS SERVICE

### 4.1 Package Size, Presort, and Labeling

Package size, presort sequence, and labeling:
a. Firm: optional (two-piece minimum); use blue Label F or optional endorsement line (OEL).
b. Carrier Route: optional (six-piece minimum, fewer not permitted); use purple Label CR or OEL.
c. 5-digit: required (six-piece minimum, fewer not permitted); use red Label D or OEL.