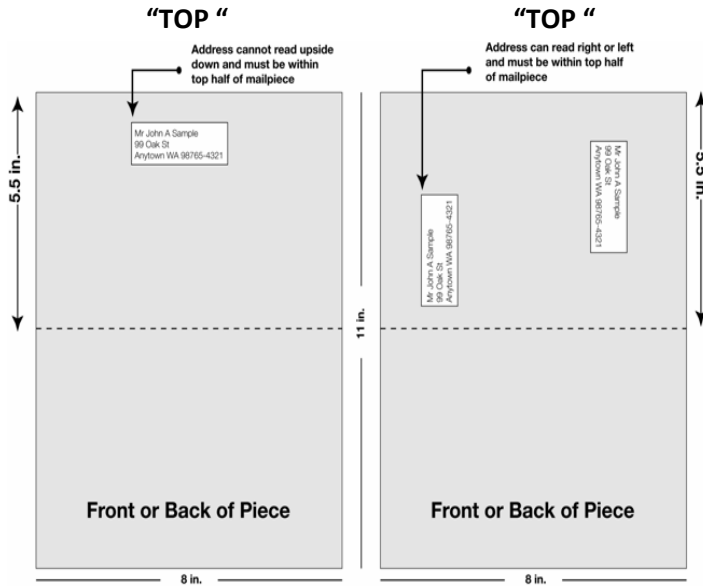
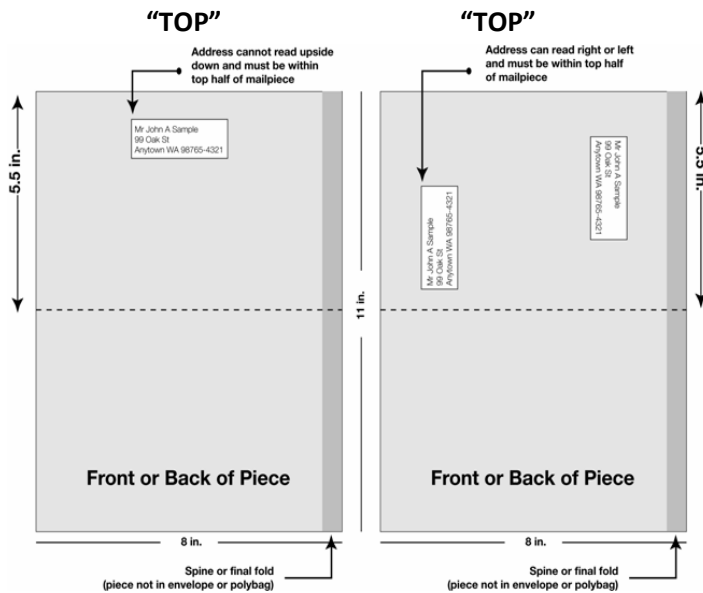


Domestic New Address Placement – Effective 3-29-09

- The new placement standard apply to all Periodicals, Standard Mail, and Package Services flats mailed at presort, carrier route, and automation prices which is equal to XPO services Domestic Fast Flats, Domestic Economy Flats and Domestic BPM. This does not apply to regular USPS First-Class Mail.
- Address Placement for Vertical Enclosed Flat Mail pieces:
The “TOP” is:



- Address Placement for Unenclosed Flat pieces, bound edge/final fold is always to the right:
The “TOP” is:



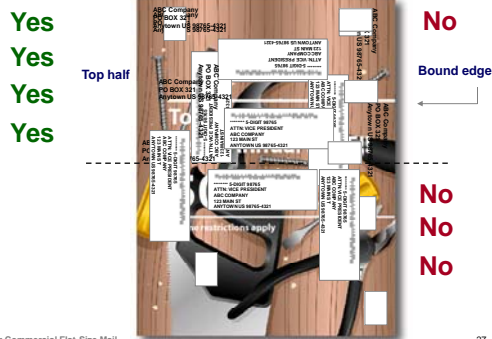
- **Address Placement for Large Envelope pieces:**
Horizontal format is fine. The “TOP” is either of the short sides, or the upper edge with the spine on the right:



- **Address Placement for Magazine pieces, bound edge is always to the right:**
The “TOP” is:



Address Placement – Catalog
Recap TOP



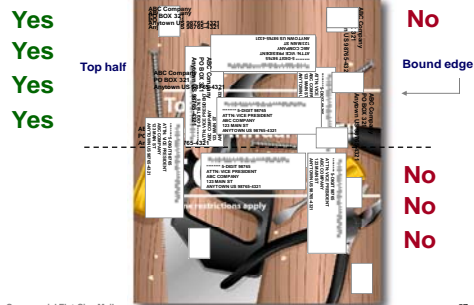
New Address Standards for Commercial Flat-Size Mail

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- **Address Placement for Catalog pieces, bound edge is always to the right:**
The “TOP” is:



Address Placement – Catalog
Recap TOP



New Address Standards for Commercial Flat-Size Mail

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- **If pieces are not compliant with the new address placement standards, all pieces will be upgraded to USPS First-Class Mail. We will charge the customer straight USPS First-Class Mail postage plus \$0.15 a piece for handling.**
- **Please note handwritten piece are not compliant and do not qualify. Any handwritten pieces will be upgraded to USPS First-Class Mail. We will charge customer straight First-Class postage plus \$0.15 a piece for handling.**