



Midwest Direct's Easy Glossary of USPS ® Postal Terms

Additional entry (AE)—A post office other than the office of original entry where a publisher is authorized to mail a Periodicals publication.

Address Change Service (ACS)—Automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists.

Address correction service—a system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery.

Address Element Correction (AEC)—A process that identifies and revises incomplete or incorrect computerized address files and then attaches ZIP+4 and carrier route codes.

Airport mail center/airport mail facility (AMC/AMF)—a postal facility at an airport that receives, concentrates, transfers, dispatches, and distributes mail transported by air.

Alternate Mailing System (AMS)—A procedure, that provides methods for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

Ancillary service—forwarding, change, return, 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 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.

Area distribution center (ADC)—a mail processing facility that receives and distributes mail destined for specific ZIP Codes.

Army post office (APO)—a branch of a designated USPS civilian post office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, for either Army or Air Force personnel.

Aspect ratio—the dimension a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read).

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 bar code sorter.

Automation discount—a postage reduction 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 bulk mail center (BMC).

Balloon price—a price charged for Priority Mail (zones 1–4) and Parcel Post items that weigh less than 20 pounds and measure between 84 and 108 inches in combined length and girth.

Barcode—a series of vertical bars and spaces that represent any numerical series, most often a correct ZIP Code for the delivery address on a mail piece.

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.

Barcode read area—a small area within the barcode clear zone in which the barcode must be printed.

Barcode reader—a component in certain mail processing equipment that reads and interprets the barcode applied to a mail piece.

Bar-coded 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. DMM © USPS, Page 2 of 10, Effective December 4, 2008 Quick Service

Bar-coded discount—a postage discount available for certain Package Services machinable parcels and Bound Printed



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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).

Bulk mail center (BMC)—a highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form.

Bulk mail center (BMC) Presort price—a price available for Parcel Post that is properly prepared and entered by the mailer at a BMC or other designated postal facility.

Bulk Parcel Return Service (BPRS)—a service by which high-volume mailers may have undeliverable-as-addressed Standard Mail machinable parcels returned to the mailer.

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 areas of a postal facility where mailers present bulk, presorted, and permit imprint mail for acceptance.

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.

Caller service—an optional delivery service provided for a fee at all post offices to customers with large volumes of mail, to customers needing multiple separations, and to customers who need a post office box number address when no post office boxes are available.

Carrier route—the addresses to which a carrier delivers mail.

Carrier Route File—the official listing of all city and noncity delivery post offices, available to mailers in a standardized format.

Carrier route presort mail—Mail sorted by carrier route to qualify for discount postage prices. The mail requires no primary or secondary distribution.

Centralized Postage Payment System (CPP)—a postage payment system administered by the Pricing and Classification Service Center that allows publishers of authorized Periodicals publications entered at three or more post offices to pay postage at a single postal facility rather than through individual accounts.

Certified Mail—a service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. This type of mail must be sent at First-Class Mail or Priority Mail prices.

Classification—the grouping of mailable matter into mail classes and subclasses by price categories, according to content, weight, size, and preparation standards.

Classroom price—A Periodicals price that is available to an authorized mailer of educational, scientific, or religious publications for scholastic or religious instruction.

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 software and to diagnose and correct software problems.

Collect on delivery (COD)—A service for mailers who need to mail an article for which they have not received payment.

Combined mailing—a mailing in which individually addressed mail pieces are merged and sorted together, usually using two or more postage payment methods.

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 into the same mailing.

Computer-readable media—CD-ROM is mailable at single-piece and discount prices based on the packaging or mailer and contents. Guide



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Computerized Forwarding System (CFS)—a centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as addressed mail to customers.

Content identifier number (CIN)—a code number on a tray or sack label that represents and identifies the class of mail and presort level.

Cooperative mailing—a mailing made jointly by one or more organizations authorized to mail at Nonprofit Standard Mail prices at the same post office.

Copalletize—to combine and present together on pallets mail from two or more different or separately produced mailstreams.

Courtesy reply mail (CRM)—envelopes or postcards that a mailer provides to its customers to expedite delivery of their responses.

Dead mail—mail that is undeliverable as addressed and cannot be returned to the sender.

Delivery Confirmation—a service that provides the date and time of delivery.

Delivery point barcode (DPBC)—a POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), And a correction digit.

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 area distribution center (DADC) price—a price available for Periodicals mail that is prepared and entered by the mailer at the area distribution center (ADC) that serves the Delivery address on the mail.

Destination bulk mail center (DBMC) price—a price available for Standard Mail, Parcel Post, and Bound Printed

Destination delivery unit (DDU) price—a price available for Periodicals, Standard Mail, Parcel Post, 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 Post, and Bound Printed Matter that is properly prepared and entered by the Mailer at the sectional center facility (SCF) or other designated postal facility.

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.

Detached mail unit (DMU)—an area in a mailer's facility where postal employees perform mail verification, acceptance, dispatch, and other postal functions.

Dimensional weight—Postage for Priority Mail packages addressed for delivery to zones 5-8 and exceeding one cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater. - referred to as dim weight.

Direct mail—another name for advertising mail sent to targeted markets.

Dimensional weight—Postage for Priority Mail packages addressed for delivery based on the actual weight or the dimensional weight, whichever is greater.

Drop shipment—typically the movement of a mailer's product- transportation from the point of production to a postal facility

Eligibility—qualification standards such as content, mail processing category, and preparation applied to mail for a specific price or discount.

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

Enhanced Carrier Route Standard Mail—two subclasses of Standard Mail (Regular and Nonprofit).



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Entry BMC—a bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer.

Entry facility—the USPS mail processing facility (e.g., BMC, SCF) that serves the post office at which the mail is entered by the mailer. Also called origin facility. DMM © USPS, Page 4 of 10, Effective December 4, 2008

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.

Express Mail—a mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS.

Express Mail Military Service (EMMS)—an Express Mail service that provides Department of Defense and other authorized personnel stationed overseas with expedited delivery service to or from the United States.

Face—the side of a mail piece with the delivery address.

Facing identification mark (FIM)—a series of five or six vertical bars used by automated postal equipment to identify, orient, and separate reply mail and mail produced by PC postage systems and some postage meters.

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.

Fast-forward—a USPS-licensed automated system that updates addresses by matching names and addresses with current change-of-address orders on file.

Federal Register—a daily weekday publication distributed by the Office of the Federal Register. The USPS publishes proposed and final mail preparation changes in the Federal Register for public comment and notice. <http://ribbs.usps.gov/fedreg.html>.

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.

Flat—the general term for 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.

fleet post office (FPO)—A branch of a designated USPS civilian post office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel.

FLTS—an abbreviation used on mail container labels that identify the contents as flat-size.

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.

Franked mail—official mail sent without postage prepayment by members and members-elect of Congress, the Vice President, and other authorized individuals. Mail must relate to the mailer's official business, activities, and duties

Hazardous material (HAZMAT)—any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.

Identical piece—an individual mail piece that has the same mail classification and physical aspect, size, and weight as all other pieces in a mailing. DMM © USPS, Page 5 of 10, Effective December 4, 2008

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

Information-based indicia (IBI)—digital indicia that include human-readable information and a USPS-approved two dimensional barcode with a digital signature and other required fields.

Insert—a letter, card, or similar item placed inside another mail piece (host piece).

Insured mail—a service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee.

International Mail Manual (IMM)—the USPS manual that contains prices and classification standards for mailing between the United States and all other countries.

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International Prices and Fees—Publication 51, International Prices and Fees contains an overview of prices and mailing standards for mailing between the United States and other countries.

International Standard Book Number (ISBN)—a publication number issued by the Library of Congress that identifies a specific book or other no periodical.

International Standard Serial Number (ISSN)—a publication number issued by the Library of Congress that identifies a specific periodical.

Keyline—Optional mailer information printed in or above the address or in the lower left corner of the envelope. The Keyline identifies the mail piece and its presorting level.

Known office of publication—the business office of a Periodicals publication that is in the city where the original entry for Periodicals mailing privileges is authorized.

Letter—According to the Private Express Statutes, a message directed to a specific person or an address

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, and ¼ inch thick).

Library Mail—a subclass of Package Services for items sent to or 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 Enhanced Carrier Route and 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.

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—anyailable matter that is accepted for mail processing and delivery by the USPS.

Mail class—the classification of domestic mail according to content. It is codified in the Domestic Mail Classification Schedule.

Mail piece Quality Control Program (MQC)—the Mail piece Quality Control Program is designed for those who wish to enhance their knowledge of the requirements associated with mail piece design.

Mailing—a group of mail pieces within the same mail class and mail processing category that may be sorted together under the appropriate standards.

Mailing agent—a private third party that mails on behalf of someone else. DMM © USPS, Page 6 of 10, Effective December 4, 2008

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.

Manifest Mailing System (MMS)—a postage payment system that enables the USPS to accept and verify permit imprint mailings that contain nonidentical-weight and/or nonidentical-price pieces.

Marking—words or abbreviations printed on a mail piece that show the class of mail, presort level, or ancillary service endorsement.

Media Mail—a subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CDROMs. Advertising restrictions apply.



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Merchandise return service—a service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage.

Merlin—MERLIN is an acronym for Mail Evaluation Readability Lookup Instrument, is a tool that is used by the U.S. Postal Service to assist with the acceptance of business mail.

meter reply mail (MRM)—a preprinted return envelope, card, or label provided by a meter license holder as a courtesy to customers on which the postage is prepaid with a meter stamp. These pieces must have a specific address and format.

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 System.

military ordinary mail (MOM)—a category for Department of Defense official mail sent at Periodicals or Standard Mail prices that requires faster service than sealift transportation to, from, and between military post offices. This mail is moved by surface transportation to a gateway facility and from there by air at a specific transportation price and service standard.

Military post office (MPO)—a branch of a U.S. civil post office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships.

Minimum size standard—the smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific price.

Mixed class—a mailing containing more than one class of mail.

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 (NCOALink) — an address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists against change-of-address information for the entire country from all Computerized Forwarding System units.

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.

nonmachinable outside (NMO)—a parcel or mail piece that, because of size, weight, or other characteristic, cannot be sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

Nonmailable articles and substances—anything that, by statute, “may kill or injure another, or injure the mails or other property.”

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, Nonprofit Standard Mail Eligibility 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. DMM © USPS, Page 7 of 10, Effective December 4, 2008

Not Flat-Machinable Pieces—a subclass of Standard Mail also known as “NFM.” Most NFMs are rigid parcel-like pieces that cannot be processed on flat sorting equipment.

Official mail—mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. government agencies.

Optical character reader (OCR)—an automated mail sorting machine that interprets the address information on a letter-size mail piece and sprays the corresponding ZIP Code information onto the piece as a barcode.

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.



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Origin bulk mail center (OBMC) Presort price—a price available for Parcel Post that is properly prepared and entered by the mailer at the origin BMC or other designated postal facility.

Outsert—mailing industry term for an external attachment.

Oversized price—Parcel Post and Parcel Select price for pieces exceeding 108 inches but not more than 130 inches in combined length and girth.

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.

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.

Parcel airlift (PAL)—a service that provides air transportation for parcels on a space-available basis to or from military post offices outside the 48 contiguous states.

Parcel Post—a subclass of Package Services with prices based generally on weight and zone.

PC Postage System—a postage system used to purchase and print postage with a personal computer, a printer, and Internet access.

Penalty mail—official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S.

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 from a known office of publication. Periodicals 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.

Permit imprint—printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer.

Piece—an individually addressed mail piece. This definition also applies when the term “piece” is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

Piece price—for some mail classes, the postage charged for each mail piece in addition to the pound price charge.

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.

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.

Postal Numeric Encoding Technique (POSTNET)—the barcode system used on letter-size and flat-size mail pieces for encoding the delivery point information and ZIP+4 code information.

Postcard—a privately printed mailing card. DMM © USPS, Page 8 of 10, Effective December 4, 2008

Precancel—to cancel postage stamps or stamped envelopes before mailing.

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.

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,



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Presort Accuracy Validation and Evaluation (PAVE)—a program that evaluates presort software and determine its accuracy in sorting address files under DMM standards.

Presorted Standard—the postage price for Standard Mail pieces that are part of a mailing and that meet minimum volume and preparation requirements.

Price List - the Price List is a 32-page Publication that contains domestic and international prices and fees in a concise and accessible manner.

Printed matter—paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of account, or of actual and personal correspondence, have been reproduced by any process other than handwriting or typewriting.

Priority Mail—First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail prices. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail.

Processing and distribution center/facility (P&DC/F)—a central mail facility that processes and dispatches part or all of both incoming mail and outgoing mail for a designated service area. It provides instructions on the preparation of collection mail, dispatch schedules, and sorting plan requirements to mailers.

Prohibited matter—any material that is illegal to mail because it can kill or injure an individual or damage other mail. This includes certain poisons and controlled substances and certain flammable or hazardous matter.

Qualified business reply mail (QBRM)—Business reply mail that is processed and rated by automated means, including the automated calculation of postage and fees. QBRM pieces must meet certain design specifications and may be eligible for the lowest per piece fee available for BRM and for reduced automation First-Class Mail postage prices.

Raffle tickets—for an overview of the eligibility of lottery advertisements by authorized nonprofit organizations.

Registered Mail—provides the most secure service offered by the USPS. The sender receives a receipt at the time of mailing, and a delivery record is maintained by the USPS. This service also provides optional indemnity in case of loss or damage. Compare with certified mail and insured mail.

Restricted delivery—a supplemental mail service that generally limits who may receive an item.

Restricted matter—any item on which certain mailing restrictions have been imposed for legal reasons other than risk of harm to persons or property involved in moving the mail and that require specific endorsements and markings.

Rural route (RR)—a delivery route served by a rural carrier.

Scheme—systematic plan for the distribution of mail to its destination.

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. DMM © USPS, Page 9 of 10, Effective December 4, 2008

Shipper paid forwarding (SPF)—an address change service (ACS) fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).

Shortpaid mail—mail on which additional postage is collectable on final delivery.

Signature Confirmation—a service that provides information to the mailer about the date and time of delivery, including the recipient's signature or the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option and (2) a retail option.



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Single-piece price—a postage price available for individual pieces of Express Mail, Priority Mail, First-Class Mail, Parcel Post, Media Mail, and Library Mail.

Stamped card—a postcard sold by the USPS (as distinguished from a privately printed postcard) with a printed or impressed postage stamp.

Standard Mail—A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail; Subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise.

Subclass—A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

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.

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.

United States Code (USC)—the official restatement of the general and permanent laws of the United States; contains laws relating to the USPS.

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.

WKG—an abbreviation for “working” used on mail container labels that identifies the contents as mail that needs to be worked (sorted and distributed).

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 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 ; and (b) the four-digit expanded code: the first two additional digits designate the sector and the last two digits designate the segment.

Zoned price—a price structure for Priority Mail, Periodicals, Parcel Post, and Bound Printed Matter that is based on weight and distance traveled (or number of zones crossed)