



## **Mail Guide for Permit 29 NON-AUTOMATED LETTERS - TX**

**These instructions are for Texas only!** If your mailout consists largely of mixed United States ZIP codes, alert Print & Mail Services for separate instructions. As always, if you have any questions about your mailing item, please contact Print & Mail Services at 245-2293.

### **SORTING/TRAYING REQUIREMENTS FOR NON-AUTOMATED LETTERS:**

- An itemized list must accompany your mailing, indicating all ZIP codes used and the total pieces for each ZIP code destination. Print & Mail Services will supply the department a form (# 04A-1003) to assist with this Zip code list. The list is to accompany the mailout when it is brought to Print & Mail Services to be checked.
- All San Marcos mail must be bundled or trayed separate from the rest of the mailout.

### **SORTING/TRAYING SEQUENCE:**

Take itemized ZIP code list and follow the sorting/traying separation guidelines below.

**5-Digit (REQUIRED)** – All pieces to the same ZIP code

#### **Requirements for 149 pieces or fewer:**

- Bundle in stacks of 10 pieces or more (not to exceed 4” each). Fewer than 10 pieces are not permitted in a bundle.
- Place red (“D”) sticker below and to the left of the address of the top piece in each bundle.

#### **Requirements for 150 pieces or more:**

- 150 pieces or more to the exact 5-digit ZIP code must be trayed separately.
- Use 1-foot or 2-foot trays.
- Sleeve and strap trays.
- Label trays as follows:
  - Line 1: City-state, with 5-digit ZIP code
  - Line 2: “STD LTRS 5D NON-OCR”
  - Line 3: “MAILER SAN MARCOS TX 78666”

**3-Digit (REQUIRED)** – First 3 digits of ZIP code are the same on all pieces

**Requirements for 149 pieces or fewer:**

- ALL 3-DIGIT BUNDLES MUST BE KEPT IN NUMERICAL ZIP CODE ORDER.
- Bundle in stacks of 10 pieces or more (not to exceed 4” each). Fewer than 10 pieces are not permitted in a bundle.
- Place green (“3”) sticker below and to the left of the address of the top piece in each bundle.
- These will be trayed with ADC Areas as described below.

**Requirements for 150 pieces or more:**

- 150 pieces or more to the same 3-digit ZIP separation must be trayed separately.
- Use 1-foot or 2-foot trays.
- Sleeve and strap trays.
- Label trays as follows:
  - Line 1: City-state, with 3-digit ZIP separation from chart below
  - Line 2: “STD LTRS 3D NON-OCR”
  - Line 3: “MAILER SAN MARCOS TX 78666”

**3-Digit ZIP Separation for Line 1** – Compiled from USPS Chart L002 (For Texas only - If you have this separation for another state, please contact Print & Mail Services)

<b>ZIP</b>	<b>LINE 1</b>	<b>ZIP</b>	<b>LINE 1</b>
733	AUSTIN TX 733	775	NORTH HOUSTON 775
750	NORTH TEXAS TX 750	776	BEAUMONT TX 776
751	DALLAS TX 751	777	BEAUMONT TX 777
752	DALLAS TX 752	778	BRYAN TX 778
753	DALLAS TX 753	779	VICTORIA TX 779
754	GREENVILLE TX 754	780	SAN ANTONIO TX 780
755	TEXARKANA TX 755	781	SAN ANTONIO TX 781
756	LONGVIEW TX 756	782	SAN ANTONIO TX 782
757	TYLER TX 757	783	CORPUS CHRISTI TX 783
758	PALESTINE TX 758	784	CORPUS CHRISTI TX 784
759	LUFKIN TX 759	785	MCALLEN TX 785
760	FORT WORTH TX 760	786	AUSTIN TX 786
761	FORT WORTH TX 761	787	AUSTIN TX 787
762	FORT WORTH TX 762	788	SAN ANTONIO TX 788
763	WICHITA FALLS TX 763	789	AUSTIN TX 789
764	FORT WORTH TX 764	790	AMARILLO TX 790
765	WACO TX 765	791	AMARILLO TX 791
766	WACO TX 766	792	CHILDRESS TX 792
767	WACO TX 767	793	LUBBOCK TX 793
768	ABILENE TX 768	794	LUBBOCK TX 794
769	MIDLAND TX 769	795	ABILENE TX 795
770	HOUSTON TX 770	796	ABILENE TX 796
771	HOUSTON TX 771	797	MIDLAND TX 797
772	HOUSTON TX 772	798	EL PASO TX 798
773	NORTH HOUSTON TX 773	799	EL PASO TX 799
774	NORTH HOUSTON TX 774		

**ADC Area (REQUIRED)** – Same state, groups of 3-digit Zip separators by metro area.

**Requirements for 149 pieces or fewer:**

- Bundle in stacks of 10 pieces or more (not to exceed 4” each). Fewer than 10 pieces are not permitted in a bundle.
- Group according to ADC Area in chart below.
- Place pink (“A”) sticker below and to the left of the address of the top piece in each bundle.
- These will be trayed with Mixed ADC Areas as described below.

**Requirements for 150 pieces or more:**

- 150 pieces or more to the same ADC Area must be trayed separately.
- Use 1-foot or 2-foot trays.
- Sleeve and strap trays.
- Label trays as follows:
  - Line 1: ADC Area and ZIP from chart below
  - Line 2: “STD LTRS ADC NON-OCR”
  - Line 3: “MAILER SAN MARCOS TX 78666”

**ADC Area and code for Line 1** – Compiled from USPS Chart L004 (For Texas only - If you have this separation for another state, please contact Print & Mail Services)

**ZIP**

733, 779 – 789, 798, 799, 885  
750 – 759  
760 – 769, 790 - 797  
770 – 778

**LINE 1**

ADC SAN ANTONIO TX 78099  
ADC NORTH TEXAS TX 750  
ADC FORT WORTH TX 760  
ADC HOUSTON TX 773

**Mixed ADC Area (REQUIRED)**

**Requirements:**

- Any remaining pieces that did not fit in the first three separations must be packaged in mixed ADC Areas according to list above.
- Place tan (“MS”) sticker below and to the left of the address of the top piece in each bundle.
- Use 1-foot or 2-foot trays.
- Sleeve and strap trays.
- Label trays as follows:
  - Line 1: “MXD SAN ANTONIO TX 78099”
  - Line 2: “STD LTRS NON-OCR WKG”
  - Line 3: “MAILER SAN MARCOS TX 78666”

Now that you have completed sorting and traying, you are ready to call Print & Mail Services and schedule an appointment at 245-2293.