

Post Office Procedures – 2nd Class Periodicals.

These guidelines pertain to the Condo Sales Report and all other 2nd Class Periodical mail, in order for us to receive the applicable rates. I will use The Condo Sales Report in all examples.

1. **Obtain mailing labels** from the Accounting Department.
The mailing labels should be placed on the back page on the *same location of all* books – preferably the lower right hand side of the back cover.
2. **Obtain the mailing labels** from the Accounting Department.
3. **Sorting by zip code**
There are several classes of sorting. After sorting, the books should be rubber-banded into 6-12 issue “bundles”.
 - **Pull out the issue** addressed to the JAF Postmaster. You will need to hand this over at the Ninth Avenue Post Office
 - **‘D’ Class bundles** – These are bundles of 6 or more books going to *the same 5-digit zip code*. We need to place an orange **‘D’** sticker *near the address label on the top-most book* of the bundle, easily in sight for the post office.
 - **‘3’ Class bundles** – These are bundles of 6 or more books based on the *first 3 digits of the zip code*. We need to place a green **‘3’** sticker *near the address label on the top-most book* of the bundle, easily in sight for the post office.
Example – Zip codes 10016, 10001, 10022 belong in a ‘3’ class bundle. Zip codes. 11510, 11523, 11569, 11561 belong in another ‘3’ class bundle.
 - **‘A’ Class bundles** – These are bundles based on the **3-Digit ZIP ADC Sortation** form provided by the post office. We need to place a pink **‘A’** sticker *near the address label on the top-most book* of the bundle, easily in sight for the post office.
Example – Zip codes 00696, 00699, 00909 are all going to the San Juan sorting facility, and belong in a ‘A’ class bundle.
 - **‘Mixed’ Class bundles** – The remaining books that haven’t been placed into a bundle of any sort will be grouped into a ‘Mixed’ bundle. We need to place a brown **‘Mixed’** sticker *near the address label on the top-most book* of the bundle, easily in sight for the post office.

Don’t concern yourself with just how large a “bundle” is. The Post Office allowed us bundles as small as 6 issues and as large as 20.

4. Place the mail in sacks

- Place all 'D' and '3' class bundles *beginning with the 3 zip code digits 100* in a sack(s), attaching the following pink **Periodical Sack Label...**

NEW YORK NY	100
PER FLTS 3D BC/NBC	
YALE ROBBINS	MLR NY 100

- Place all remaining bundles into a sack(s) with the following pink **Periodical Sack Label...**

MXD DV DANIELS NJ	07099
PER FLTS 3D BC/NBC	
NY NY 100	

5. Zip code manifest

- We need to provide the Post Office with a count of mail being sent. This list should be something like...

Sack	Total Pieces	Class	Zip	Pieces
1	30	D	10001	6
		D	10016	12
		3	100	12
2	27	3	115	9
		A	005	2
			117	8
			119	5
		MXD	12345	1
			54321	1
			98765	1

- Yes, this can get complicated...*

6. Drop mail off at the JAF/Morgan branch at 341 Ninth Ave (on W 29th St.).

The sacks must be properly closed. You will also provide the Postmaster's copy and the [Postage Statement \(PS form 3541\)](#) provided by the Accounting Department.



L000 General Use
L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

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[10-09-97] Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail). Requests are supplied in lots of 300 (minimum) for each label on the list.

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 055	ADC BOSTON MA 021
020, 023-029	ADC PROVIDENCE RI 028
030-034, 038, 039	ADC MANCHESTER NH 030
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	[FCM and STD only] ADC HARTFORD CT 060 [PER only] ADC SOUTHERN CT 064
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-098	[FCM only] AMF JFK APO/FPO NY 00309 [PER and STD only] MILITARY CENTER NY 090
100-102, 104	[FCM and STD only] ADC NEW YORK NY 100 [PER only] ADC JAF NY 10180
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200, 202-205	ADC WASHINGTON DC 200
201, 220-223, 226, 227	[FCM only] ADC DULLES VA 201 [PER and STD only] ADC NORTHERN VA 220
206-209	ADC SOUTHERN MD 206
210-212, 214-219, 254, 267	[FCM and PER only] ADC BALTIMORE MD 212 [STD only] ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290
298, 300-303, 305, 306, 308, 309, 311, 399	[FCM and PER only] ADC NORTH METRO GA 301 [STD only] ADC NORTH METRO GA 30197
299, 304, 313-315, 320-324, 326, 344	[FCM and PER only] ADC JACKSONVILLE FL 320 [STD only] ADC JACKSONVILLE FL 32199



Column A 3-Digit ZIP Code Prefix Group	Column B Label to
307, 370-374, 376-379, 384, 385	[FCM and PER only] ADC NASHVILLE TN 370 [STD only] ADC NASHVILLE TN 37099
310, 312, 316-319	[FCM and PER only] ADC MACON GA 310 [STD only] ADC MACON GA 31293
325, 365, 366, 394-396, 700, 701, 703-708	[FCM and PER only] ADC NEW ORLEANS LA 700 [STD only] ADC NEW ORLEANS LA 70099
327-329, 334, 347, 349	[FCM only] ADC ORLANDO FL 328 [PER only] ADC MID FLORIDA FL 327 [STD only] ADC MID FLORIDA FL 32799
330-333	[FCM and PER only] ADC MIAMI FL 331 [STD only] ADC MIAMI FL 33298
335-339, 341, 342, 346	[FCM only] ADC TAMPA FL 335 [PER only] ADC MANASOTA FL 342 [STD only] ADC MANASOTA FL 34299
340	[FCM only] ADC MIAMI FL 331 [PER and STD only] MILITARY CENTER NY 090
350-352, 354-359, 362	[FCM and PER only] ADC BIRMINGHAM AL 350 [STD only] ADC BIRMINGHAM AL 35099
360, 361, 363, 364, 367, 368	[FCM and PER only] ADC MONTGOMERY AL 360 [STD only] ADC MONTGOMERY AL 36099
369, 390-393, 397	[FCM and PER only] ADC JACKSON MS 390 [STD only] ADC JACKSON MS 39099
375, 380-383, 386-389, 723	[FCM and PER only] ADC MEMPHIS TN 380 [STD only] ADC MEMPHIS TN 38099
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
480-489	ADC DETROIT MI 481
490-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	[FCM only] ADC DES MOINES IA 500 [PER only] ADC DES MOINES IA 50092 [STD only] ADC DES MOINES IA 50091
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	[FCM only] ADC ST PAUL MN 550 [PER only] ADC ST PAUL MN 55222 [STD only] ADC ST PAUL MN 55532
553-555, 560-564, 566	[FCM only] ADC MINNEAPOLIS MN 553 [PER only] ADC MINNEAPOLIS MN 55228 [STD only] ADC MINNEAPOLIS MN 55538
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	[FCM and STD only] ADC CAROL STREAM IL 601 [PER only] ADC CHICAGO IL 60821
604, 605, 609, 613, 617-619	[FCM and STD only] ADC S SUBURBAN IL 604 [PER only] ADC CHICAGO IL 60821
606-608	[FCM and STD only] ADC CHICAGO IL 606 [PER only] ADC CHICAGO IL 60821
620, 622-631, 633-639	[FCM and PER only] ADC ST LOUIS MO 630 [STD only] ADC ST LOUIS MO 63203
640, 641, 644-658, 660-662, 664-668	[FCM only] ADC KANSAS CITY MO 640 [PER only] ADC KANSAS CITY MO 64240 [STD only] ADC KANSAS CITY MO 66340
669-679, 739	[FCM only] ADC WICHITA KS 670 [PER only] ADC WICHITA KS 64270 [STD only] ADC WICHITA KS 66370
710-714	[FCM and PER only] ADC SHREVEPORT LA 710 [STD only] ADC SHREVEPORT LA 71099
716-722, 724-729	[FCM and PER only] ADC LITTLE ROCK AR 720 [STD only] ADC LITTLE ROCK AR 72098



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Column A 3-Digit ZIP Code Prefix Group	Column B Label to
730, 731, 734-738, 748	.ADC OKLAHOMA CITY OK 730
733, 779-789, 798, 799, 885	[FCM and PER only] ADC SAN ANTONIO TX 780 [STD only] ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	.ADC TULSA OK 740
750-759	.ADC NORTH TEXAS TX 750
760-769, 790-797	.ADC FT WORTH TX 760
770-778	.ADC NORTH HOUSTON TX 773
800-816	.ADC DENVER CO 800
820, 822-831	.ADC CHEYENNE WY 820
832-834, 836, 837, 979	.ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	.ADC SEATTLE WA 980
840-847, 893, 898	.ADC SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863	.ADC PHOENIX AZ 852
864, 889-891, 894, 895, 897, 961	.ADC LAS VEGAS NV 890
865, 870-875, 877-884	.ADC ALBUQUERQUE NM 870
900, 901	.ADC LOS ANGELES CA 900
902-908, 910-918	.ADC TWIN VALLEY CA 90197
919-921	.ADC SAN DIEGO CA 920
922-928, 930-935	.ADC SEQUOIA CA 90198
936-939, 942, 950-953, 955-960	[FCM only] ADC SIERRA CA 940 [PER and STD only] ADC OAKLAND CA 945
940, 941, 943-949, 954	[FCM only] ADC PENINSULA CA 941 [PER and STD only] ADC OAKLAND CA 945
962-966	.AMF SFO APO/FPO CA 962
967-968	.ADC HONOLULU HI 967
969	[FCM only] ADC HONOLULU HI 967 [PER and STD only] ADC OAKLAND CA 945
970-978, 986	.ADC PORTLAND OR 970
995-997	.ADC ANCHORAGE AK 995