Parcel Labeling

包裹标签

Guide

向导

New Products and Innovation
新产品和创新
Version: 2.0
版本:2.0
July, 2014
2014年7月

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1. Introduction
2. 介绍

2.1. Purpose

2.2. 目的

This document has been developed to make it easier to create and use labels on parcels shipped via the United States Postal Service® (USPS®).

本文档旨在使在通过美国邮政署(USPS)运输的包裹上创建和使用标签变得更加容易。

While some flexibility exists in design of shipping labels, using these standards will make label certification easier and make processing your parcels more efficient.

虽然运输标签的设计存在一定的灵活性，但使用这些标准将使标签认证更容易，并使处理包裹的效率更高。

2.3. Scope

2.4. 范围

This document will focus primarily on the layout and content of domestic shipping labels and will cover the following topics:

本文件将主要关注国内运输标签的布局和内容，并将涵盖以下主题:

a. Specifications for label elements
b. 标签元素的规格
c. Label examples displaying layout and content
d. 显示布局和内容的标签示例
e. Applicable Intelligent Mail™ package barcode (IMpb) standards
f. 适用的智能邮件包裹条形码(IMpb)标准

2.5. Audience

2.6. 观众

This document is designed for use by any party interested in creating or understanding USPS parcel labeling requirements. This may include:

本文件旨在供对创建或理解 USPS 包裹标签要求感兴趣的任何一方使用。这可能包括:

a. Third-party vendors developing shipping software applications
b. 开发运输软件应用程序的第三方供应商
c. Customers integrating USPS shipping capabilities in their custom shipping systems
d. 客户将 USPS 运输功能集成到他们的定制运输系统中
e. Integrators or Value Added Resellers (VARs) producing shipping labels
f. 生产运输标签的集成商或增值经销商(var)
g. Postal Service™ employees involved in label production, label processing, or assisting third-parties in label development
h. 参与标签生产、标签加工或协助第三方开发标签的 Postal Service 员工

2.7. The Domestic Mail Manual

2.8. 国内邮件手册

The Mailing Standards of the United States Postal Service Domestic Mail Manual (DMM®) is the official source for all mailing standards described in this document. The information in this guide is meant to clarify and enhance the information in the DMM, but does not supersede it. Please refer to the DMM for official guidance on mailing standards and for any specific service, endorsement, or program requirements.

美国邮政署国内邮件手册(DMM)的邮件标准是本文档中描述的所有邮件标准的官方来源。本指南中的信息旨在阐明和增强数字万用表中的信息，但并不取代数字万用表。有关邮寄标准的官方指导以及任何特定的服务、认可或计划要求，请参考 DMM。

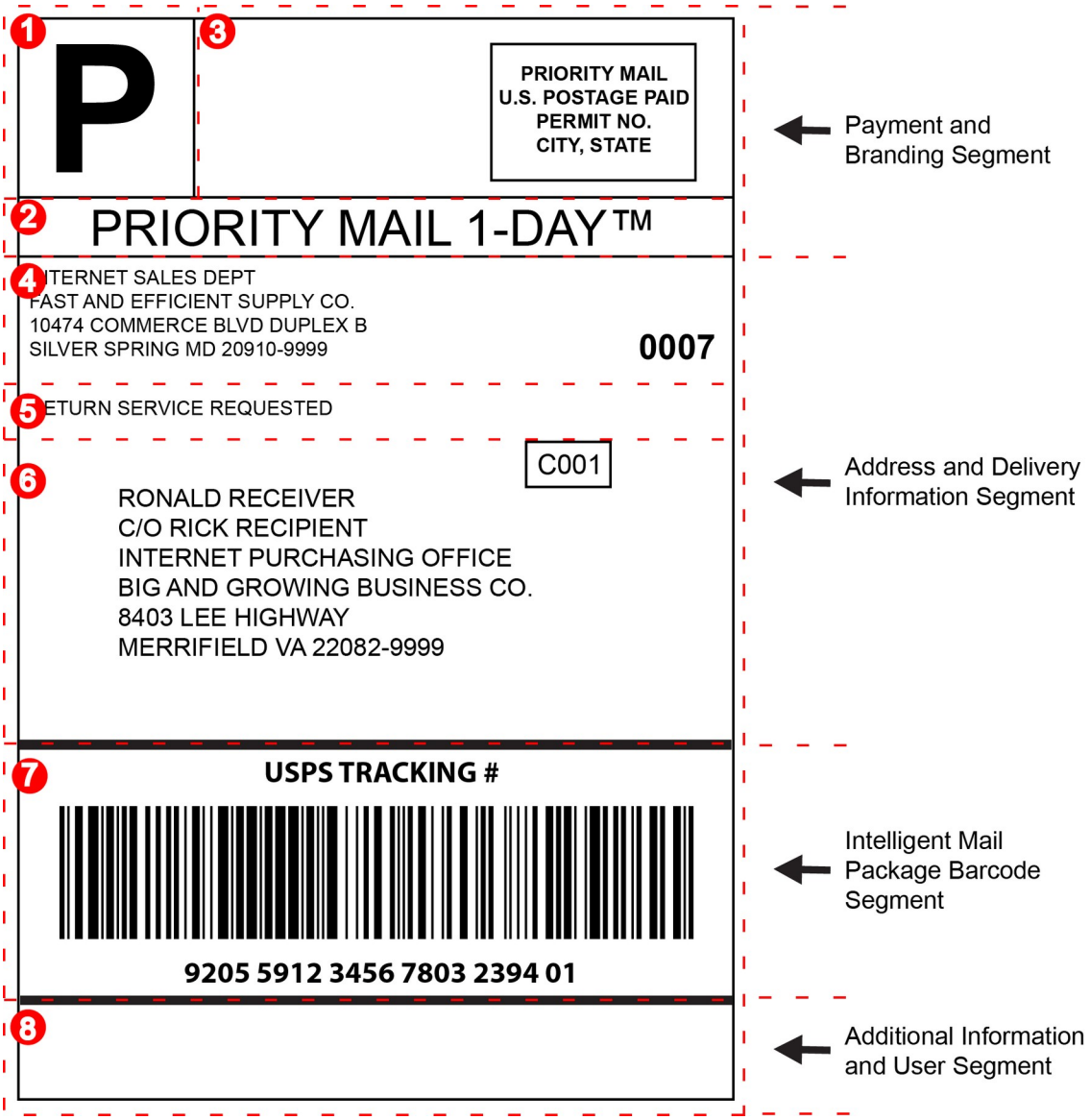

Figure 1: USPS Label

图 1:美国邮政标签

1. Service Icon Block
2. 服务图标块
3. Service Banner
4. 服务横幅
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6. 邮资支付区
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2. Label Design Elements
3. 标签设计元素

3.1. General Design Considerations – Color and Font
3.2. 一般设计考虑–颜色和字体

All USPS shipping labels should be printed in black ink on a white background with the exception of the additional information and user section which may include color if desired. Fonts must be sans serif (e.g.: Arial, Helvetica, or Verdana) and of sufficient quality to be processed by USPS Optical Character Recognition (OCR) equipment.

所有 USPS 运输标签应在白色背景上用黑色墨水打印，但附加信息和用户部分除外，如果需要，可以包括颜色。字体必须是无衬线字体(例如:Arial、Helvetica 或 Verdana),并且质量足以被 USPS 光学字符识别(OCR)设备处理。

Specific font and type sizes are provided throughout this guide. However, label designers should be aware that font appearance (and dimensions) may vary significantly from printer to printer and different fonts may produce characters of different heights. Additional information on font usage may be found in Appendix C.

本指南中提供了具体的字体和字体大小。然而，标签设计者应该意识到，字体外观(和尺寸)可能会因打印机不同而有很大差异，不同的字体可能会产生不同高度的字符。关于字体使用的附加信息可以在附录 c 中找到。

3.3. Payment and Branding Segment
3.4. 支付和品牌细分市场

The payment and branding segment of a USPS label consists of three sections: the service icon block, the service banner, and the postage payment area.

USPS 标签的支付和品牌部分由三部分组成:服务图标块、服务横幅和邮资支付区。

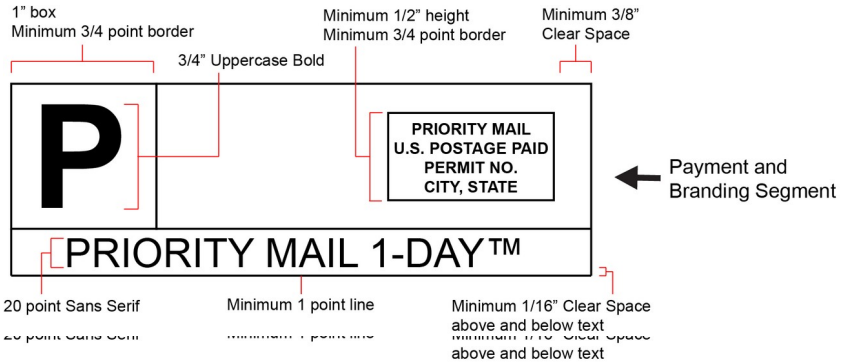

Figure 2: Payment and Branding Segment

图 2:支付和品牌细分市场

3.4.1. Service Icon Block ❶

3.4.2. 服务图标块 ❶

The service icon block should appear in the upper left hand corner of the shipping label. The service icon block is optional, but when used, must be used in conjunction with the service banner.
服务图标块应出现在运输标签的左上角。服务图标块是可选的，但在使用时，必须与服务横幅配合使用。

a. The service icon block is a 1-inch block.
b. 服务图标块是一个 1 英寸的块。
c. Letters inside the block must be 3/4 inch or greater.
d. 块内的字母必须为 3/4 英寸或更大。
e. A minimum 3/4-point must border the 1-inch square.
f. 1 英寸的正方形必须至少有 3/4 磅宽。
g. There should be a minimum 1/16 inch space between the letter and the border.
h. 字母和边框之间应该至少有 1/16 英寸的间距。

Valid entries include:
有效条目包括:

a. The letter P indicates Priority Mail®
b. 字母 P 表示优先邮件
c. The letter F indicates First-Class Mail® or First-Class Package Service®
d. 字母 F 表示一级邮件或一级包裹服务
e. The letter E indicates Priority Mail Express®
f. 字母 E 表示优先邮件快递
g. A solid box or box with two intersecting diagonal lines indicates Parcel Select®, Media Mail®, Library Mail or Bound Printed Matter
h. 实心方框或带有两条交叉对角线的方框表示包裹选择、媒体邮件、图书馆邮件或装订印刷品
i. An empty box indicates Critical Mail®
j. 空盒子表示重要邮件

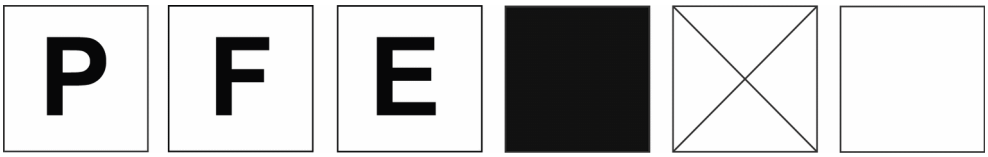

Figure 3: Service Icon Blocks
图 3:服务图标块

3.4.3. Service Banner ❷
3.4.4. 服务横幅 ❷

The service banner is located directly below the postage payment area and the service icon block and includes the class of mail and price marking. The service banner is optional, but when used, must be used in conjunction with the service icon block. The service banner meets DMM requirements for identification of mail subclass markings below the permit imprint and may eliminate the need for inclusion of the mail subclass within the permit imprint itself.
服务横幅位于邮资支付区和服务图标块的正下方，包括邮件类别和价格标记。服务横幅是可选的，但在使用时，必须与服务图标块结合使用。服务横幅符合 DMM 关于在许可证印记下识别邮件子类标记的要求，并且可以消除在许可证印记本身中包含邮件子类的需要。

a. The service banner must extend across the entire shipping label.
b. 服务横幅必须横跨整个运输标签。
c. The service banner must be bordered above and below by minimum 1-point separator lines.
d. 服务横幅的上方和下方必须有至少 1 磅的分隔线。
e. There must be a 1/16-inch clearance between the service banner text and the borders.
f. 服务标语文本和边框之间必须有 1/16 英寸的间隙。
g. Text within the service banner must be printed in a minimum 20-point bold sans serif font (except in specific cases identified in Appendix E).
h. 服务横幅中的文字必须以最小 20 号粗体无衬线字体打印(附录 E 中确定的特殊情况除外)。
i. Text within the service banner must fit onto a single line.
j. 服务横幅中的文本必须适合单行。
k. Text within the service banner must be in uppercase letters.
l. 服务横幅中的文本必须是大写字母。
m. Text within the service banner must be centered within the banner.
n. 服务横幅中的文本必须在横幅中居中。
o. Text within the service banner should include the appropriate subclass marking (e.g.: STANDARD POST, MEDIA MAIL) preceded by the text “USPS” (except in specific cases identified in Appendix E) and any applicable price markings (e.g.: SINGLE-PIECE, SNGLP, PRESORTED, or PRSRT).
p. 服务横幅中的文本应包括适当的子类标记(例如:标准邮件、媒体邮件)，前面有文本“USPS”(附录 E 中确定的特定情况除外)和任何适用的价格标记(例如:单件、SNGLP、预分拣或 PRSRT)。
q. Trademark and registered trademark symbols are optional.
r. 商标和注册商标符号是可选的。

Priority Mail Express and Priority Mail service banners may optionally[1] be appended with

USPS service standards or service commitments. Rules for the application of service standard and service commitment extensions may be found in Appendix E.
优先邮件快递和优先邮件服务横幅可以选择 1 附加美国邮政服务标准或服务承诺。服务标准和服务承诺扩展的应用规则可在附录 e 中找到。

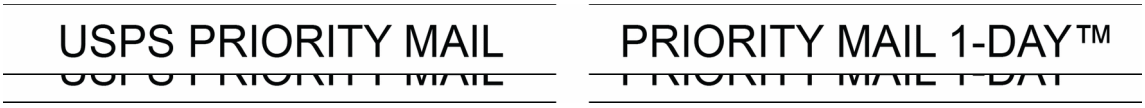

Figure 4: Service Banner (with and without service banner extension and trademarks)
图 4:服务横幅(有和没有服务横幅扩展和商标)

3.4.5. Postage Payment Area
3.4.6. 邮资支付区❸

Evidence of postage payment should appear in the upper right hand corner of the label. Postage Payment may consist of any of the following:
邮资支付的证据应该出现在标签的右上角。邮资支付可能包括以下任何一项:

a. Postage Stamps
b. 邮票
c. Metered Postage
d. 计量邮资
e. PC Postage
f. 电脑邮费
g. Permit Imprint Indicia
h. 允许印记标记

[1] Service standard and commitment extensions are required for labels produced by USPS systems and PC Postage providers.

1 USPS 系统和 PC 邮资提供商生产的标签需要服务标准和承诺扩展。

Postage stamps, metered postage, and PC Postage are proprietary formats of USPS or its approved meter vendors and PC Postage providers and are not further elaborated in this document.

邮票、计量邮资和 PC 邮资是 USPS 或其认可的邮资机供应商和 PC 邮资提供商的专有格式，在本文档中不做进一步阐述。

The standards for permit imprint indicia are outlined in Section 604, *Postage Payment Methods*, of the DMM and are summarized below.
DMM 的第 604 节“邮资支付方法”中概述了许可证印记邮戳的标准，并总结如下。

a. The indicia must be legible and oriented in the same direction as the address.
b. 邮戳必须清晰，并与地址方向一致。
c. All text should be in uppercase and should contain the following information:
d. 所有文本都应大写，并应包含以下信息：

i. The class of mail and applicable price marking (e.g.: SINGLE-PIECE, SNGLP, PRESORTED, or PRSRT) as defined in the DMM.
ii. DMM 中定义的邮件类别和适用的价格标记(例如:单件、SNGLP、预分拣或 PRSRT)。
iii. The text “U.S. POSTAGE PAID” or “U.S. POSTAGE AND FEES PAID.”
iv. 文本“美国邮资已付”或“美国邮资和费用已付”
v. The city and state of the permit, except when used with the Electronic Verification System (eVS) as described below.
vi. 许可证的城市和州，除非与下述电子验证系统(eVS)一起使用。
vii. The text “PERMIT NO.” followed by the permit number, except when used with eVS as described below.
viii. 文本“许可证号”，后跟许可证号，除非与电动车辆一起使用，如下所述。

Though not required, the following formatting suggestions are recommended:
虽然不是必需的，但建议使用以下格式建议：

a. The indicia should be no less than 1/2 inch in height.
b. 标记的高度应不小于 1/2 英寸。
c. A minimum 3/4-point line should border the entire indicia.
d. 整个标记应至少有一条 3/4 点线。
e. A clear space of 3/8 inch should surround the entire indicia.
f. 整个标记周围应留有 3/8 英寸的空白。

The following additional markings are required for specific classes of mail when applicable:
适用时，特定类别的邮件需要以下附加标记：

a. Priority Mail cubic parcels must bear the price marking “Cubic” or “CUBIC” directly above, below, or to the left of the indicia.
b. 优先邮寄的立方体包裹必须在邮戳的正上方、正下方或正左侧标有价格标记“立方体”或“立方体”。
c. Cubic Soft Pack must additionally include the package length, width and cubic tier size.
d. 立方软包装还必须包括包装长度、宽度和立方层尺寸。
e. First-Class Commercial Plus must bear the additional marking CommercialPlusPrice

or ComPlsPrice.

f. 头等商务加必须带有附加标记商务加价格或完整价格。

For eVS mailings, a “Company Permit Imprint” is preferred. Company permits replace the permit number, city and state with an approved company name which is provided as part of the eVS application process. Additionally, eVS mailings require the marking eVS or e-VS as the last line of the permit imprint. Refer to the eVS Business and Technical Guide, Publication 205, *eVS® Business and Technical Guide*, for more information on eVS permit imprint requirements.

对于 eVS 邮件，首选“公司许可印记”。公司许可证将许可证编号、城市和州替换为作为 eVS 申请流程一部分提供的经批准的公司名称。此外，eVS 邮件要求将 eVS 或 e-VS 标记作为许可证印记的最后一行。有关电动汽车许可证印记要求的更多信息，请参考《电动汽车商业和技术指南》，出版物 205。

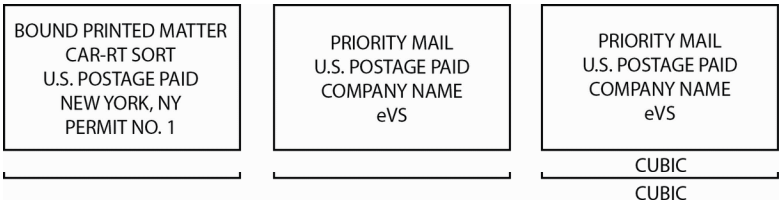

Figure 5: Permit Imprint
图 5:允许印记

3.5. Address and Delivery Information Segment

3.6. 地址和递送信息段

The address and delivery information segment consists of the return address, any endorsements, the retail distribution code, delivery route code, and delivery address.

地址和递送信息段由寄信人地址、任何背书、零售配送代码、递送路线代码和递送地址组成。

Specific rules for address formatting can be found in the DMM Section 602, *Basic Standards for All Mailing Services – Addressing*. Additional information on address formatting can be found in Appendix B.

地址格式的具体规则可以在 DMM 第 602 节“所有邮件服务的基本标准-地址”中找到。有关地址格式的其他信息可在附录 b 中找到。

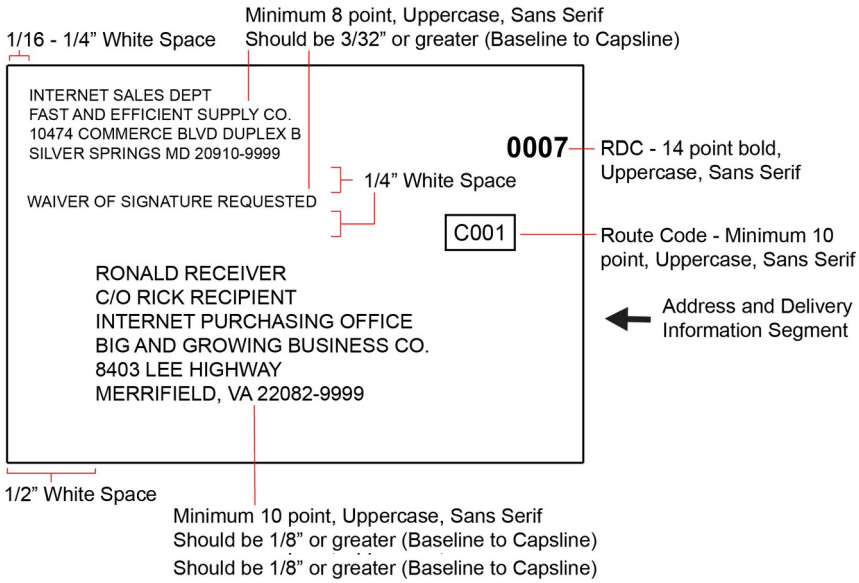

Figure 6: Address and Delivery Information Segment
图 6:地址和交付信息部分

3.6.1. Return Address Section 4
3.6.2. 回信地址部分 4

A return address should conform to the following rules:
寄信人地址应符合以下规则:

a. The return address should be placed between 1/16 and 1/4 inch from the left edge of the label.
b. 寄信人地址应放在离标签左边缘 1/16 到 1/4 英寸的地方。
c. The return address should be printed in an 8-point or greater sans serif font resulting in characters of 3/32 inch (baseline to capsline) or greater. For more information on font selection please refer to Appendix C.
d. 寄信人地址应以 8 磅或更大的无衬线字体打印，字符长度为 3/32 英寸(基线到顶线)或更大。有关字体选择的更多信息，请参考附录 c。
e. The return address should be printed in uppercase letters.
f. 寄信人地址应该用大写字母打印。
g. All lines of the return address should be left justified and evenly spaced.
h. 寄信人地址的所有行都应该左对齐，并保持均匀的间距。

3.6.3. Endorsement Section 5
3.6.4. 背书部分 5

Endorsements are used to provide delivery instructions, carrier release, or to request ancillary services.
背书用于提供交货指示、承运人放行或请求辅助服务。

Placement of the endorsement is dependent on the type of endorsement and is determined by the following:
背书的位置取决于背书的类型，并由以下因素决定：

a. The carrier release endorsement must be placed directly below the return address. If any additional endorsement is used, the carrier release endorsement must be separated from it by the equivalent of one blank line of the type size used.
b. 承运人放行签注必须放在寄信人地址的正下方。如果使用任何额外的背书，承运人放行背书必须与所用字体大小的空白行分隔开。
c. A retention period specified by the mailer must be placed directly above the return address.
d. 寄信人指定的保留期必须放在回邮地址的正上方。
e. Ancillary service endorsements must be placed in one of these four locations:
f. 辅助服务背书必须放在以下四个位置之一：

i. Directly below the return address.

ii. 寄信人地址的正下方。

iii. Directly above the delivery address area (which includes the delivery address block and any related non-address elements such as a barcode, keyline, or optional endorsement line).

iv. 递送地址区域的正上方(包括递送地址块和任何相关的非地址元素，如条形码、关键行或可选的背书行)。

v. Directly to the left of the postage area and below or to the left of any price marking.

vi. 直接贴在邮资区域的左侧，任何价格标记的下方或左侧。

vii. Directly below the postage payment area and below any price marking.

viii. 在邮资支付区的正下方和任何价格标记的下方。

When used, endorsements must conform to the following rules:
在使用时，背书必须符合下列规则:

a. Endorsements must be printed in a minimum of an 8-point sans serif font resulting in characters of 3/32 inch (baseline to capsline) or greater. Additional information on fonts may be found in Appendix C.
b. 背书必须至少以 8 号无衬线字体打印，字体大小为 3/32 英寸(基线到顶线)或更大。有关字体的其他信息可在附录 c 中找到。
c. Endorsements must be printed in upper case letters.
d. 背书必须用大写字母印刷。
e. Endorsements must have a clear space of at least 1/4 inch above, below, and to either side.
f. 背书的上方、下方和两侧必须留有至少 1/4 英寸的空白。
g. Endorsements must be oriented in the same direction as the return address and delivery address
h. 背书必须与回邮地址和投递地址方向一致

3.6.5. Delivery Address Section 6
3.6.6. 交货地址部分 6

The delivery address should be located on the label according to the following rules:
递送地址应根据以下规则位于标签上:

a. The delivery address should be printed at least 1/2 inch from the left edge of the label and indented at least 1/4 inch from the left margin of the return address and any endorsements.
b. 投递地址应打印在离标签左边缘至少 1/2 英寸的地方，并从回邮地址和任何批注的左边距缩进至少 1/4 英寸。
c. The delivery address should be printed using a 10-point or greater sans serif font in upper case letters resulting in characters of 1/8 inch (baseline to capsline) or greater.
d. 投递地址应使用 10 号或更大的无衬线字体以大写字母打印，字符长度为 1/8 英寸(基线到顶线)或更大。
e. All lines of the delivery address should be left justified and evenly spaced.
f. 投递地址的所有行都应该左对齐，并均匀分布。

Address indicator marks may be used to further delineate the delivery address. Address indicator marks are optional, but when included, assist in identifying delivery address information to USPS OCR equipment.
可以使用地址指示标记来进一步描述递送地址。地址指示标记是可选的，但是当包含时，有助于向 USPS OCR 设备识别递送地址信息。

a. If used, address indicator marks should be in either angle iron or solid square formats.
b. 如果使用，地址指示器标记应该是角铁或实心正方形格式。
c. Angle iron address indicators should be 1/8 to 1/4 inch in width and 1/32 to 1/16 inch in depth.
d. 角铁地址指示器的宽度应为 1/8 至 1/4 英寸，深度应为 1/32 至 1/16 英寸。
e. Solid square address indicators should be 3/32 to 1/8 inch in length and width.
f. 实心方形地址指示器的长度和宽度应为 3/32 至 1/8 英寸。
g. Address indicator marks must have a 1/16 inch clearance from any other element on the label except the lower right mark which may overlap or touch the label edge or boundary line.
h. 地址指示器标记必须与标签上的任何其他元素有 1/16 英寸的间隙，除了右下方的标记，该标记可能与标签边缘或边界线重叠或接触。

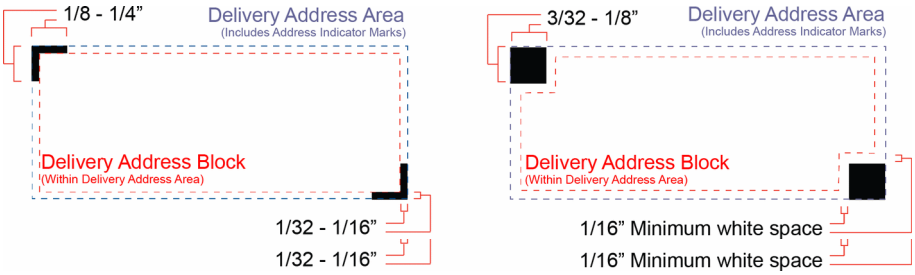

Figure 7: Address Indicator Marks
图 7:地址指示器标记

3.6.7. Delivery Route Code and Retail Distribution Code

3.6.8. 交货路线代码和零售配送代码

Delivery route codes and retail distribution codes (RDC) are included on labels produced by USPS systems and are recommended for labels produced by PC Postage providers. They may also be required by Negotiated Service Agreements or as part of a specific USPS mailing program.
递送路线代码和零售配送代码(RDC)包含在USPS系统生产的标签上，并推荐给PC邮资提供商生产的标签。它们也可能是协商服务协议所要求的，或者是特定USPS邮寄计划的一部分。

The RDC should be formatted and located on the label according to the following rules:
RDC应根据以下规则进行格式化并贴在标签上:

a. The RDC should be printed in 14-point bold sans serif font.
b. RDC应以14磅粗体无衬线字体打印。
c. The RDC value must always be a 4-digit value. When a 2- or 3- digit code is returned from the RDC Assignment Table (e.g.: from Web Tools) leading zeros must be added to create a 4-digit code.
d. RDC值必须始终为4位数。当从RDC分配表(例如:从Web工具)返回2位或3位代码时，必须添加前导零以创建4位代码。
e. The RDC should be placed in the upper right hand corner of the address and delivery information segment.
f. RDC应放在地址和交付信息部分的右上角。
g. When necessary, the RDC may be placed below other information required in the upper right hand corner of the address block.
h. 必要时，RDC可以放在地址块右上角所需的其他信息下方。

The route code should be formatted and located on the label according to the following rules:
路线代码应根据以下规则进行格式化并放置在标签上:

a. The route code should be indented from the right edge of the label and the RDC.
b. 路线代码应从标签和RDC的右边缘缩进。
c. The route code should be printed in a font no smaller than the delivery address. The recommend minimum font size is 10 points resulting in characters of 1/8 inch or greater.
d. 路线代码应以不小于递送地址的字体打印。推荐的最小字体大小为10磅，字符为1/8英寸或更大。
e. The route code should be located to the right of and above the delivery address and below any endorsements.
f. 路线代码应位于递送地址的右上方和任何签注的下方。
g. Ideally, the route code should be right justified with an imaginary box surrounding the entire delivery address block.
h. 理想情况下，路线代码应该右对齐，用一个假想的方框围绕整个递送地址块。
i. The entire route code should be bordered by a minimum 1-point box with a minimum of 1/16 inch between the text and the border.
j. 整个路线代码应以最小1磅的方框为边界，文本和边界之间的距离至少为1/16英寸。

3.7. Intelligent Mail Package Barcode Segment

3.8. 智能邮件包裹条码段

The Intelligent Mail package barcode segment[2] is the most stringently defined segment of the label and compliance with the following standards is required for proper processing and certification. Formal specifications on barcode creation may be found in Appendix A of this guide, or in the supporting document USPS2000508, *Intelligent Mail® Package Barcode Specification*.

智能邮件包裹条形码段 2 是标签中定义最严格的一段，为了正确处理和认证，需要符合以下标准。关于条形码创建的正式规范可以在本指南的附录 A 中找到，或者在支持文件 USPS2000508《智能邮件包裹条形码规范》中找到。

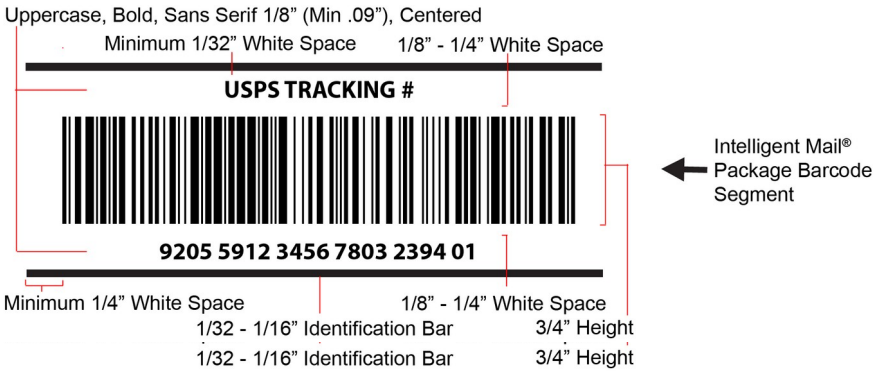

Figure 8: Intelligent Mail Package Barcode Segment
图 8:智能邮件包裹条形码段

[2] This guide describes usage of the IMpb. Users creating labels for Priority Mail Express Manifesting, which utilizes the UPU S10 barcode, are directed to Publication 97, *Priority Mail Express Manifesting Business and Technical Guide*.

[3] 本指南描述了 IMpb 的用法。为利用万国邮联 S10 条形码的优先邮件快递货单创建标签的用户被指引到出版物 97，优先邮件快递货单业务和技术指南。

3.8.1. Intelligent Mail Package Barcode Segment 7

3.8.2. 智能邮件包裹条码段 7

The Intelligent Mail Package Barcode Segment is comprised of four elements:
智能邮件包裹条形码段由四个元素组成:

a. Identification Bars
b. 识别条
c. Barcode Banner Text
d. 条形码横幅文本
e. GS1-128 Barcode
f. GS1-128 条形码
g. Human Readable Representation of the barcode data

Identification bars are required above and below the barcode

section.

h. 条形码部分的上方和下方需要条形码数据识别条的人类可读表

示。

a. Identification bars must be 1/32 to 1/16 inch thick.
b. 识别条的厚度必须为 1/32 至 1/16 英寸。
c. Identification bars must have a minimum clear space of 1/32 inch above or below the corresponding barcode banner or human readable indicator.
d. 识别条必须在相应条形码横幅或人类可读指示器的上方或下方留有 1/32 英寸的最小净距。
e. Identification bars must extend for the full length of the barcode including the clear zone, but may extend further.
f. 识别条必须延伸至条形码的全长，包括透明区，但也可以延伸得更长。

The barcode banner identifies the services and characteristics of the barcode.
条形码横幅标识条形码的服务和特征。

a. The barcode banner must be printed in an uppercase bold sans serif font which results in characters of 29/32 (0.09”) to 1/8 inch (baseline to capsline).
b. 条形码横幅必须以大写加粗无衬线字体打印，字符长度为 29/32 英寸(0.09 英寸)到 1/8 英寸(基线到顶线)。
c. The barcode banner should be centered above the barcode.
d. 条形码横幅应在条形码上方居中。
e. The barcode banner must have a clear space of 1/8 to 1/4 inch between the banner and the barcode.
f. 条形码横幅和条形码之间必须留有 1/8 到 1/4 英寸的空白。
g. The barcode banner must not exceed the length of the identification bars.
h. 条形码横幅不得超过识别条的长度。
i. Appropriate banners can be found in Publication 199, *Implementation Guide to Intelligent Mail™ Package Barcode*, or Publication 205, *eVS® Business and Technical Guide.*
j. 在出版物 199《智能邮件包裹条形码实施指南》或出版物 205《eVS 业务和技术指南》中可以找到相应的横幅。

The GS1-128 barcode contains machine readable information specific to the mailpiece. Detailed specifications for the GS1-128 barcode are provided in Appendix A.
GS1-128 条形码包含特定于邮件的机器可读信息。附录 a 中提供了 GS1-128 条形码的详细规格。

a. The barcode must be at least 3/4 inch in height[3].
b. 条形码的高度必须至少为 3/4 英寸 3。
c. The barcode must have a minimum clear space above and below of 1/8 inch.
d. 条形码上下必须至少留有 1/8 英寸的空白。
e. The barcode must have a minimum clear space at least 10 times the X-dimension with a recommendation of 1/4 inch to either side.
f. 条形码的最小净距必须至少是 X 尺寸的 10 倍，建议每边 1/4 英寸。

The human readable text below the barcode should display the relevant data of the barcode as described below.
条形码下方的可读文本应显示条形码的相关数据，如下所述。

a. The human readable indicator should be printed in an uppercase bold sans serif font which results in characters of 29/32 (0.09") to 1/8 inch (baseline to capsline).
b. 人类可读指示器应以大写加粗无衬线字体打印，其字符长度为 29/32 英寸(0.09 英寸)至 1/8 英寸(基线至顶线)。
c. The human readable indicator should be centered below the barcode.
d. 人类可读指示器应位于条形码下方的中央。
e. The human readable indicator must have a clear space of 1/8 inch to 1/4 inch between the text and the barcode.
f. 人类可读指示器必须在文本和条形码之间留有 1/8 英寸到 1/4 英寸的空白。
g. The human readable indicator should not exceed the length of the identification bars.
h. 人类可读指示器不应超过识别条的长度。
i. When using the IMpb, the human readable indicator should not include the Application Identifier 420 or the ZIP Code.
j. 当使用 IMpb 时，人类可读指示符不应包括应用标识符 420 或邮政编码。
k. The human readable indicator should be parsed into groups of 4 with any remaining digits grouped at the end.
l. 人类可读指示器应被分解成 4 个一组，任何剩余的数字在最后分组。

[4] Though discouraged, with approval from USPS, a ½-inch barcode may be allowed for specific labeling requirements.
[5] 虽然不鼓励，但经美国邮政批准，对于特定的标签要求，一英寸的条形码是允许的。

3.9. Additional Information and User Segment

3.10. 附加信息和用户群

3.10.1. Additional Information and User Segment

3.10.2. 附加信息和用户群

The additional information and user area may contain information required for specific services or programs which is not otherwise defined in this labeling guide, or for any information as otherwise defined by the label creator such as shipment date and weight[4]. This segment may be used for specific shipment or shipper information including branding and logos.

附加信息和用户区域可能包含本标签指南中未另行定义的特定服务或程序所需的信息，或标签创建者另行定义的任何信息，如装运日期和重量 4。该部分可用于特定的装运或发货人信息，包括品牌和标志。

Though generally freeform in design, information in the additional information and user information segment should conform to the following conventions:
虽然一般来说设计是自由的，但是附加信息和用户信息部分中的信息应该符合以下约定：

a. Text should appear right justified (in order for OCR software to better differentiate this information from the address blocks).
b. 文本应该右对齐显示(以便 OCR 软件更好地将此信息与地址块区分开来)。
c. Any blocks of information should be separated by a minimum of four character spaces to ensure readability by delivery associates.
d. 任何信息块都应该用至少四个字符的空格隔开，以确保交付人员的可读性。
e. Font size of text in this area should be smaller than that used in the Delivery Address Area but should adhere to the same font and style guidelines as other text on the label (e.g.: sans serif, capital letters, and a minimum 1/16 inch away from any edge or other element on the label).
f. 此区域中的文本字体大小应小于递送地址区域中使用的字体大小，但应遵循与标签上其他文本相同的字体和样式准则(例如:无衬线、大写字母、距离标签上任何边缘或其他元素至少 1/16 英寸)。

4. Recommended Label Formats

5. 推荐的标签格式

5.1. Design considerations

5.2. 设计考虑

The USPS preferred label size is the shipping industry standard of 4x6 inches. However, it is understood that a single label layout or size will not fit all applications or parcel sizes and shapes. To this end, this document provides recommendations that may be applied to “non-standard” label sizes. A 6x3 inch and a 4x4 inch label are described herein, and are intended

to assist shippers by defining smaller formats and sizes that may more readily fit parcels which do not support the standard 4x6 inch label.

USPS 首选的标签尺寸是航运业标准的 4x6 英寸。然而，可以理解的是，单一的标签布局或尺寸不会适合所有的应用或包裹尺寸和形状。为此，本文件提供了适用于“非标准”标签尺寸的建议。这里描述了 6×3 英寸和 4×4 英寸的标签，并且旨在通过定义更小的格式和尺寸来帮助托运人，这些格式和尺寸可以更容易地适合不支持标准 4×6 英寸标签的包裹。

3.2. 4x6 Labels

3. 2. 4x6 标签

The 4x6 (4 inches wide and 6 inches high) label is the USPS recommended layout for parcel labels. This layout allows for optimum spacing of all elements and still allows space for additional information and user elements to be defined by the mailer. With this layout, the payment and branding, addressing, and barcode segments can be grouped together with user specific elements placed at the top and/or bottom of the label.

4x6 (4 英寸宽、6 英寸高)标签是 USPS 推荐的包裹标签布局。这种布局允许所有元素的最佳间距，并且还允许邮件程序定义附加信息和用户元素的空间。使用这种布局，可以将支付和品牌、地址和条形码段与放置在标签顶部和/或底部的用户特定元素组合在一起。

3.2.1. Payment and Branding Segment
3.2.2. 支付和品牌细分市场

The 4x6 label allows for inclusion of all elements of the payment and branding segment including the service icon block and banner as well as a permit imprint or other postage payment method. The total size of this segment on the 4x6 label should be approximately 1 5/16 inches in height.

4x6 标签允许包含支付和品牌部分的所有元素，包括服务图标块和横幅以及许可印记或其他邮资支付方法。4x6 标签上这一部分的总高度应该约为 1 5/16 英寸。

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[6] Although somewhat common in current practice to include shipping information to the right of the return address, it is preferred to locate this information in the Additional Information and User Segment.

[7] 尽管在当前实践中在寄信人地址的右侧包含发货信息有些常见，但是最好将该信息放在附加信息和用户段中。

3.2.3. Addressing Segment
3.2.4. 寻址段

The 4x6 label allows sufficient space for inclusion of a return address, endorsements, and a delivery address. This format provides an area for the delivery address of approximately 3 1/4 x 1 5/16 inches (including the left margin offset and space between the address and address marks, if used).
4x6 标签有足够的空间来包含回邮地址、签注和投递地址。这种格式为投递地址提供了大约 3 1/4 x 1 5/16 英寸的区域(包括地址和地址标记之间的左边距偏移量和空间，如果使用的话)。

3.2.5. Intelligent Mail Package Barcode Segment
3.2.6. 智能邮件包裹条码段

On all label sizes, the Intelligent Mail package barcode segment requirements must be adhered to as described in Section 2.4 above. This segment of the label should be approximately 1 1/2 inches in height.
对于所有尺寸的标签，必须遵守智能邮件包裹条形码段要求，如上文第 2.4 节所述。标签的这一部分的高度应该约为 1 1/2 英寸。

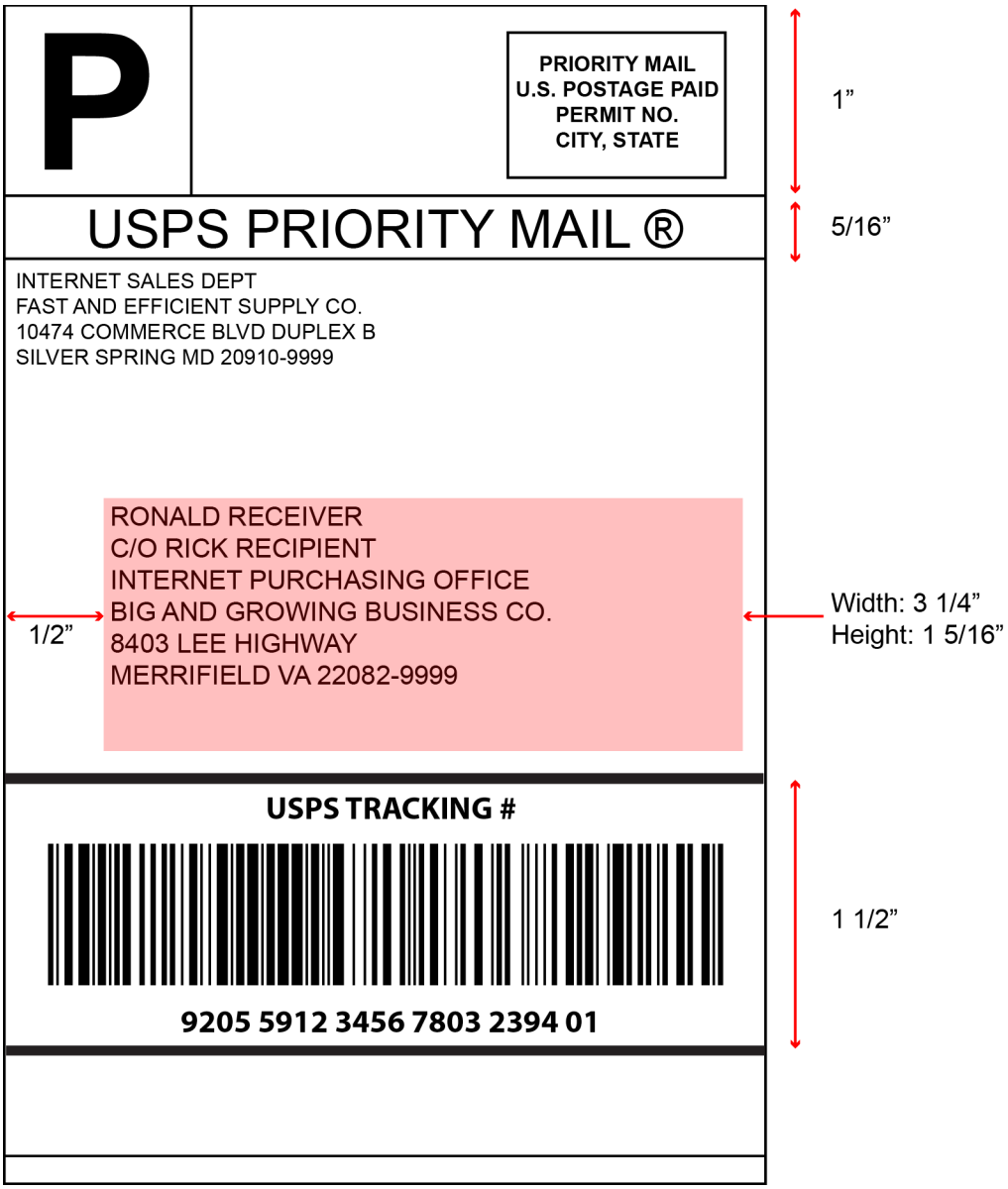


Figure 9: 4x6 Label
图 9：4x6 标签

3.2.7. Additional Information and User Segment

3.2.8. 附加信息和用户群

On a 4x6 label the additional information and user segment may be placed above or below the payment and branding, addressing, and Intelligent Mail package barcode segments or split between the two.
在 4x6 标签上，附加信息和用户段可以放置在支付和品牌、地址和智能邮件包裹条形码段之上或之下，或者在两者之间分割。

Care should be taken when placing the additional information and user segment at the top of the label not to include address information which could be misinterpreted by OCR scanning equipment as either the return address or delivery address.
将附加信息和用户段放在标签顶部时，应注意不要包含地址信息，否则 OCR 扫描设备可能会将地址信息误解为寄信人地址或投递地址。

3.3. 4x4 Labels

3. 3. 4x4 标签

The 4x4 (4 inches wide and 4 inches high) label allows for less information than the 4x6 label but may be a useful format when shipping smaller sized parcels. The following guidance is provided for formatting a 4x4 label. However, placement of label elements may vary based on mailing requirements and, as such, the suggestions below are meant as guidelines as opposed to rules.

4x4 (4 英寸宽、4 英寸高)标签比 4x6 标签允许的信息量少，但在运输较小的包裹时可能是一种有用的格式。以下是格式化 4x4 标签的指南。但是，标签元素的位置可能会根据邮寄要求而有所不同，因此，下面的建议是指导原则，而不是规则。

3.3.1. Payment and Branding Segment

3.3.2. 支付和品牌细分市场

The reduced size of the payment and branding segment will most likely preclude the use of the service icon block and service banner on a 4x4 label in order to devote the largest area possible to the addressing segment. Though it may be possible to include the service icon block if the addressing segment will be known to be small or not include endorsements, it will most likely be necessary to reduce the size of and right justify the payment and branding segment in order to allow sufficient space for the return address. Please note that without a service banner, the class of mail will need to be identified as part of the indicia as described in the DMM and as shown in Figure 10 below.
由于支付和品牌细分市场的规模缩小，因此很可能无法在 4x4 标签上使用服务图标块和服务横幅，以便将尽可能大的区域用于寻址细分市场。尽管如果已知寻址段较小或不包括背书，则可能包括服务图标块，但很可能需要减小支付和品牌段的大小并使其右对齐，以便为回邮地址留出足够的空间。请注意，在没有服务横幅的情况下，邮件类别将需要被识别为 DMM 中描述的邮戳的一部分，如下图 10 所示。

3.3.3. Addressing Segment

3.3.4. 寻址段

The addressing segment on a 4x4 label is reduced in size from that of a 4x6 label but should still allow sufficient space for inclusion of a return address, endorsements, and a delivery address. However, the area for the delivery address will be reduced to approximately 1 inch in height. This measurement assumes a single endorsement and may be increased or decreased to accommodate fewer or greater endorsements or address lines. Reduced font sizes may also be necessary for the delivery address to maintain white space requirements, however, this is not preferred.
与 4x6 标签相比，4x4 标签上的地址段的大小有所减小，但仍应留出足够的空间来包含寄信人地址、批注和投递地址。但是，投递地址的高度将减少到大约 1 英寸。这种测量假设单个签注，并且可以增加或减少以适应更少或更多的签注或地址行。减小字体大小对于投递地址来说也是必要的，以保持空白空间要求，但是这不是优选的。

3.3.5. Intelligent Mail Package Barcode Segment
3.3.6. 智能邮件包裹条码段

On all label sizes, the Intelligent Mail package barcode segment requirements must be adhered to as described in Section 2.4 above. This segment of the label should be approximately 1 1/2 inches in height.
对于所有尺寸的标签，必须遵守智能邮件包裹条形码段要求，如上文第 2.4 节所述。标签的这一部分的高度应该约为 1 1/2 英寸。

3.3.7. Additional Information and User Segment
3.3.8. 附加信息和用户群

A 4x4 label devoting maximum space to addressing may not have room for an additional information and user segment. If this area is included, it will be necessary to alter or reduce the addressing segment accordingly.
将最大空间用于寻址的 4x4 标签可能没有用于附加信息和用户段的空间。如果包含此区域，则有必要相应地更改或减少寻址段。

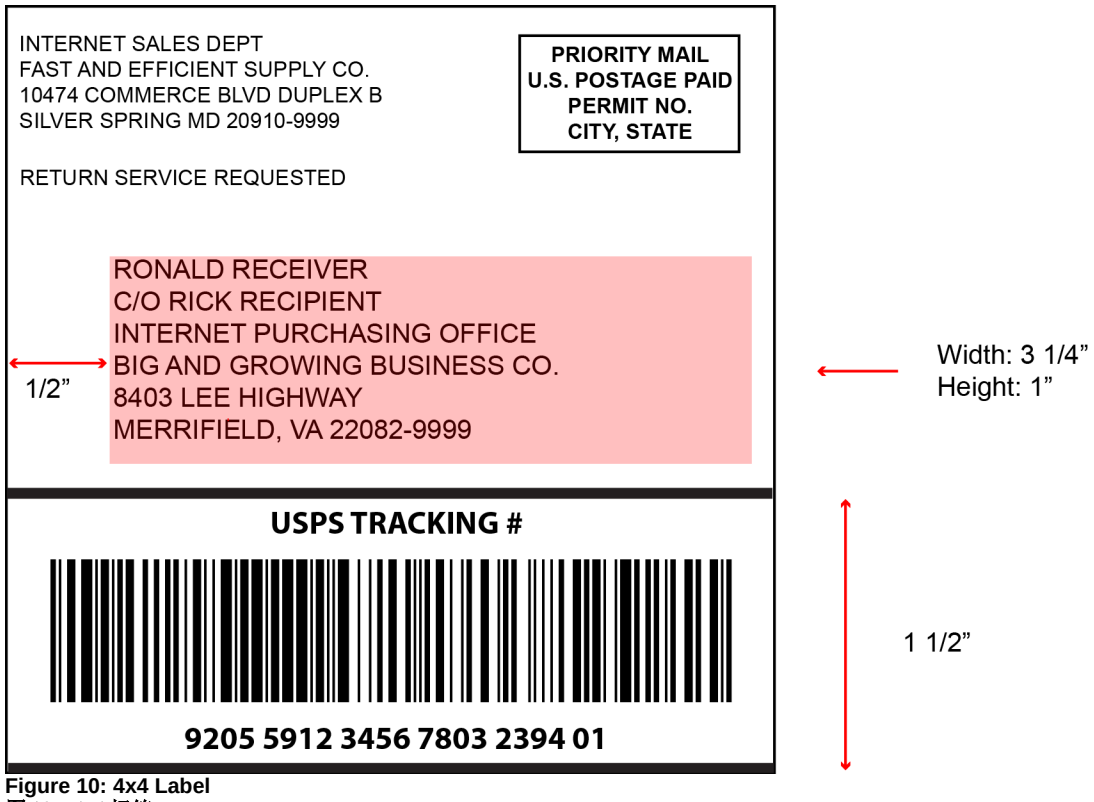


Figure 10: 4x4 Label
图 10：4x4 标签

3.4. 6x3 Labels

3. 4. 6x3 标签

The 6x3 (6 inches wide and 3 inches high) label may be a useful format when shipping unusually shaped mailpieces such as mailing tubes. Placement of label elements may vary based on mailing requirements and, as such, the suggestions below are meant as guidance as opposed to rules.

6x3 (6 英寸宽，3 英寸高)标签在运输不规则形状的邮件(如邮件管)时可能是一种有用的格式。标签元素的位置可能会根据邮寄要求而有所不同，因此，下面的建议只是指导，而不是规则。

3.4.1. Payment and Branding Segment
3.4.2. 支付和品牌细分市场

The 6x3 label size requires that the payment and branding segment be reduced in size and right justified in order to allow room for other required elements. Please note that without a service banner, the class of mail will need to be identified as part of the permit imprint as described in the DMM and as shown in Figure 11 below.
6x3 标签尺寸要求支付和品牌细分市场缩小尺寸并右对齐，以便为其他所需元素留出空间。请注意，在没有服务横幅的情况下，邮件类别将需要作为许可证印记的一部分进行标识，如

DMM 中所述，如下图 11 所示。

3.4.3. Addressing Segment
3.4.4. 寻址段

The 6x3 label requires the addressing segment to be split, with the return address and endorsements left justified at the top of the label and the delivery address right justified below the payment and branding segment. Furthermore, since the 6x3 label format reduces the area available for a delivery address to approximately 2 inches wide by 1 1/4 inches high, the use of smaller fonts or a reduced number of lines in the delivery address may be necessary. The reduced area for this section will also reduce the number of characters available per line.
6x3 标签要求拆分地址段，寄信人地址和背书在标签顶部左对齐，投递地址在付款和品牌段下方右对齐。此外，由于 6×3 标签格式将可用于投递地址的区域减小到大约 2 英寸宽×1 又 1/4 英寸高，因此在投递地址中使用较小的字体或减少行数可能是必要的。此部分区域的缩小也将减少每行的可用字符数。

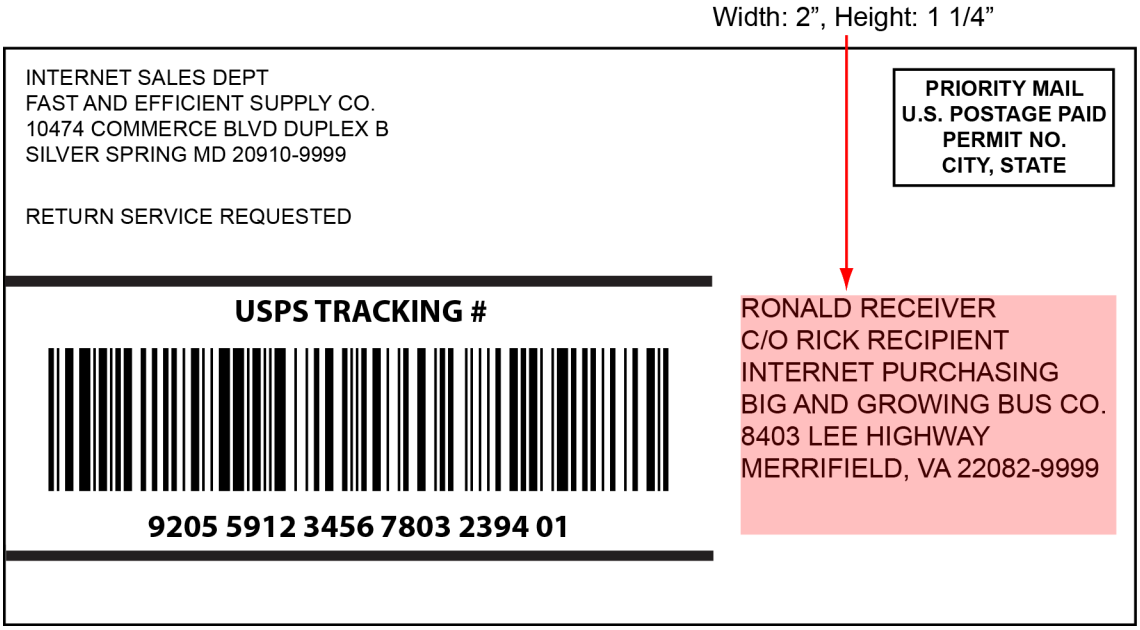


Figure 11: 6x3 Label
图 11：6x3 标签

3.4.5. Intelligent Mail Package Barcode Segment
3.4.6. 智能邮件包裹条码段

On all label sizes, the Intelligent Mail package barcode segment requirements must be adhered to as described in Section 2.4 above. This segment of the label should be approximately 1 1/2 inches in height. However, on the 6x3 label the barcode can be left justified and its identification bars should be limited to the length of the barcode plus its clear space requirement of 1/4 inch on either side.
对于所有尺寸的标签，必须遵守智能邮件包裹条形码段要求，如上文第 2.4 节所述。标签的这一部分的高度应该约为 1 1/2 英寸。但是，在 6x3 标签上，条形码可以左对齐，其识别条应限制在条形码的长度加上其两侧 1/4 英寸的净空间要求。

3.4.7. Additional Information and User Segment
3.4.8. 附加信息和用户群

A 6x3 label created as described in this section will contain approximately 1/3 inch for the additional information and user segment. This area may be expanded based on the need for endorsements and delivery address space.
如本节所述创建的 6x3 标签将包含大约 1/3 英寸的额外信息和用户段。该区域可以基于对签注和递送地址空间的需要而扩展。

6. Other Label Types

7. 其他标签类型

7.1. Parcel Return Service Label

7.2. 包裹退货服务标签

Parcel Return Service (PRS) must conform to the following specifications in addition to the general labeling rules described in Section 2 of this document.

除了本文件第 2 节中描述的一般标签规则之外，包裹退回服务(PRS)必须符合以下规范。

7.2.1. Payment and Branding Segment
7.2.2. 支付和品牌细分市场

PRS labels require a postage guarantee imprint defined as follows:

PRS 标签需要邮资保证印记，定义如下：

a. The imprint must read “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES.”
b. 印记必须写着“如果在美国邮寄，不需要邮资。”
c. The imprint must be located in the upper right hand corner of the label.
d. 印记必须位于标签的右上角。

e. Below the imprint, a minimum of 3 horizontal bars are required.

f. 在印记下方，至少需要 3 条横线。
g. The bars must be uniform in length, at least 1 inch long, at least 1/16 inch thick and evenly spaced.
h. 钢条的长度必须一致，至少 1 英寸长，至少 1/16 英寸厚，并且间距均匀。
i. The imprint should not extend more than 13/4 inches from the right edge of the label.
j. 印记不应从标签右边缘延伸超过 13/4 英寸。

Parcel Return Service labels do not support a Service Icon Block or Service Banner.
包裹退回服务标签不支持服务图标块或服务横幅。

7.2.3. Addressing Segment
7.2.4. 寻址段

The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left-hand corner of the label. If the return address is not pre- printed by the permit holder then space must be provided for the customer to enter a return address.
使用标签将包裹邮寄回许可证持有者的客户的回邮地址必须出现在标签的左上角。如果回邮地址不是许可证持有人预先打印的，则必须为客户提供空间来输入回邮地址。

Figure 12: PRS 4x6 Label
图 12：PRS 4x6 标签

Above the delivery address the label must contain the Parcel Return Service legend.

在递送地址上方，标签必须包含包裹退回服务图例。

Line 1: The first line of the legend must read “PARCEL RETURN SERVICE” or alternatively “PARCEL RTN SVC” in capital letters at least 3/16 inches in height.

第 1 行：图例的第一行必须用大写字母写着“包裹返回服务”或“包裹 RTN SVC ”，高度至少为 3/16 英寸。

Line 2: The second line of the legend must include the permit holder’s name, left justified in capital letters, followed by the text “PERMIT NO.” and the actual permit number. Though a size for line 2 is not required by standard, an 8-point font resulting in characters of approximately 3/32 of an inch is recommended.

第 2 行：图例的第二行必须包括许可证持有人的姓名，以大写字母左对齐，后面是文本“许可证号”和实际的许可证号。虽然标准中没有要求第 2 行的大小，但推荐使用 8 磅字体，字符大小约为 3/32 英寸。

The entire legend should be bordered by a minimum 1-point box with 1/16 inch clearance between the box and text.

整个图例应以最小 1 磅的方框为边界，方框和文本之间的间隙为 1/16 英寸。

The delivery address must be formatted as follows:

交货地址的格式必须如下：

Line 1: The PRS agent or merchant’s name.

第 1 行：PRS 代理或商家的名称。

Line 2: The text “PARCEL RETURN SERVICE” or alternatively “PARCEL RTN SVC.”

Line 3: The unique PRS 569## ZIP Code assigned by USPS to the permit holder in their PRS service agreement.

第 2 行：文本“包裹返回服务”或“包裹 RTN 服务”第 3 行：美国邮政总局分配给许可证持有者的唯一 PRS 569##邮政编码 PRS 服务协议。

The delivery address should also meet the following printing requirements:

送货地址还应符合以下打印要求：

a. The delivery address, except for the ZIP Code, should be printed using a 10-point or greater sans serif font in upper case letters resulting in characters of 1/8 inch (baseline to capsline) or greater.
b. 除邮政编码外，投递地址应使用 10 号或更大的无衬线字体以大写字母打印，字符长度为 1/8 英寸(基线到顶线)或更大。
c. The ZIP Code must be printed in at least a 12-point font.
d. 邮政编码必须以至少 12 号字体打印。
e. All lines of the delivery address should be left justified and evenly spaced.
f. 投递地址的所有行都应该左对齐，并均匀分布。
g. The delivery address should be located at least 1 inch from the left edge of the label.
h. 递送地址应位于距离标签左边缘至少 1 英寸的位置。

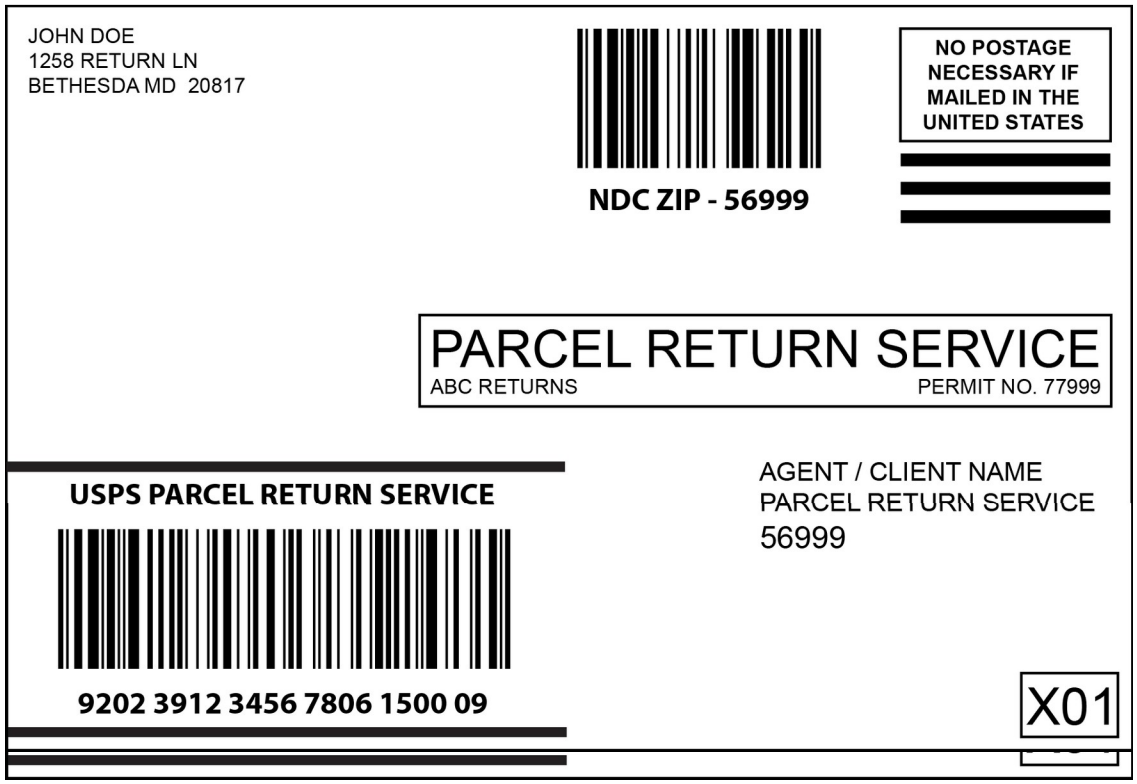


Figure 13: PRS 6x4 Label

图 13：PRS 6x4 标签

7.2.5. Intelligent Mail Package Barcode Segment
7.2.6. 智能邮件包裹条码段

As with all labels, the Intelligent Mail package barcode segment requirements must be adhered to as described in Section 2.4 above. However, for a PRS label the location of the barcode is service specific. The barcode must not be in the upper left, upper right, or lower right corners of the label as these are reserved for other information. The barcode may be placed below the delivery address on a 4x6 label or in the lower left corner on a 6x4 or 6x3 label.
与所有标签一样，必须遵守智能邮件包裹条形码段要求，如上文第 2.4 节所述。然而，对于 PRS 标签，条形码的位置是特定于服务的。条形码不得位于标签的左上角、右上角或右下角，因为这些位置是为其他信息保留的。条形码可以放在 4x6 标签上的送货地址下方，也可以放在 6x4 或 6x3 标签的左下角。

A postal routing barcode is required on PRS labels. If a concatenated barcode cannot be used, a postal routing barcode can be placed in any location on the label not occupied by other reserved data.
PRS 标签上需要邮政路由条形码。如果不能使用串联条形码，可以将邮政路由条形码放置在标签上未被其他保留数据占用的任何位置。

The barcode service banner for a concatenated barcode should include the additional notation “NDC” prior to the text “ZIP.” If a concatenated barcode is not used, then the postal routing barcode banner should include the notation “NDC.”
串联条形码的条形码服务横幅应在文本“ZIP”前包含附加符号“NDC”如果未使用串联条形码，则邮政路由条形码横幅应包含符号“NDC”

7.2.7. Additional Information and User Segment
7.2.8. 附加信息和用户群

The alphanumeric mailer identification assigned to the PRS permit holder must be included on the lower right-hand corner of the label formatted as follows:
分配给 PRS 许可证持有者的字母数字邮件标识必须包含在标签的右下角，格式如下:

a. The alphanumeric mailer ID consists of a single uppercase alphabetic character followed by a two, three, or four-digit number with no spaces or dashes.
b. 字母数字邮件程序 ID 由一个大写字母字符后跟一个两位、三位或四位数字组成，没有空格或破折号。
c. The alphanumeric mailer ID must be at least 3/16 inches in height.
d. 字母数字邮件 ID 的高度必须至少为 3/16 英寸。
e. The alphanumeric mailer ID should be surrounded by a box with a 1/16 inch clearance between the mailer id and the box.
f. 字母数字邮件 id 应被一个盒子包围，在邮件 ID 和盒子之间留有 1/16 英寸的间隙。
g. The alphanumeric mailer ID may optionally be printed in reverse type (white letters on a black background).
h. 字母数字邮件 ID 可以可选地以相反的类型打印(黑色背景上的白色字母)。

Additional information such as a company logo or Return Merchandise Authorization (RMA) number, etc. may be included in the additional information section if it does not interfere with

any of the required elements of the PRS label.
附加信息，如公司徽标或退货授权(RMA)号等。如果不干扰 PRS 标签的任何必需元素，可包含在附加信息部分。

7.3. Merchandise Return Service Label

7.4. 商品退货服务标签

Merchandise Return Service (MRS) has specific labeling requirements in addition to the general rules described in Section 2 of this document. The specific requirements of MRS necessitate the use of a 6x4 label (or greater) in landscape mode.

除了本文件第 2 节中描述的一般规则之外，商品退货服务(MRS)还有具体的标签要求。MRS 的特定要求要求在风景模式下使用 6x4(或更大)的标签。

7.4.1. Payment and Branding Segment
7.4.2. 支付和品牌细分市场

Merchandise Return Service labels require a postage guarantee imprint defined as follows:
商品退货服务标签要求邮资保证印记，定义如下:

a. The imprint must read “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES.”
b. 印记必须写着“如果在美国邮寄，不需要邮资。”
c. The imprint must be located in the upper right hand corner of the label.
d. 印记必须位于标签的右上角。
e. Below the imprint, a minimum of 3 horizontal bars are required.
f. 在印记下方，至少需要 3 条横线。
g. The bars must be uniform in length, at least 1 inch long, at least 1/16 inch thick and evenly spaced.
h. 钢条的长度必须一致，至少 1 英寸长，至少 1/16 英寸厚，并且间距均匀。
i. The imprint should not extend more than 1 3/4 inches from the right edge of the label.
j. 印记不应从标签右边缘延伸超过 1 3/4 英寸。

If a class of mail price marking is specified, it must be printed in 3/16 inch uppercase letters and placed above and to the right of the MRS legend (discussed below). MRS labels do not support a Service Icon Block or Service Banner.

如果规定了一类邮件价格标记，则必须以 3/16 英寸大写字母打印，并置于 MRS 图例的右上方(如下所述)。MRS 标签不支持服务图标块或服务横幅。

7.4.3. Addressing Segment
7.4.4. 寻址段

The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left-hand corner of the label. If the return address is not pre- printed by the permit holder, then space must be provided for the customer to enter a return address.
使用标签将包裹邮寄回许可证持有者的客户的回邮地址必须出现在标签的左上角。如果回邮地址不是许可证持有人预先打印的，则必须为客户提供空间来输入回邮地址。

Above the delivery address the label must display the Merchandise Return Service legend.
在送货地址上方，标签必须显示商品退货服务图例。

Line 1: The first line of the legend must read “MERCHANDISE RETURN SERVICE” in capital letters at least 3/16 inches in height.
第一行:图例的第一行必须用大写字母写着“商品退货服务”，高度至少为 3/16 英寸。
Line 2: The second line of the legend must include the text “PERMIT NUMBER” or “PERMIT NO.” followed by the actual permit number and the name of the issuing Post Office (city and state) in capital letters and Post Office ZIP Code. Though a size for line 2 is not mandated in the DMM, an 8-point font resulting in characters of approximately 3/32 of an inch is recommended.
第 2 行:图例的第二行必须包括文本“许可证号”或“许可证号”，后跟实际的许可证号和以大写字母表示的签发邮局名称(城市和州)以及邮局邮政编码。虽然 DMM 中没有规定第 2 行的大小，但建议使用 8 磅字体，字符大小约为 3/32 英寸。
Line 3: The last line of the legend should include the name and delivery address (street or Post Office box number) of the permit holder. Though a size for line 3 is not mandated in the DMM, an 8-point font resulting in characters of approximately 3/32 of an inch is recommended.
第 3 行:图例的最后一行应包括许可证持有人的姓名和递送地址(街道或邮政信箱号码)。虽然 DMM 中没有规定第 3 行的大小，但建议使用 8 磅字体，字符大小约为 3/32 英寸。

The entire legend should be bordered by a minimum 1-point box with 1/16 inch clearance between the box and text.
整个图例应以最小 1 磅的方框为边界，方框和文本之间的间隙为 1/16 英寸。

The delivery address itself should be formatted as follows:

Line 1: The text “POSTAGE DUE UNIT”

投递地址本身的格式应该如下:第 1 行:文本“应付邮资单

位”
Line 2: The text “U.S. POSTAL SERVICE”
第 2 行:文本“美国邮政服务”
Line 3: The delivery address line for the postage due unit

第 3 行:欠资单位的交货地址行
Line 4: The city, state and ZIP Code of the postage due unit at the Post Office where the MRS permit is authorized
第 4 行:授权 MRS 许可的邮局的欠资单位的城市、州和邮政编码

The delivery address should meet the following printing requirements:
交货地址应符合以下打印要求:

a. The delivery address should be printed using a 10-point or greater sans serif font in upper case letters resulting in characters of 1/8 inch (baseline to capsline) or greater.
b. 投递地址应使用 10 号或更大的无衬线字体以大写字母打印，字符长度为 1/8 英寸(基线到顶线)或更大。
c. All lines of the delivery address should be left justified and evenly spaced.
d. 投递地址的所有行都应该左对齐，并均匀分布。
e. The delivery address should be located at least 1 inch from the left edge of the label.
f. 递送地址应位于距离标签左边缘至少 1 英寸的位置。

7.4.5. Intelligent Mail Package Barcode Segment
7.4.6. 智能邮件包裹条码段

As with all labels, the Intelligent Mail package barcode segment requirements must be adhered to as described in Section 2.4 above. However, on the MRS label, the location of the barcode is service specific and must be placed in the lower left corner of the label.
与所有标签一样，必须遵守智能邮件包裹条形码段要求，如上文第 2.4 节所述。但是，在 MRS 标签上，条形码的位置因服务而异，必须放在标签的左下角。

7.4.7. Additional Information and User Segment
7.4.8. 附加信息和用户群

The labeling requirements of the MRS label provide only minimal room for user customization. However, additional information such as a company logo, RMA number, etc. may be included if it does not interfere with any of the required elements of the MRS label.
MRS 标签的标签要求只为用户定制提供了最小的空间。然而，诸如公司标志、RMA 号等附加信息。如果不干扰 MRS 标签的任何必需元素，可以包括在内。

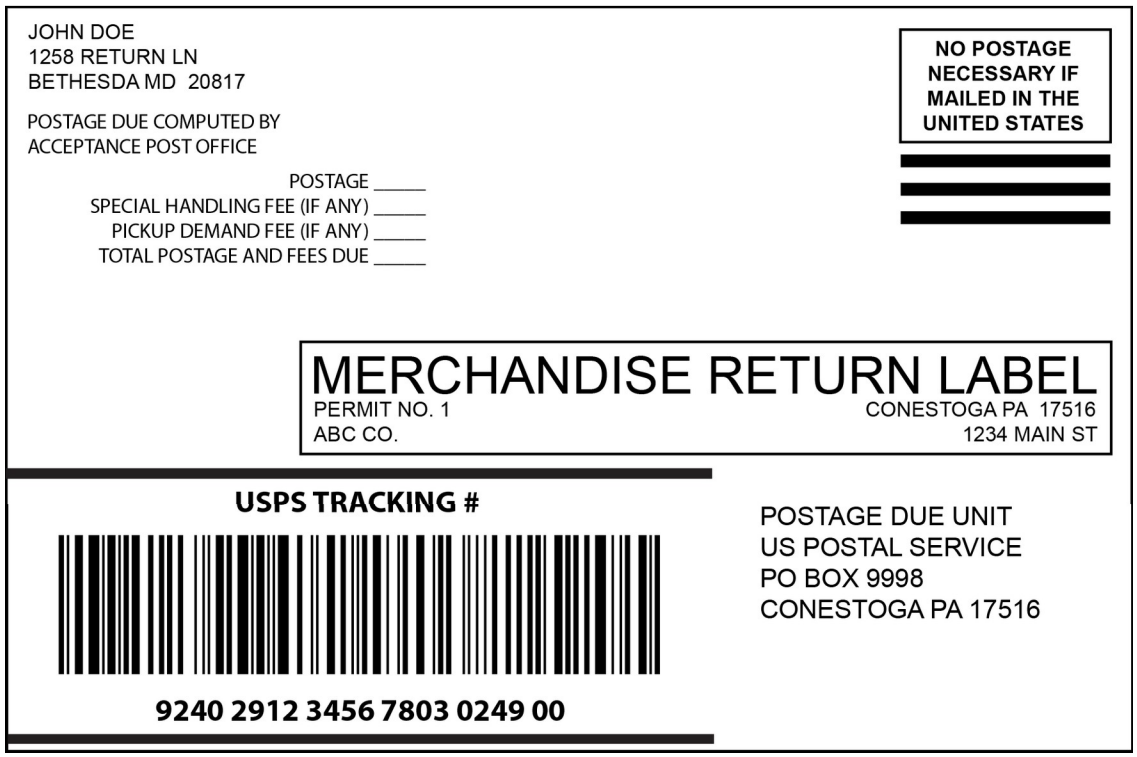


Figure 14: MRS Label with Barcode

图 14:带有条形码的 MRS 标签

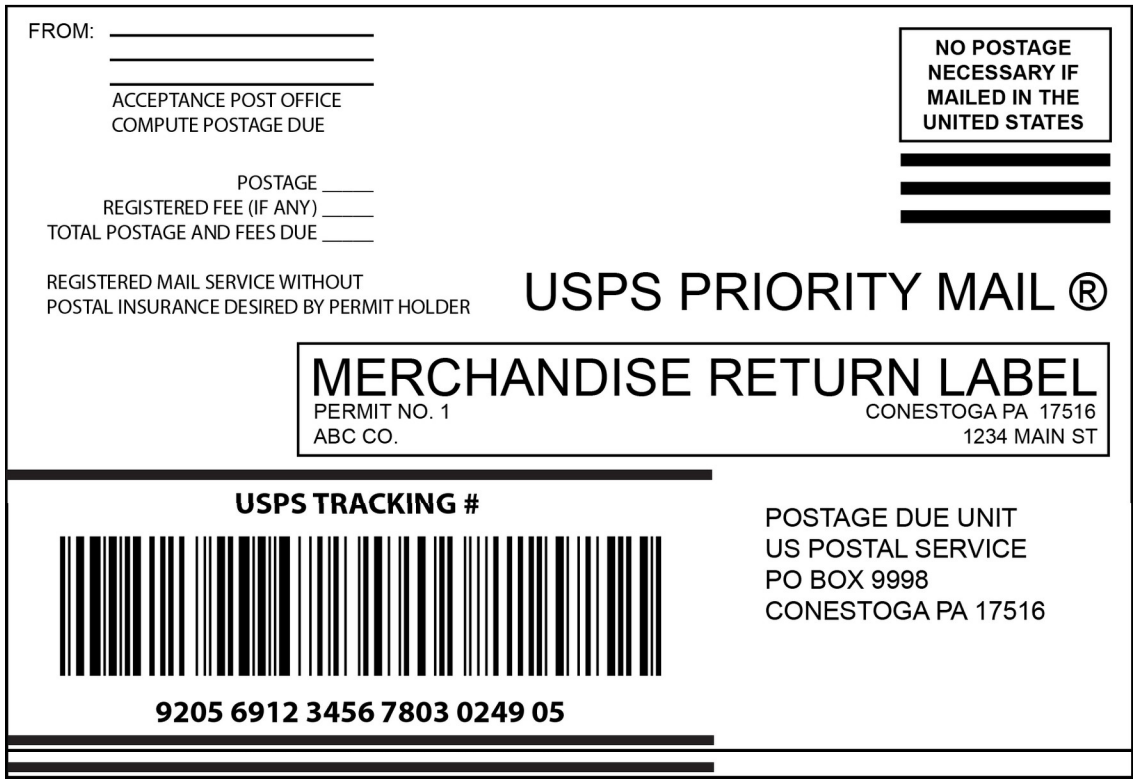


Figure 15: MRS Label with Registered Mail Service and Class of Mail Marking

图 15:带有挂号邮件服务和邮件标记类别的 MRS 标签

7.4.9. Postage Due Section

7.4.10. 欠资部分

The MRS label requires a unique postage due section for use by USPS to calculate postage. This section must be placed above the MRS legend, to the left of any price markings, and directly below the return address. All entries in the postage due section should be printed using an 8-point sans serif font in upper case letters resulting in characters of 3/32 inch (baseline to capsline) or greater.
MRS 标签需要一个独特的邮资到期部分，供 USPS 用来计算邮资。此部分必须放在 MRS 图例的上方、任何价格标记的左侧、寄信人地址的正下方。“应付邮资”部分的所有条目应使用 8 号无衬线字体打印，字体为大写字母，字符长度为 3/32 英寸(基线到顶线)或更长。

The postage due section begins with a header formatted as follows:
应付邮资部分以如下格式的标题开始:

a. If no extra services are requested, the postage due header should read “POSTAGE DUE COMPUTED BY DELIVERY UNIT.”

b. 如果没有额外的服务被请求，邮资到期标题应该是“由投递单元计算的邮资到期”
c. If extra services other than registry are required, the postage due header should read “POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE.”
d. 如果需要挂号之外的额外服务，欠资标题应该是“由受理邮局计算的欠资”
e. If registry service is requested, the postage due header should read “ACCEPTANCE POST OFFICE COMPUTE POSTAGE DUE.”
f. 如果请求注册服务，邮资到期标题应该是“接受邮局计算邮资到期。”

The postage due section must also include the following markings right justified and aligned.
应付邮资部分还必须包括以下右对齐的标记。

a. POSTAGE _____
b. 邮费_____
c. TOTAL POSTAGE AND FEES DUE _____
d. 应付邮资和费用合计_____

If any of the following services are requested by the permit holder, the appropriate endorsements must appear between the POSTAGE and TOTAL POSTAGE AND FEES markings. Extra Service endorsements should not be included unless requested or approved by the permit holder. All markings should be right justified and aligned as follows:

如果许可证持有人要求以下任何服务，必须在邮资和总邮资及费用标记之间进行适当的批注。除非许可证持有者要求或批准，否则不应包括额外的服务签注。所有标记都应右对齐并对齐，如下所示:

a. INSURANCE FEE (IF ANY) _____
b. 保险费(如有)_____
c. RETURN RECEIPT FOR MERCHANDISE (IF ANY) _____
d. 商品回执(如果有)_____
e. SPECIAL HANDLING FEE (IF ANY) _____
f. 特殊手续费(如有)_____
g. PICKUP ON DEMAND SERVICE FEE (IF ANY) _____
h. 按需上门收件服务费(如有)_____
i. REGISTERED FEE _____

j. 登记费_____

When Registered Mail service is selected, the following endorsement is also required below the “TOTAL POSTAGE AND FEES DUE” marking:

如选择挂号邮件服务，则须在「应付邮资及费用总额」下方注明:

a. For merchandise with a value > $0.00, include the endorsement “REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER.”
b. 对于价值> 0.00 美元的商品，应注明“许可证持有人要求的带邮政保险的挂号邮件服务”
c. For merchandise with no value, include the endorsement “REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER.”
d. 对于没有价值的商品，包括批注“许可证持有人要求的无邮政保险的挂号邮件服务。”

7.5. USPS Returns Services

7.6. USPS 退货服务

USPS Returns Service (Scan Based Payment) labels for Priority Mail Return, First-Class Package Return, and Ground Return services are available from USPS through Online Application Programming Interfaces (API) and the Merchant Returns Label tool. Business Rules for privately printed labels are forthcoming. Please contact USPS for more information on Scan Based Payment labels.

通过在线应用程序编程接口(API)和商家退货标签工具，可以从 USPS 获得针对优先邮件退货、头等包裹退货和地面退货服务的 USPS 退货服务(基于扫描的支付)标签。私人印刷标签的商业规则即将出台。有关基于扫描的支付标签的更多信息，请联系 USPS。

7.7. Priority Mail Open and Distribute

7.8. 优先邮件打开和分发

Priority Mail Open and Distribute (PMOD) labels have unique requirements which affect the address and delivery segment. Requirements for the remainder of the label segments remain consistent[5] with standard label formats.

优先邮件打开和分发(PMOD)标签有独特的要求，影响地址和交付部分。对其余标签段的要求与标准标签格式保持一致。

Figure 16: PMOD Address and Label (not drawn to scale)
图 16：PMOD 地址和标签(未按比例绘制)

7.8.1. Addressing Segment
7.8.2. 寻址段

Open and Distribute address labeling is dependent on the destination postal facility. Addressing data should be derived from the Drop Entry files located at the USPS FAST web site (http://fast.usps.com).

开放和分发地址标签取决于目的地邮政设施。寻址数据应来自位于 USPS FAST 网站(http://fast.usps.com)的投递条目文件。

For shipments addressed to a Destination Delivery Unit (DDU), the address should be formatted as follows:

对于发往目的地交货单位(DDU)的货件，地址格式如下：

Line 1: The text “OPEN AND DISTRIBUTE AT:”
第 1 行:文本“打开并分发于:”
Line 2: The destination facility name
第 2 行:目的地设施名称
Line 3: The destination facility street address
Line 4: The city, state and ZIP+4
第 3 行:目的地设施点街道地址第 4 行:城市、州和邮政编码+4

For shipments addressed to a sectional center facility (SCF), an administrative support facility (ASF), an area distribution center (ADC), or Network Distribution Center (NDC), the address should be formatted as follows:
对于发往分区中心设施(SCF)、行政支持设施(ASF)、区域配送中心(ADC)或网络配送中心(NDC)的货物，地址格式如下:

[8] Open and Distribute shipments may have container labeling requirements, in addition to address labels, which are not discussed in this document. Please refer to the DMM for a full description of Open and Distribute program requirements.

[9] 除了地址标签之外，打开和分发货件可能有容器标签要求，这在本文件中没有讨论。有关开放和分发计划要求的完整描述，请参考 DMM。

Line 1: The text “OPEN AND DISTRIBUTE AT:”

第 1 行:文本“打开并分发于:”

Line 2: Text indicating the facility type (SCF, ASF, ADC, or NDC) followed by the city, state, and ZIP Code of the destination facility.

第 2 行:指示设施类型(SCF、ASF、ADC 或 NDC)的文本，后跟目的地设施的城市、州和邮政编码。

Below the delivery address, the label should indicate the class and processing category of the enclosed mail.

在投递地址下方，标签应注明所附邮件的类别和处理类别。

7.9. Hold For Pickup

7.10. 等待提货

The Hold For Pickup service has specific addressing requirements which affect the address and delivery segment of the label. Requirements for the remainder of the label segments remain consistent with standard label formats.

提货保留服务有特定的寻址要求，这些要求会影响标签的地址和递送部分。对其余标签段的要求与标准标签格式保持一致。

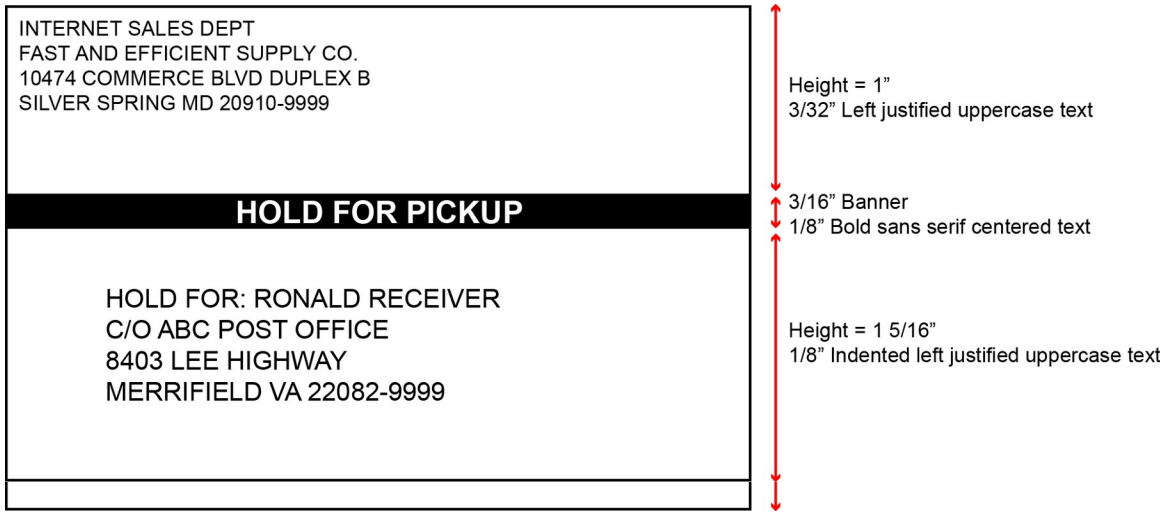


Figure 17: Hold For Pickup Address Segment
图 17:等待拾取地址段

7.10.1. Addresssing Segment
7.10.2. 寻址段

Hold For Pickup labels require a Hold For Pickup banner directly below the return address and above the delivery (Pickup Location) address. The Hold For Pickup banner should conform to the following requirements:

等待提货标签要求在返回地址的正下方和交付(提货地点)地址的上方放置等待提货横幅。皮卡横幅的持有应符合以下要求:

a. The banner should be 3/16 inch in height.
b. 横幅的高度应为 3/16 英寸。
c. The banner should be printed in reverse type (white letters on a black background).
d. 横幅应该用反白字体印刷(黑底白字)。
e. The text “HOLD FOR PICKUP” should be printed using a 10-point or greater sans serif font in upper case letters resulting in characters of 1/8 inch (baseline to capsline) or greater.
f. 文本“等待提货”应使用 10 号或更大的无衬线字体以大写字母打印，字符为 1/8 英寸(基线到顶线)或更大。
g. There should be 3/32 to 1/16 inch of white space above and below the banner.
h. 横幅上方和下方应该有 3/32 到 1/16 英寸的空白区域。

Requirements for the return address on a Hold For Pickup label remain consistent with the standard 4x6 or 4x4 label. However, the delivery address should contain the recipient name and the address of the post office at which the mailpiece will be held formatted as follows:
保留收件标签上的回邮地址要求与标准 4x6 或 4x4 标签保持一致。但是，投递地址应包含收件人姓名和邮件所在邮局的地址，格式如下:

Line 1: The text “HOLD FOR:” followed by the recipient name.
Line 2: The text “C/O” followed by the post office facility name.
Line 3: The post office street address.
第 1 行:文本“等待:”后跟收件人姓名。第 2 行:文本“C/O ”，后跟邮局设施名称。第 3 行:邮局街道地址。
Line 4: The post office city, state, and ZIP Code.
第 4 行:邮局、城市、州和邮政编码。

As with other delivery addresses, the following rules should also be followed:
与其他交货地址一样，也应遵循以下规则:

a. The delivery address should be printed at least 1/2 inch from the left edge of the label and indented at least 1/4 inch from the left margin of the return address and recipient address.

b. 投递地址应打印在离标签左边缘至少 1/2 英寸的地方，并从回邮地址和收件人地址的左边距缩进至少 1/4 英寸。

c. The delivery address should be printed using a 10-point or greater sans serif font in upper case letters resulting in characters of 1/8 inch (baseline to capsline) or greater.

d. 投递地址应使用 10 号或更大的无衬线字体以大写字母打印，字符长度为 1/8 英寸(基线到顶线)或更大。

e. All lines of the delivery address should be left justified and evenly spaced.

f. 投递地址的所有行都应该左对齐，并均匀分布。

7.11. Critical Mail Labels

7.12. 关键邮件标签

Critical Mail is a sub-class of Priority Mail that is available for automation-compatible letters and flats, and has specific labeling requirements. Critical Mail labels should only be used in conjunction with USPS-produced Critical Mail envelopes and should bear an Intelligent Mail barcode (IMb) with the correct routing code that represents the finest depth of sort available.

关键邮件是优先邮件的一个子类，可用于自动化兼容的信件和扁平邮件，并具有特定的标签要求。关键邮件标签应仅与 USPS 生产的关键邮件信封一起使用，并应带有智能邮件条形码 (IMb),带有正确的路由代码，代表可用的最佳分拣深度。

a. Critical Mail labels may also include an IMpb for USPS Tracking™ or other extra services. However, when used, the IMpb must be a non-concatenated barcode without the postal routing (ZIP Code) information imbedded.

b. 关键邮件标签还可能包括 USPS Tracking 或其他额外服务的 IMpb。但是，在使用时，IMpb 必须是不嵌入邮政路由(邮政编码)信息的非连接条形码。

c. The service icon, when used, should be a blank box and the service banner should indicate the mail class of CRITICAL MAIL®

d. 当使用服务图标时，它应该是一个空白框，服务横幅应该指示关键邮件的邮件类别
LETTER or CRITICAL MAIL® FLAT.
信件或重要邮件。

Figure 18: Critical Mail Envelopes
图 18:关键邮件信封

e. Critical Mail labels not created for specific window envelopes may follow the other standard label requirements defined in Section 2 of this document.
f. 不是为特定窗口信封制作的关键邮件标签可以遵循本文件第 2 节中定义的其他标准标签要求。

8. Appendix A: Barcode Specifications
9. 附录 A:条形码规格

The following appendix has been excerpted, edited and abbreviated from the document: Barcode, Package, Intelligent Mail (USPS2000508) Specification - Cage Code: 27085 2010-08-19 Rev C and adapted for commercial mailers. For non-commercial barcode usage or for additional details the reader is directed to the USPS2000508 specification and is encouraged to check with USPS for updated versions.

以下附录摘自该文件:条形码、包装、智能邮件(USPS2000508)规范- Cage 代码:27085 2010-08-19 Rev C，适用于商业邮件。对于非商业条形码的使用或其他详细信息，读者可参考 USPS2000508 规范，并建议向 USPS 查询更新版本。

Whereas this guide describes the usage of barcodes on labels, and this appendix outlines barcode specifications, USPS2000508 remains the basis for all technical requirements.
尽管本指南描述了标签上条形码的使用，并且本附录概述了条形码规范，但 USPS2000508 仍然是所有技术要求的基础。

9.1. Intelligent Mail Package Barcode Data

9.2. 智能邮件包裹条形码数据

The following fields are used to create an Intelligent Mail package barcode (IMpb).
以下字段用于创建智能邮件包裹条形码(IMpb)。

9.2.1. Postal Code Application Identifier
9.2.2. 邮政编码应用程序标识符

The Postal Code Application Identifier (AI) is a specific 3-digit GS1 application identifier that is used to designate the presence of a delivery Postal Code within the barcode. This field will always be “420” and, must precede the destination ZIP Code if such routing information is provided.
邮政编码应用程序标识符(AI)是一个特定的 3 位数 GS1 应用程序标识符，用于指定条形码中是否存在投递邮政编码。该字段将始终为“420”，并且如果提供了此类路由信息，则必须在目的地邮政编码之前。

Source: Always “420.”
来源:永远是“420。”

9.2.3. Destination ZIP Code

9.2.4. 目的地邮政编码

This field should contain the destination ZIP Code associated with the mailpiece being labeled. This field may be 5 or 9 digits in length depending on the use of a ZIP Code or ZIP+4.
该字段应该包含与被贴标签的邮件相关联的目的地邮政编码。根据使用的邮政编码或邮政编码+4，该字段的长度可以是5或9位数。

Source: Specific to the mailpiece.
来源:具体到邮件。

9.2.5. Channel Application Identifier
9.2.6. 频道应用标识符

The Channel Application Identifier (AI) is a specific 2-digit application identifier used to identify both the business induction channel from which the mailpiece originated and to indicate where USPS may locate a payment record for the mailpiece. Valid IMpb Channel Application Identifiers are “92”, “93”, “94”, and “95.” AI “92” and AI “93” are for use by commercial mailers. AI “94” is for USPS online channel mailings and AI “95” is reserved for the USPS retail environment.
渠道应用程序标识符(AI)是一个特定的2位数应用程序标识符，用于识别邮件来源的业务诱导渠道，并指示USPS可以在何处找到邮件的支付记录。有效的IMpb通道应用程序标识符是“92”、“93”、“94”和“95”AI“92”和AI“93”供商业邮寄者使用。AI“94”用于USPS在线渠道邮件，AI“95”用于USPS零售环境。

Source: For the commercial mailer, always a “92” when used with a 9-digit Mailer ID or “93” when used with a 6-digit Mailer ID.
来源:对于商业邮件，当与9位邮件ID一起使用时，始终为“92 ”;当与6位邮件ID一起使用时，始终为“93”。

9.2.7. Service Type Code
9.2.8. 服务类型代码

The 3-digit Service Type Code (STC) field identifies the mail class of the parcel and the presence of any extra services. The service type code also identifies if the mailpiece belongs to a special USPS program such as Open and Distribute or Merchandise Return Service.
3位数的服务类型代码(STC)字段标识包裹的邮件类别和任何额外服务的存在。服务类型代码还识别邮件是否属于特殊的USPS程序，例如打开和分发或商品退回服务。

Source: Specific to the mailpiece being identified. A complete list of service type codes can be found in Publication 199, *Implementation Guide to Intelligent Mail Package Barcode*, or Publication 205, *eVS Business and Technical Guide*.

来源:特定于被识别的邮件。服务类型代码的完整列表可在出版物 199《智能邮件包裹条形码实施指南》或出版物 205《eVS 业务和技术指南》中找到。

9.2.9. Mailer ID
9.2.10. 邮件 ID

The Mailer ID (MID) field may be 6 or 9 digits in length. Most mailers will be assigned a
邮件者 ID (MID)字段的长度可以是 6 或 9 位数。大多数邮寄者将被分配一个
9-digit MID which is used in conjunction with AI "92." On an individual basis, some mailers or consolidators may be assigned a 6-digit MID and would then use AI "93."
与 AI "92"一起使用的 9 位 MID。在个人的基础上，一些邮寄者或集运商可能被分配一个 6 位数的 MID，然后使用 AI "93"

Source: Each mailer should obtain a unique MID from USPS.
来源:每个邮寄者应该从 USPS 获得一个唯一的 MID。

9.2.11. Serial Number
9.2.12. 序列号

Every barcode must contain a serial number which uniquely[6] identifies the mailpiece associated with the mailer ID. Commercial mailers, depending upon the length of their mailer ID, may use a 7, 10, 11, or 14-digit serial number as defined in Table 2, IMpb Barcode Constructs.
每个条形码必须包含一个序列号，该序列号唯一地标识与邮件 ID 相关联的邮件。商业邮寄者根据其邮寄者 ID 的长度，可以使用 7、10、11 或 14 位的序列号，如表 2 "IMpb 条形码结构"中所定义。

Source: Defined by the mailer uniquely for each mailpiece. Use of a sequential number is recommended.
来源:由邮寄者为每封邮件唯一定义。建议使用序列号。

9.2.13. Mod 10 Check Digit
9.2.14. Mod 10 校验位

Every barcode construct must utilize a 1-digit, Mod 10 check digit as the final digit in the barcode data string. The Mod 10 check digit is calculated using the package identification code (PIC) portion of the data, which includes the channel AI, STC, MID and serial number.
每个条形码结构都必须使用一个 1 位的 Mod 10 校验位作为条形码数据串的最后一位。Mod 10 校验位是使用数据的封装标识码(PIC)部分计算的，包括通道 AI、STC、MID 和序列号。

Source: Calculated from the barcode data (See Section 5.3 for additional details).
来源：根据条形码数据计算得出（更多详情见第 5.3 节）。

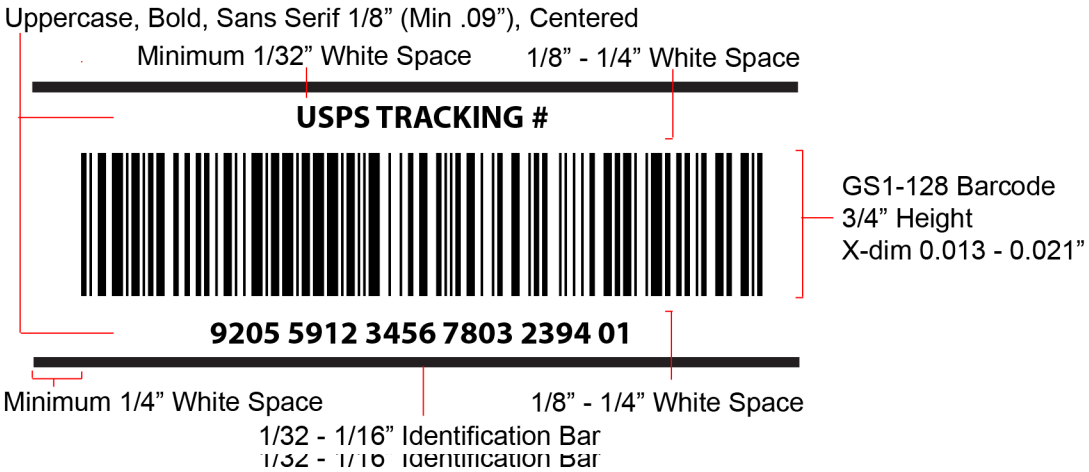


Figure 19: Intelligent Mail Package Barcode
图 19：智能邮件包裹条形码

[10] Barcode serial number uniqueness must be maintained for a minimum of 180 days.
[11] 条形码序列号的唯一性必须至少保持 180 天。

9.3. Intelligent Mail Package Barcode Data Constructs

9.4. 智能邮件包裹条形码数据结构

9.4.1. Commercial Mailer Constructs

9.4.2. 商业邮件构造

The Intelligent Mail package barcode is created by combining the barcode data previously defined as described in the chart below.
智能邮件包裹条形码是通过组合先前定义的条形码数据创建的，如下表所述。

Type	No.	Data Field	Field Length	Comments
Routing Data	1	Postal Code Application Identifier	3	Designates the presence of a delivery Postal Code. Field is always “420.” Should be suppressed from human readable indicator.
	2	Destination ZIP Code	5 or 9	Identifies the postal routing ZIP Code and follows the Postal Code AI. Should be suppressed from human readable indicator.
Package Identification Code (PIC or Tracking Data)	3	Channel Application Identifier	2	Identifies the channel from which the mailpiece originated. Always “92” or “93” for commercial mailers.
	4	Service Type Code	3	Identifies the mail class or product and the presence of any extra services.
	5	Mailer ID	6 or 9	Assigned Mailer ID 9-digit used with AI “92”, 6-digit used with AI “93.”
	6	Serial Number	7,10, 11,14	Uniquely identifies the mailpiece associated with this Mailer ID. May be 7 or 11 digits when used with a 9-digit Mailer ID. May be 10 or 14 digits when used with a 6-digit Mailer ID.
	7	Mod 10 Check Digit	1	A 1-digit, Mod 10 Check Digit is the final digit in the barcode data string calculated using the package identification code portion of the data, which is the string from the channel AI through the serial number.
类型	号码	数据区	田长度	评论
路由数据	一	邮政编码应用程序标识符	3	指定交货邮政编码的存在。字段始终为“420”应该被人类压制可读指示器。

	2	目的地邮政编码	5 或 9	标识邮政路由邮政编码，并遵循邮政编码 AI。应该是从人类可读指示器中隐藏。
包裹识别码(PIC 或跟踪数据)	3	频道应用标识符	2	标识发出邮件的渠道。对于商业邮件，总是“92”或“93”。
	四	服务类型代码	3	标识邮件类别或产品以及是否存在任何额外服务。
	5	邮件 ID	6 或 9	分配的邮件 ID 9 位数字与 AI“92”一起使用，6 位数字与 AI 一起使用 ″93.″
	6	序列号	7,10, 11,14	唯一标识与此邮件 ID 关联的邮件。与 9 位数字的邮件 ID 一起使用时，可以是 7 或 11 位数字。可能是 10 或 14 位数，当与 6 位邮件 ID 一起使用。
	七	Mod 10 校验位	一	1 位 Mod 10 校验位是条形码数据串中的最后一位数字，使用数据的包装标识码部分计算得出，它是来自通道 AI 的串通过序列号。

Table 1: IMpb data field overview
表 1：IMpb 数据字段概述

Together, these data elements are combined to create an Intelligent Mail package barcode. USPS supports 10 commercial mailer[7] barcode constructs that can be formed from the data elements and lengths defined above. These are identified in Table 2 below.
这些数据元素被组合在一起，以创建智能邮件包裹条形码。USPS 支持 10 种商业 mailer7 条形码结构，这些结构可以由上面定义的数据元素和长度组成。这些在下面的表 2 中列出。

[12] Commercial mailer barcode constructs are used for permit imprint mailings. Online constructs, not included in this document, exist for PC Postage and metered mailings. For more information please refer to reference document USPS2000508, Intelligent Mail Package Barcode Specification.

[13] 商业邮件条形码结构用于许可印记邮件。在线结构，不包括在本文件中，存在的电脑邮资和计量邮件。有关更多信息，请参考参考文件 USPS2000508，智能邮件包裹条形码规范。

Construct	Postal Code AI	Dest ZIP	Channel AI	STC	MID	Serial Number	Check Digit	PIC Length	Total Barcode Length
C01	3	9	2	3	9	7	1	22	34
C02	3	5	2	3	9	11	1	26	34
C03	3	5	2	3	9	7	1	22	30
C04	0	0	2	3	9	7	1	22	22
C05	3	9	2	3	6	10	1	22	34
C06	3	5	2	3	6	14	1	26	34
C07	3	5	2	3	6	10	1	22	30
C08	0	0	2	3	6	10	1	22	22
C09	0	0	2	3	6	14	1	26	26
C10	0	0	2	3	9	11	1	26	26
建造	邮政编码 AI	目标邮政编码	AI 频道	卫星追踪委员会 (Satellite Tracking Committee)	中间的	序列号	校验数位	电影长度	总条形码长度
C01	3	9	2	3	9	七	一	22	34
二氧化碳	3	5	2	3	9	11	一	26	34
C03	3	5	2	3	9	七	一	22	30
C04	0	0	2	3	9	七	一	22	22
C05	3	9	2	3	6	10	一	22	34
C06	3	5	2	3	6	14	一	26	34
C07	3	5	2	3	6	10	一	22	30
C08	0	0	2	3	6	10	一	22	22
C09	0	0	2	3	6	14	一	26	26
C10	0	0	2	3	9	11	一	26	26

Table 2: IMpb barcode constructs
表 2：IMpb 条形码结构

Barcodes must be formatted to match one of these constructs. However, these various constructs allow for flexibility in field length to meet the requirements of different mailers.
条形码的格式必须与这些结构之一相匹配。然而，这些不同的结构允许字段长度的灵活性，以满足不同邮件的要求。

Most mailers will be assigned a 9-digit mailer ID and will use a channel AI of “92” and constructs C01–C04 or C10. On an individual basis, large mailers may be assigned a 6-digit mailer ID and would then use a channel AI of “93” along with constructs C05–C09.
大多数邮寄者将被分配一个 9 位数字的邮寄者 ID，并将使用“92”的渠道 AI 和 C01 - C04 或 C10 结构。在个人的基础上，大的邮寄者可能被分配一个 6 位数的邮寄者 ID，然后将使用“93”的渠道 AI 连同结构 C05-C09。

Depending on the length of the mailer ID and the postal code information, different length

serial numbers may also be used. This option enables large-volume mailers to maintain uniqueness among their mailpieces, or alternatively, allows mailers to embed their own data within the IMpb serial number.
根据邮件 ID 和邮政编码信息的长度，也可以使用不同长度的序列号。此选项使大量邮寄者能够保持其邮件的唯一性，或者允许邮寄者在 IMpb 序列号中嵌入他们自己的数据。

This variability in length allows the IMpb to be either 22, 26, 30, or 34 digits in length depending upon the channel AI, serial number, and length of the postal code data (ZIP or ZIP+4). Although it is acceptable for a mailer to use different barcode constructs on different mailpieces, it is recommended that one construct be chosen to provide consistency in the data exchanged between the mailer and USPS.
这种长度的可变性允许 IMpb 的长度为 22、26、30 或 34 位，这取决于信道 AI、序列号和邮政编码数据的长度(ZIP 或 ZIP+4)。虽然可以接受邮寄者在不同的邮件上使用不同的条形码结构，但是建议选择一种结构，以保证邮寄者和 USPS 之间交换数据的一致性。

9.4.3. Formatting the Intelligent Mail Package Barcode
9.4.4. 格式化智能邮件包裹条形码

Once a barcode construct has been chosen, the barcode can be created as described in the example below.
一旦选择了条形码构造，就可以按照下例所述创建条形码。

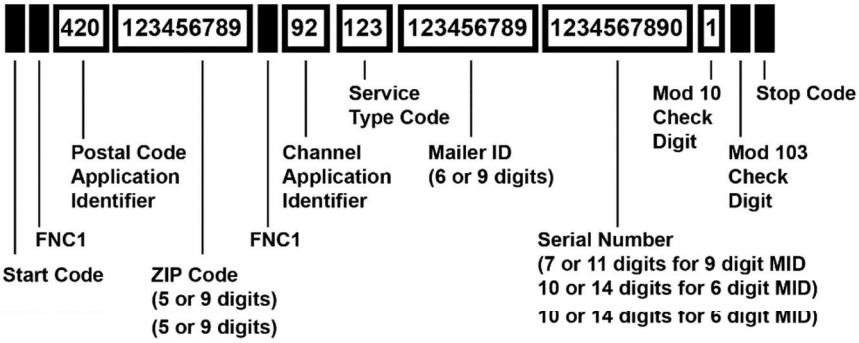


Figure 20: Barcode Construct
图 20:条形码构造

9.5. Calculating the MOD 10 Check Digit

9.6. 计算 MOD 10 校验位

A MOD 10 check digit is used as the final digit in the Intelligent Mail package barcode. The check digit calculation is based only upon the digits that make up the PIC, specifically the Application Identifier, Service Type Code, Mailer ID, and Serial Number. It does not include the Postal Routing Code Application Identifier or the Postal Routing Code (when present).

MOD 10 校验位用作智能邮件包裹条形码的最后一位数字。校验位的计算仅基于组成 PIC 的数字，特别是应用程序标识符、服务类型代码、邮件程序 ID 和序列号。它不包括邮政编码应用程序标识符或邮政编码(如果有)。

The following example from USPS200508 illustrates how to conceptually calculate a MOD 10 Check Digit[8].
以下来自 USPS200508 的示例说明了如何从概念上计算 MOD 10 校验位 8。

For the data:

对于数据:

a. Application Identifier = 91
b. 应用程序标识符= 91
c. Service Type Code = 01
d. 服务类型代码= 01
e. Mailer ID = 123456789
f. 邮件 ID = 123456789
g. Serial Number = 00000001
h. 序列号= 00000001

Calculate the MOD 10 check digit using the following steps:
使用以下步骤计算 MOD 10 校验位:

Step 1: Create a two-row matrix, labeled 1 through 22, 1 being the most significant position (i.e., right-most position). Starting from the least significant position of the matrix (position 22), copy each digit of the PIC all the way to position 2 (excluding the position of the check digit shown in the example below by a "?").
步骤 1:创建一个两行的矩阵，标记为 1 到 22，1 是最重要的位置(即最右边的位置)。从矩阵的最低有效位置(位置 22)开始，将 PIC 的每个数字一直复制到位置 2(不包括以下示例中用“？”表示的校验位的位置)).

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

Figure 21: Illustrative Matrix for Positions/Values in a PIC – Step 1
图 21:PIC 中位置/值的说明矩阵 – 步骤 1

Step 2: Starting from position 2 of the matrix, add the values from the even-numbered boxes.
步骤 2:从矩阵的位置 2 开始，将偶数编号的方框中的值相加。

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

Figure 22: Illustrative Matrix for Positions/Values in a PIC – Step 2
图 22:PIC 中位置/值的说明矩阵 – 步骤 2

For the example: 1 + 0 + 0 + 0 + 9 + 7 + 5 + 3 + 1 + 0 + 9 = 35
例如:1 + 0 + 0 + 0 + 9 + 7 + 5 + 3 + 1 + 0 + 9 = 35

Step 3: Multiply the result of step 2 by 3.

For the example: 35 x 3 = 105

第三步:将第二步的结果乘以 3。例如:35 x

3 = 105

Step 4: Starting from position 3 of the matrix, add the values from the odd-numbered boxes, skipping position 1 because it is the position of the check digit.
步骤 4:从矩阵的位置 3 开始，将奇数框中的值相加，跳过位置 1，因为它是校验位的位置。

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?
PIC	9	1	0	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

Figure 23: Illustrative Matrix for Positions/Values in a PIC – Step 4
图 23:PIC 中位置/值的说明矩阵 – 步骤 4

For the example: 0 + 0 + 0 + 0 + 8 + 6 + 4 + 2 + 1 + 1 = 22
例如:0 + 0 + 0 + 0 + 8 + 6 + 4 + 2 + 1 + 1 = 22

Step 5: Add up the results for steps 3 and 4.
第五步:将第三步和第四步的结果相加。

---

[14] Please note that this example, taken from the source document, uses a legacy barcode construct with an application identifier of “91” however, this does not affect the calculation logic.

[15] 请注意，本示例取自源文档，使用了应用程序标识符为“91”的传统条形码结构，但是，这并不影响计算逻辑。

For the example: 105 + 22 = 127

例如:105 + 22 = 127

Step 6: The check digit is the smallest number which, when added to the result obtained through step 5, gives a number that is a multiple of 10.

第 6 步:校验位是最小的数，当与第 5 步得到的结果相加时，得到的数是 10 的倍数。

For the example: 127 + X = 130 therefore X = 3

Thus the resulting PIC is 9101 1234 5678 9000 0000 13.

例如:127 + X = 130，因此 X = 3，因此得到的 PIC 是

9101 1234 5678 9000 0000 13。

NOTE: The dimension of the matrix (the number of cells) will vary depending on the length of the PIC, which in this example is 22.
注意:矩阵的尺寸(单元的数量)将根据 PIC 的长度而变化，在这个例子中是 22。

The following code excerpt demonstrates one method of implementing this calculation programmatically. This example uses Visual Basic scripting which automatically converts data type providing the conversion from strings to integers. Your implementation may require additional steps.

下面的代码摘录演示了一种以编程方式实现这种计算的方法。此示例使用 Visual Basic 脚本自动转换数据类型，提供从字符串到整数的转换。您的实现可能需要额外的步骤。

```
Dim PIC_without_checkdigit As String                    'Start with AI & STC & MID & Seq no.
dim PIC _ without _ checkdigit As String '以 AI & STC & MID & Seq no .开始
Dim PIC_with_checkdigit As String                       'Variable to hold the final PIC
Dim PIC_with_checkdigit 作为字符串变量来保存最终的 PIC
Dim checkdigit As Integer                               'Variable to hold the check digit
Dim checkdigit As Integer '变量来保存校验位
Dim i As Integer                                        'Variable to increment the loop
' Dim i As Integer '变量来递增循环

For i = Len(PIC_without_checkdigit) To 1 Step -2        'Loop back through even values
checkdigit = checkdigit + Mid(PIC_without_checkdigit, i, 1)  'Add the current value to the
checksum Next                                           'Next value
对于 i = Len(PIC_without_checkdigit)到 1 的步骤-2 '通过偶数值循环返回 checkdigit =
checkdigit+Mid(PIC _ without _ checkdigit, I, 1)'将当前值添加到下一个校验和'下一个值

checkdigit = checkdigit * 3                             'Multiply the checksum by 3
checkdigit = checkdigit * 3 '将校验和乘以 3

For i = Len(PIC_without_checkdigit) - 1 To 1 Step -2    'Loop back through the odd values
checkdigit = checkdigit + Mid(PIC_without_checkdigit, i, 1)  'Add the current value to the
checksum Next                                           'Next value
对于 I = Len(PIC _ without _ checkdigit)-1 到 1 步骤-2 '通过奇数值循环返回 checkdigit =
checkdigit+Mid(PIC _ without _ checkdigit, I, 1)'将当前值添加到校验和下一个值

checkdigit = 10 - (checkdigit Mod 10)                   'Subtract the Modulus 10 remainder from

10 PIC_with_checkdigit = PIC_without_checkdigit & checkdigit  'Concatenate the check digit to the PIC

checkdigit = 10 - (checkdigit Mod 10)'从 10 中减去模数 10 余数 PIC _ with _ checkdigit = PIC _

with _ checkdigit & checkdigit '将校验位连接到 PIC
```

Both the conceptual and programming examples above progress backwards through the data to calculate the check digit as this supports any length PIC whether it contains an odd or even number of digits. It is possible to calculate the same checksum by progressing forward through the data by first determining if the data string is odd or even.

上面的概念和编程示例都通过数据向后进行以计算校验位，因为这支持任何长度的 PIC，无论它包含奇数还是偶数个数字。通过首先确定数据串是奇数还是偶数来向前遍历数据，可以计算出相同的校验和。

> Note: All current commercial IMpb barcode constructs (C01–C10) result in an initial data string length which is odd (without the check digit). However, this is subject to change.
>
> 注意:所有当前的商业 IMpb 条形码结构(C01 – C10)导致初始数据串长度为奇数(没有校验位)。然而，这是可以改变的。

9.7. Barcode Identification and Layout Requirements

9.8. 条形码识别和布局要求

In addition to the barcode itself, the Intelligent Mail package barcode segment of the label also includes a human readable representation of the barcode data, a USPS banner, and identification bars. These indicators, described below, serve as a guide in distinguishing the IMpb from other potential barcodes on a package.

除了条形码本身，标签的智能邮件包裹条形码段还包括条形码数据的人类可读表示、USPS 横幅和识别条。如下所述，这些指示器用作将 IMpb 与包裹上的其他潜在条形码区分开的指南。

9.8.1. Human Readable Representation of the Encoded Barcode Data
9.8.2. 编码条形码数据的人类可读表示

A human readable interpretation of the data characters represented in the barcode should be displayed below the barcode as specified within this document. The human readable text should not include the Postal Routing AI (420) or the ZIP Code (5 or 9-digit).

条形码中表示的数据字符的人类可读解释应按照本文件中的规定显示在条形码下方。人类可读的文本不应包括邮政路由 AI (420)或邮政编码(5 或 9 位)。

The human readable text should be displayed at least 1/8 inch, but not more than 1/4 inch below the barcode. The printed height of the characters should be within the range of 1/10 inch to 1/8 inch. To enhance readability, the human readable representation of the barcode data should be printed in a bold[9], sans serif font and parsed or separated as defined in this document.

人类可读文本应显示在条形码下方至少 1/8 英寸处，但不超过 1/4 英寸。字符的印刷高度应在 1/10 英寸至 1/8 英寸的范围内。为了增强可读性，条形码数据的人类可读表示应以 bold9、sans serif 字体打印，并按照本文档中的定义进行解析或分隔。

9.8.3. Barcode Banner
9.8.4. 条形码横幅

A barcode banner must be printed in all uppercase letters centered above the barcode. A clear zone of 1/8 inch, but not more than 1/4 inch must be maintained between the bottom edge of this text and the top of the barcode. The banner should be printed in a boldface sans serif font. The printed height of the characters should be within the range of 1/10 to 1/8 inch. The USPS Banner may not exceed the total combined length of the barcode and the minimum clear zones to left and right of the barcode. A table of service banners can be found in Publication 199, *Implementation Guide to Intelligent Mail Package Barcode*, or Publication 205, *eVS Business and Technical Guide*.

条形码横幅必须全部用大写字母打印，并位于条形码上方居中位置。此文本的下边缘和条形码的顶部之间必须保持 1/8 英寸但不超过 1/4 英寸的空白区域。横幅应该用粗体无衬线字体印刷。字符的印刷高度应在 1/10 至 1/8 英寸的范围内。USPS 横幅不得超过条形码和条形码左右最小空白区的总长度。可以在出版物 199《智能邮件包裹条形码实施指南》或出版物 205《eVS 业务和技术指南》中找到服务横幅的表格。

When creating labels for use with the Electronic Verification Service (eVS), the characters “eVS” should follow the barcode banner.

当创建用于电子验证服务(eVS)的标签时，字符“eVS”应跟随条形码横幅。

9.8.5. Identification Bars
9.8.6. 识别条

Horizontal black lines with a thickness within the range of 1/32 to 1/16 inch thick should be printed above the USPS Banner and below the human readable representation of the barcode data. The lines must extend at least the total combined width of the barcode and the minimum clear zones to the left and right of the barcode, but may extend beyond this measurement up to the width of the label.

厚度在 1/32 至 1/16 英寸范围内的水平黑线应打印在 USPS 横幅上方和条形码数据的人类可读表示下方。线条必须至少延伸到条形码的总宽度和条形码左右两侧的最小空白区域，但可以延伸到标签宽度之外。

9.9. Physical Barcode Requirements

9.10. 物理条形码要求

9.10.1. Barcode Symbology

9.10.2. 条形码符号

The Intelligent Mail package barcode consists of a data string encoded in a format generally following the GS1–128 specification that supports the use of Application Identifiers and concatenation[10]. However, USPS has selectively deviated from GS1–128 specifications in several instances as required by operational constraints. Unless otherwise specified, the mailer must follow GS1 system rules for encoding element strings in GS1–128 barcode symbols. Only subset C is be permitted for this application.
智能邮件包裹条形码由一个数据字符串组成，其编码格式通常遵循 GS1 – 128 规范，支持使用应用程序标识符和连接 10。然而，USPS 根据运营限制的要求，在一些情况下有选择地偏离了 GS1 – 128 质量标准。除非另有规定，邮件必须遵循 GS1 系统规则，以 GS1 – 128 条形码符号对元素字符串进行编码。此应用仅允许子集 C。

9.10.3. Barcode X-Dimension
9.10.4. 条形码 X 维度

A barcode's X-dimension is the nominal width of the narrowest bar or space element within the barcode. X-dimensions are typically measured in mils, one mil being equivalent to 1/1,000 of an inch. The Intelligent Mail package barcode requires an X-dimension measuring between 0.013 inch (13.0 mils) and 0.021 inch (21.0 mils). X-dimensions ranging from 0.015
条形码的 X 维度是条形码中最窄的条或空白元素的标称宽度。x 尺寸通常以密耳为单位，1 密耳相当于 1/1000 英寸。智能邮件包裹条形码要求 X 尺寸介于 0.013 英寸(13.0 密耳)和 0.021 英寸(21.0 密耳)之间。x 尺寸范围从 0.015

---

[16] Not all fonts/typefaces print with the same thickness of stroke; "boldface" is meant as a subjective recommendation, conveying the need for emphasis and readability. Fonts such as Helvetica Bold or Arial Bold are examples of simple, boldface fonts which would satisfy USPS requirements.

[17] 并非所有字体/字样的笔画粗细都相同；"粗体"是一种主观建议，传达强调和可读性的需要。像 Helvetica 粗体或 Arial 粗体这样的字体是简单的粗体字体，可以满足 USPS 的要求。

[18] Mailers should pay close attention to the Data Constructs detailed in this document in order to construct the

[19] 邮寄者应密切关注本文档中详细介绍的数据结构，以便构建

Intelligent Mail package barcode properly. Concatenated barcodes use a second Function 1 (FNC1) character immediately following the ZIP Code to join the routing information with the traditional PIC. Accidentally omitting this character will cause a format error.
智能邮件包装条形码正确。串联条形码使用紧接在邮政编码后面的第二个功能 1 (FNC1)字符将路由信息与传统 PIC 连接起来。意外省略该字符将导致格式错误。

to 0.017 inch inclusive are preferred. The X-dimension must remain constant throughout the barcode symbol and may not vary.

至 0.017 英寸是优选的。在整个条形码符号中，X 尺寸必须保持不变，不得改变。

9.10.5. Barcode Length
9.10.6. 条形码长度

The overall length of the barcode is a function of the number of characters encoded and the X-dimension used.
条形码的总长度是编码字符数和所用 X 维度的函数。

9.10.7. Barcode Height
9.10.8. 条形码高度

The overall minimum height of the barcode must measure at least 3/4 inch. USPS may permit an alternate height under certain conditions as specified in the DMM or by customer-specific USPS agreement.
条形码的最小总高度必须至少为 3/4 英寸。在 DMM 或客户特定的 USPS 协议中规定的特定条件下，USPS 可能允许替代高度。

9.11. Quiet / Clear Zone Requirements

9.12. 安静/清洁区要求

9.12.1. Minimum Horizontal Barcode Quiet / Clear Zone
9.12.2. 最小水平条形码无干扰/清晰区

A clear zone measuring at least ten times the X-dimension must be maintained immediately to the left and right of the barcode. No text, images, or other markings may appear in this area. USPS recommends a minimum clear zone of 1/4 inch.
条形码的左右两侧必须保持一个至少为 X 尺寸十倍的空白区域。此区域不得出现文本、图像或其他标记。USPS 建议最小净区为 1/4 英寸。

9.12.3. Minimum Vertical Barcode Quiet / Clear Zone
9.12.4. 最小垂直条形码无干扰/清晰区

A clear zone measuring at least 1/8 inch must be maintained directly above and below the barcode. No text, images, or other markings may appear in this area.
条形码的正上方和正下方必须保持至少 1/8 英寸的空白区域。此区域不得出现文本、图像或其他标记。

9.13. Print Quality Requirements

9.14. 打印质量要求

9.14.1. Printer Resolution

9.14.2. 打印机分辨率

USPS recommends a printer with a minimum resolution of 203 dots per inch (dpi) for printing the Intelligent Mail package barcode. Dots per inch is a measure of a printer's resolution, in particular it is the number of individual dots that can be produced within a linear 1-inch (2.54 cm) space.
USPS 建议使用最低分辨率为每英寸 203 点(dpi)的打印机来打印智能邮件包裹条形码。每英寸点数是衡量打印机分辨率的标准，特别是在 1 英寸(2.54 厘米)的线性空间内可以产生的单个点数。

9.14.3. Reflectance / Symbol Contrast

9.14.4. 反射率/符号对比度

The Intelligent Mail package barcode must be printed on a substrate (e.g.: shipping label) which is uniform in color. Barcode scanning equipment responds to differences between light reflected from the darkest bar and lightest space within barcode symbols, including quiet zones. Reflectance will be measured on a USPS-specified reflectance meter or barcode verifier.
智能邮件包裹条形码必须打印在颜色一致的基底(例如:运输标签)上。条形码扫描设备对条形码符号内最暗的条和最亮的空间(包括静区)反射的光之间的差异做出反应。反射率将在美国邮政指定的反射率计或条形码检验仪上测量。

The reflectance value of the darkest bar within the barcode symbol (Rmin) must be equal to or less than half the reflectance value of the lightest space (Rmax), when measured in the red spectral range between 630 nanometers (nm) and 675 nm.
当在 630 纳米(nm)和 675 纳米之间的红色光谱范围内测量时，条形码符号内最暗条的反射率值(Rmin)必须等于或小于最亮间隔的反射率值(Rmax)的一半。

$R_{min} \leq 0.5R_{max}$
Rmin ≤ 0.5Rmax

Symbol contrast is the difference between the highest reflectance value (Rmax) and the lowest reflectance value (Rmin) within the barcode symbol, including the quiet zones. The symbol contrast must be greater than or equal to 40 percent.

符号对比度是条形码符号(包括静区)内最高反射值(Rmax)和最低反射值(Rmin)之间的差值。符号对比度必须大于或等于 40%。

$SC = R_{max} - R_{min}$
$SC \geq 40\%$
SC = Rmax - Rmin SC ≥ 40%

9.14.5. Barcode Quality
9.14.6. 条形码质量

At least 70 percent of the barcodes in each mailing must have an overall symbol grade of “B” or better when measured with the appropriate aperture size in the red spectral range between 630 nanometers (nm) and 675 nm. The remainder must measure no less than a symbol grade of “C.” Specified symbol grades are based upon the ISO/IEC 15416 Barcode Print Quality Guideline which recommends a method of measuring the quality parameters of printed barcode symbols.
当在 630 纳米(nm)和 675 纳米之间的红色光谱范围内使用适当的孔径尺寸测量时，每封邮件中至少 70%的条形码必须具有“B”或更好的整体符号等级。其余部分的符号等级不得低于“c”。规定的符号等级基于 ISO/IEC 15416 条形码打印质量指南，该指南推荐了一种测量打印条形码符号质量参数的方法。

The different symbol grades indicate print quality. Only the use of the appropriate aperture for the specific X-dimension of the barcode symbol under consideration will guarantee that the grade obtained from measurement of this symbol is the correct grade according to the ISO/IEC 15416 specified methodology. Therefore, in accordance with this methodology, the mailer should use a 10-mil aperture (0.250 mm) when measuring barcodes printed with
不同的符号等级表示打印质量。根据 ISO/IEC 15416 规定的方法，只有对所考虑的条形码符号的特定 X 维度使用合适的孔径，才能保证从该符号的测量中获得的等级是正确的等级。因此，根据这种方法，当测量条形码时，邮寄者应该使用 10 密耳的孔径(0.250 毫米)
X-dimensions between 0.013 and 0.021 inches (13–21 mils).
x 尺寸在 0.013 和 0.021 英寸(13-21 密耳)之间。

10. Appendix B: Addressing Considerations
11. 附录 B:解决注意事项

The following appendix is provided as a “quick reference guide” to the reader to assist in proper addressing. For complete information on address preparation and formatting, the reader is directed to Publication 28, *Postal Addressing Standards*.

以下附录作为“快速参考指南”提供给读者，以帮助正确处理。关于地址准备和格式的完整信息，读者可以参考第 28 号出版物《邮政地址标准》。

11.1. Address Elements

11.2. 地址元素

A residential delivery address may contain the following information.

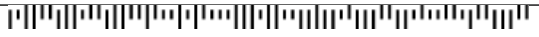
住宅递送地址可能包含以下信息。

Line	Data Element	Example	Requirement
1	Optional Endorsement Line	#BXNHHVF **********C002	Required for certain programs and discounts
2	Key Line Data	#ABCDEFGHIJKLMNO3#/12345678	Required for certain programs and discounts
3	Intelligent Mail barcode (IMb)		Not applicable for parcels but may be required on letters and flats for certain programs and discounts
4	Recipient Line	MS MILDRED DOE	Required
5	Delivery Address Line	12 RESIDENTIAL DR NW	Required
6	City, State, ZIP (or ZIP+4) Line	KRYTON TN 38188-0002	Required
线条	**数据元素**	**例子**	**要求**
一	可选择的 背书行	#BXNHHVF **********C002	要求用于 某些计划和折扣
2	关键线路数据	#ABCDEFGHIJKLMNO3#/12345678	要求用于 某些计划和折扣

3	智能邮件条形码(IMb)		不适用于包裹，但某些信件和扁平邮件可能需要计划和折扣
四	收件人线路	米尔德里德·多伊女士	需要
5	交货地址线条	西北区 12 号住宅区	需要
6	城市、州、邮政编码(或 ZIP+4)行	克里顿 TN 38188-0002	需要

Table 3: Residential Delivery Addressing
表 3:住宅交付地址

A business delivery address may contain the following information:
业务递送地址可能包含以下信息:

Line	Data Element	Example	Requirement
1	Optional Endorsement Line	#BXNHHVF **********C002	Required for certain programs and discounts
2	Key Line Data	#ABCDEFGHIJKLMNO3#/12345678	Required for certain programs and discounts
3	Intelligent Mail barcode (IMb)		Not applicable for parcels but may be required on letters and flats for certain programs and discounts
4	Mailstop Code	MSC 4567ABCD	Optional
5	Attention Line	MS MILDRED DOE	Optional
6	Individual Title	PROFESSIONAL ENGINEER	Optional
7	Functional Title	DESIGN ENGINEERING MGR	Optional
线条	**数据元素**	**例子**	**要求**
一	选择性背书线条	#BXNHHVF **********C002	某些程序需要和折扣
2	关键线路数据	#ABCDEFGHIJKLMNO3#/12345678	某些程序需要和折扣
3	智能邮件条形码(IMb)		不适用于包裹，但在某些项目的信件和平面单上可能需要折扣
四	邮件停止代码	MSC 4567ABCD	可选择的
5	注意线	米尔德里德·多伊女士	可选择的
6	个人头衔	专业工程师	可选择的
七	功能标题	设计工程经理	可选择的

8	Group, Department, Division	BRAKE CONTROL DIVISION	Optional
9	Business / Firm Name	BIG BUSINESS INC	Required
10	Delivery Address Line	12 E BUSINESS LN STE 209	Required
11	City, State, ZIP (or ZIP+4) Line	KRYTON TN 38188-0002	Required
8	集团、部门、分开	制动控制部	可选择的
9	商业/公司名字	大企业公司	需要
10	交货地址线条	STE 东商业区 12 号 209 室	需要
11	城市、州、邮政编码(或 ZIP+4)行	克里顿 TN 38188-0002	需要

Table 4: Business Delivery Addressing
表 4:业务交付寻址

At a minimum the delivery address should always contain the following information:
递送地址至少应始终包含以下信息:

a. Business Name or Recipient Line
b. 企业名称或收件人行
c. Delivery Address Line
d. 交货地址行
e. Last Line (city, state, and ZIP+4)
f. 最后一行(城市、州和邮政编码+4)

Other items, such as the optional endorsements line and key line may be required for certain USPS programs and discounts.
某些 USPS 计划和折扣可能需要其他项目，如可选背书行和关键行。

11.3. Delivery Addresses

11.4. 交货地址

For optimal mail delivery, the following formatting considerations should be observed:
为了达到最佳的邮件传递效果，应该注意以下格式:

a. The delivery address line is critical to mail delivery and should be broken down into its distinct components of address number, pre-direction, street name, suffix, post-direction, secondary address identifier, and secondary address with one space between each of the components.
b. 递送地址行对于邮件递送至关重要，应细分为地址编号、前置地址、街道名称、后缀、后置地址、二级地址标识符和二级地址等不同部分，每个部分之间留一个空格。

c. The delivery address line should be limited to 40 characters. Suggested standard abbreviations to reduce the address line length to 40 characters or less can be found in Publication 28, *Postal Addressing Standards*. However, if all of the delivery address cannot fit in one line, then secondary address information can be placed immediately above the delivery address line.

d. 交货地址行应限制在 40 个字符以内。将地址行长度减少到 40 个字符或更少的建议标准缩写可以在出版物 28“邮政地址标准”中找到。但是，如果一行不能容纳所有的交货地址，那么可以将二级地址信息放在交货地址行的正上方。

e. For domestic addresses, the last line of the address should contain the city, state, and ZIP (or ZIP+4) Code. The city and state should be separated by one space and the state and ZIP Code should be separated by 2 spaces. With the exception of the hyphen used in ZIP+4 formatting, all punctuation may be omitted in the last line of the address block.

f. 对于国内地址，地址的最后一行应该包含城市、州和邮政编码(或邮政编码+4)。城市和州应该用一个空格分隔，州和邮政编码应该用两个空格分隔。除了 ZIP+4 格式中使用的连字符之外，地址块的最后一行可以省略所有标点符号。

g. International addresses should be formatted according to the standards of the destination county and include the country name in English below any other address lines.

h. 国际地址应根据目的地国家的标准进行格式化，并在任何其他地址行下包含英文国家名称。

i. Above the delivery line, optional endorsements and key line data may be placed in accordance with the mail sorting or discount requirement of various USPS programs.

j. 根据各种 USPS 计划的邮件分类或折扣要求，可以在递送行上方放置可选的签注和关键行数据。

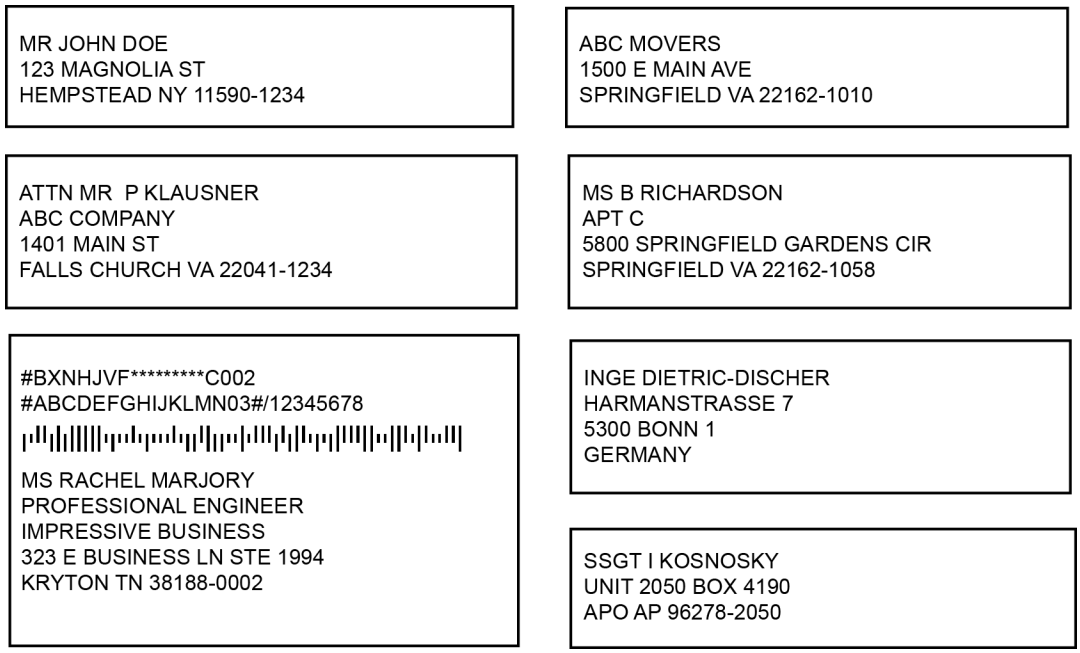


Figure 24: Delivery Addresses
图 24:交付地址

11.5. Return Addresses

11.6. 回信地址

The return address can be constructed in the same format as delivery addresses with the exception of optional endorsements and key line data. A return address is required in any of the following situations:

除了可选的签注和关键行数据之外，寄信人地址的格式可以与投递地址的格式相同。在下列任何情况下，都需要寄信人地址:

- Mail of any class bearing a printed ancillary service request or an ancillary service request embedded within an Intelligent Mail barcode
- 带有打印的辅助服务请求或嵌入智能邮件条形码的辅助服务请求的任何类别的邮件
- Official mail
- 官方邮件
- Mail paid with pre-canceled stamps (except Standard Mail pieces weighing 13 ounces or less and bearing a mailer's postmark)
- 已盖销邮票的邮件(重量不超过 13 盎司并盖有邮戳的标准邮件除外)
- Materials bearing a company permit imprint
- 带有公司许可证印记的材料
- Priority Mail (including Critical Mail)
- 优先邮件(包括关键邮件)
- Periodicals in envelopes or wrappers
- 信封或包装纸中的期刊
- Standard Post
- 标准职位
- Media Mail, Library Mail, and Bound Printed Matter (except unendorsed

Bound Printed Matter)
- 媒体邮件、图书馆邮件和装订印刷品(未背书的装订印刷品除外)
- Parcel Select (including Parcel Select Lightweight and Regional Ground)
- 地块选择(包括地块选择轻量级和区域地面)
- Registered Mail
- 挂号信
- Insured mail
- 保价邮件
- Collect on Delivery (COD) mail
- 货到付款邮件
- Certified Mail if a return receipt is requested
- 如果要求回执，则为挂号信
- Priority Mail Express if a return receipt is requested
- 如果要求回执，优先邮件快递
- Detached Address Labels
- 分离的地址标签
- Adult Signature
- 成人签名

12. Appendix C: Font Considerations
13. 附录 C:字体注意事项

This appendix is included to clarify the definitions, terms, and measurements used in this guide regarding the use of text on labels and to clarify common misconceptions surrounding font and point size which can affect print readability and OCR capabilities.

本附录旨在阐明本指南中关于标签上文字使用的定义、术语和测量方法，并阐明围绕字体和磅值的常见误解，这些误解会影响打印可读性和 OCR 功能。

13.1. Point Size

13.2. 点大小

Point size is a standard measure of type. One point is approximately 1/72nd of an inch. However, that should not be interpreted to imply that a letter printed in a 72-point font will be 1 inch in height.

磅值是字体的标准度量。一点大约是 1/72 英寸。然而，这并不意味着以 72 号字体打印的信件高度为 1 英寸。

Font size includes a letter's ascent and descent. Ascent refers to that part of a character that rises above the capsline, and descent refers to that part of a character that falls below the baseline. Few, if any, letters will comprise the total points inherit in a font. A capital letter is measured from the baseline of a font to its capsline, which is a subset of the total font size or font height.
字体大小包括字母的上升和下降。上升指的是角色上升到顶线以上的部分，下降指的是角色下降到基线以下的部分。很少字母(如果有的话)将构成字体中继承的总点数。大写字母是从字体基线到其顶线的距离，顶线是总字体大小或字体高度的子集。

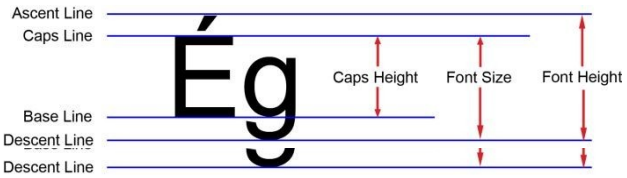


Figure 25: Font Size Basics
图 25:字体大小基础

The size of the ascent and descent are incorporated in the font design and different fonts may be designed with different ascents and descents. For an example, refer to the differences between Times New Roman and Arial fonts below.
上升和下降的大小包含在字体设计中，不同的字体可以设计成不同的上升和下降。例如，请参考下面的 Times New Roman 和 Arial 字体之间的差异。

Figure 26: Font Comparison
图 26:字体比较

Because font sizes may differ, the recommendations in this guide are given in both fonts and wherever possible, recommended size in inches. Careful attention to character sizing will ensure the most efficient processing of labels and parcels by USPS.
由于字体大小可能不同，本指南中的建议以两种字体给出，并尽可能以英寸为单位给出建议大小。仔细注意字符大小将确保美国邮政最有效地处理标签和包裹。

13.3. Sans Serif

13.4. 无衬线字体

Serifs are the short lines at the end of the main strokes of a character. Sans serif (without serif) refers to fonts without these lines. In the above example, Times New Roman is a serif font and Arial is a sans serif font. USPS OCR equipment requires sans serif fonts for optimum readability.

衬线是字符主要笔画末端的短线。无衬线(无衬线)是指没有这些线条的字体。在上面的例子中，Times New Roman 是衬线字体，Arial 是无衬线字体。USPS OCR 设备需要无衬线字体以获得最佳可读性。

13.5. Recommendations

13.6. 推荐

Fonts such as Arial, Verdana, Helvetica, Avant Garde, Century Gothic and Geneva are recommended for use in creating USPS labels.

建议在创建 USPS 标签时使用 Arial、Verdana、Helvetica、Avant Garde、Century Gothic 和 Geneva 等字体。

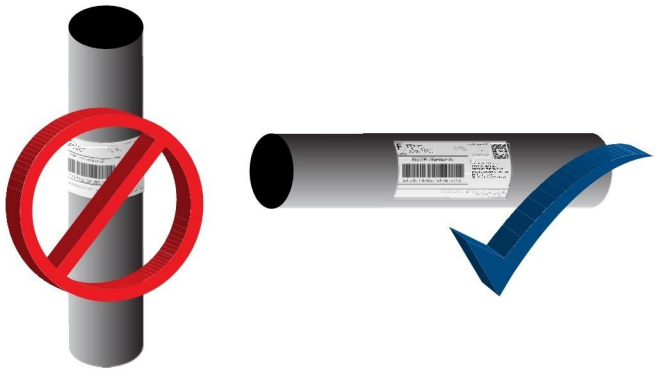
14. Appendix D: Label Placement

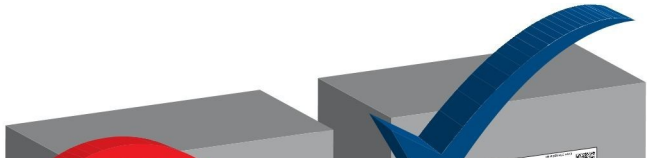
15. 附录 D:标签位置

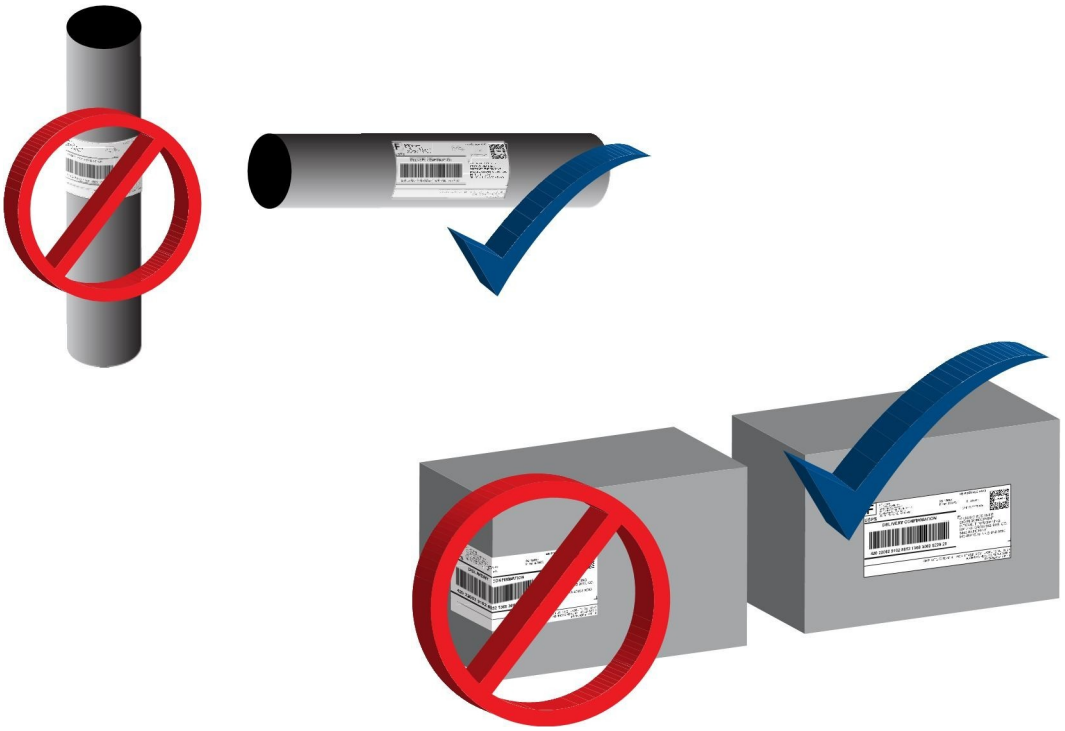
Improperly applied shipping labels can cause scanning problems and affect the quality of tracking data provided by USPS. The following label placement guidelines will help ensure maximum label scanning and processing.

不适当地应用运输标签会导致扫描问题，并影响 USPS 提供的跟踪数据的质量。以下标签放置指南将有助于确保最大限度地扫描和处理标签。

a. Always place the label fully on the address side of the package without overlapping the side or any other label.
b. 始终将标签完全贴在包裹的地址面上，不要与地址面或任何其他标签重叠。
c. If for some reason, the Intelligent Mail package barcode appears on a separate label from the delivery address, you should place the barcode above or to the left of the delivery address with less than 1/2 inch between the label and the address.
d. 如果由于某种原因，智能邮件包裹条形码出现在与递送地址不同的标签上，您应该将条形码放在递送地址的上方或左侧，标签和地址之间的距离小于 1/2 英寸。
e. Do not cover USPS barcodes with tape or plastic wrap that may negatively impact readability of these barcodes.
f. 不要用胶带或塑料包装覆盖 USPS 条形码，这可能会对这些条形码的可读性产生负面影响。
g. When placing a barcode onto a convex or round object (such as a mailing tube), it is very important that the barcode be placed on the package such that the bars of the barcode are perpendicular to the curve of the item (note: if a parcel curves in more than one direction, you should consider placing the item within a box or other flat-sided container).
h. 将条形码放在凸起或圆形物体(如邮寄管)上时，将条形码放在包裹上非常重要，这样条形码的条就垂直于物品的曲线(注意:如果包裹在多个方向弯曲，您应该考虑将物品放在盒子或其他平面容器中)。







16. Appendix E: Service Banner Extensions
17. 附录 E:服务横幅扩展

Effective July 28, 2013, USPS provided for service standards and service commitments to be added to Priority Mail and Priority Mail Express service banners. Service standards and commitments must be determined using approved USPS time-in-transit sources such as the Rate Engine, Web Tools or Service Standards and Exceptions files.

自 2013 年 7 月 28 日起，USPS 规定将服务标准和服务承诺添加到优先邮件和优先邮件快递服务横幅中。服务标准和承诺必须使用批准的 USPS 在途时间来源确定，如费率引擎、网络工具或服务标准和例外文件。

Service banner extensions, also known as “day-specific” banners, are required for all USPS created Priority Mail and Priority Mail Express labels as well as those created by USPS PC Postage providers. They are optional for manifest vendors and custom-built applications.
所有 USPS 创建的优先邮件和优先邮件快递标签以及由 USPS PC 邮资提供商创建的标签都需要服务横幅扩展，也称为“特定日期”横幅。它们对于清单供应商和定制的应用程序是可选的。

Due to the increased size of the mail class name, the 20-point font rule for the service banner has been relaxed for service banners bearing a service standard exception. The largest font available should be used which allows the entire banner text to fit on one line with a minimum of 1/16” clear space between the banner and its borders.
由于邮件类别名称的大小增加，对于带有服务标准例外的服务横幅，服务横幅的 20 磅字体规则已经放宽。应使用可用的最大字体，使整个横幅文本适合一行，横幅与其边框之间至少留有 1/16 英寸的空白空间。

The following rules govern the use of the service banner extensions:
以下规则控制服务横幅扩展的使用:

a. When using a service banner extension, the “USPS” prefix should not be included in the banner text.
b. 使用服务标题扩展时，标题文本中不应包含“USPS”前缀。
c. “1-DAY” will be appended to shipments with a 1 business day transit time within the 50 United States and possessions, territories, and freely associated states except as identified in the table below.
d. “1 天”将被附加到在美国 50 个州和属地、领地以及自由联系州内运输时间为 1 个工作日的货件上，除非下表中另有规定。
e. “2-DAY” will be appended to shipments with a 2 business day transit time within the 50 United States and possessions, territories, and freely associated states except as identified in the table below.
f. “2 天”将被附加到在美国 50 个州和属地、领地以及自由联系州内运输时间为 2 个工作日的货件上，除非下表中另有规定。
g. “3-DAY” (Priority Mail only) will be appended to shipments with a 3 business

day transit time within the 50 United States and possessions, territories, and freely associated states except as identified in the table below.

h. “3 天”(仅限优先邮件)将附加到在美国 50 个州和属地、地区以及自由联系州内运输时间为 3 个工作日的货件上，除非下表中另有规定。

i. “MILITARY” will be appended to shipments destined to an APO or FPO except those originating in select possessions, territories, and freely associated state post codes as identified in the table below.

j. “军用”将被附加到运往 APO 或 FPO 的货物上，但源自下表中确定的选定属地、领土和自由联系州邮政编码的货物除外。

k. “DPO” will be appended to shipments destined to a DPO except those originating in select possessions, territories, and freely associated state post codes identified in the table below.

l. “DPO”将被附加到目的地为 DPO 的货件上，除非这些货件来自下表中确定的特定属地、地区和自由联系的州邮政编码。

m. “INTL” will be appended to all Priority Mail International and Priority Mail Express International shipments.

n. “INTL”将附加到所有优先邮件国际和优先邮件快递国际货件上。

o. When the transit time cannot be determined, the 1-DAY, 2-DAY and 3-DAY extensions should be omitted.

p. 当运输时间无法确定时，应省略 1 天、2 天和 3 天延期。

The following banners are trademarked. The trademark is optional on the label but when used must be included as shown below.
以下横幅是注册商标。商标在标签上是可选的，但使用时必须包括在内，如下所示。

a. PRIORITY MAIL 1-DAY™

b. 1 天优先邮件

c. PRIORITY MAIL 2-DAY™

d. 优先邮件 2 天

e. PRIORITY MAIL 3-DAY™

f. 3 天优先邮件

g. PRIORITY MAIL MILITARY®

h. 军事优先邮件

i. PRIORITY MAIL DPO®
j. DPO 优先邮件
k. PRIORITY MAIL INTL™
l. 国际优先邮件
m. PRIORITY MAIL EXPRESS 1-DAY™ (recommended banner font is 16 points)
n. PRIORITY MAIL EXPRESS 1-DAY(推荐的横幅字体为 16 磅)
o. PRIORITY MAIL EXPRESS 2-DAY™ (recommended banner font is 16 points)
p. PRIORITY MAIL EXPRESS 2-DAY(推荐的横幅字体为 16 磅)
q. PRIORITY MAIL EXPRESS INTL™ (recommended banner font is 16 points)
r. PRIORITY MAIL EXPRESS INTL(推荐的横幅字体为 16 磅)
s. PRIORITY MAIL EXPRESS DPO™ (recommended banner font is 16 points)
t. DPO 优先邮件快递(推荐的横幅字体为 16 磅)
u. PRIORITY MAIL EXPRESS MILITARY™ (recommended banner font is 14 points)
v. PRIORITY MAIL EXPRESS MILITARY(推荐的横幅字体为 14 磅)

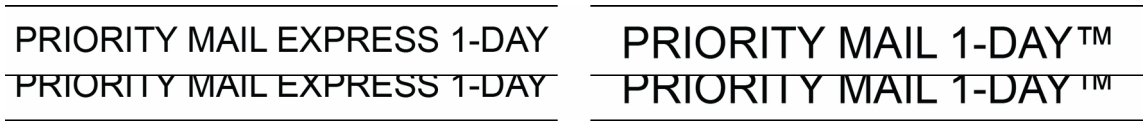


Figure 27: Day-Specific Service Banner
图 27:特定日期的服务横幅

Specific examples of labels can be found in Appendix F.
标签的具体例子可以在附录 f 中找到。

18. Appendix F: Sample Labels
19. 附录 F:样本标签

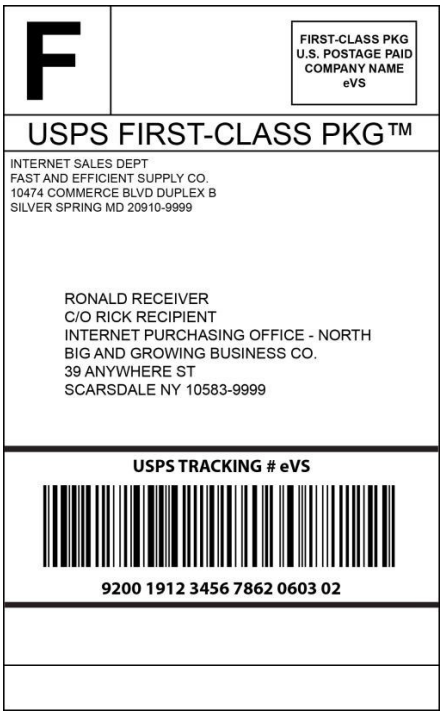


Figure 28: First-Class Package eVS

图 28:一级封装电动汽车

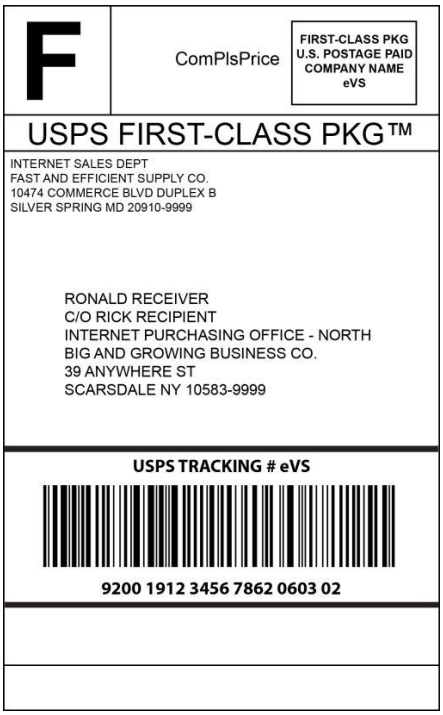


Figure 29: First-Class Commercial Plus

图 29:一级商用升级版

Figure 30: Priority Mail Express eVS

Figure 31: Priority Mail Express eVS with Service Banner Extension

图 30:优先邮件快递 eVS 图 31:具有服务横幅扩展的优先邮件快递 eVS

Figure 32: Priority Mail Cubic

Figure 33: Signature Confirmation eVS

图 32:优先邮件立方体图 33:签名确认 eVS

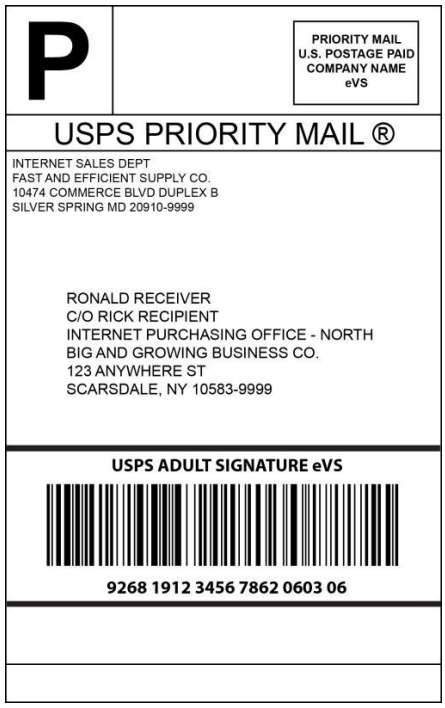


Figure 34: Adult Signature eVS

图 34:成人签名电动车

Figure 35: Hold For Pickup

图 35:等待提货

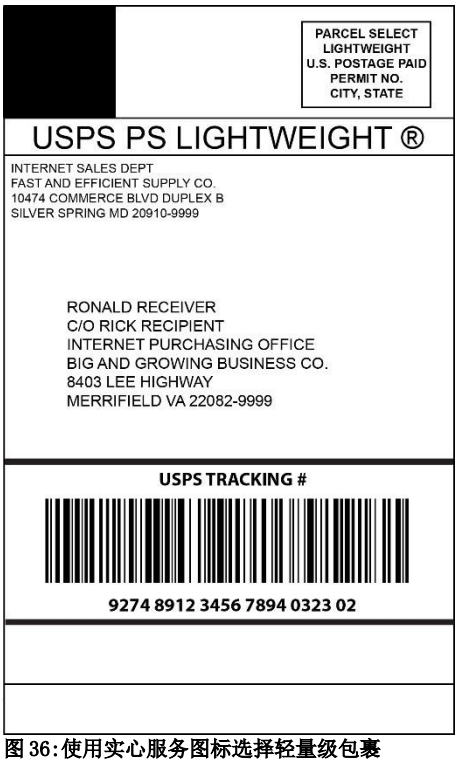


图 36:使用实心服务图标选择轻量级包裹

Figure 38: Priority Mail with Service Banner Extension

图 38:带有服务横幅扩展的优先邮件

Figure 37: Parcel Select Lightweight with Intersected Diagonal Lines Service Icon

图 37:具有相交对角线的轻量级宗地选择服务图标

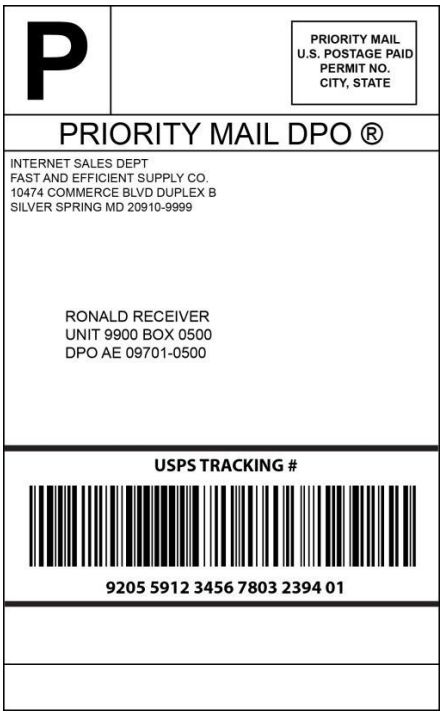


Figure 39: Priority Mail with Service Banner Extension Destined to a DPO

图 39:目的地为 DPO 的带有服务横幅扩展的优先邮件

Figure 40: Priority Mail with Service Banner Extension Destined to an APO or FPO

图 40:目的地为 APO 或 FPO 的带有服务横幅扩展的优先邮件

Figure 41: Priority Mail Express with Service Banner Extension Destined to an APO or FPO

图 41:目的地为 APO 或 FPO 的带有
服务横幅扩展的优先邮件快递

Figure 42: Cubic Soft Pack

图 42:立方体软包装图 43:显示地址标记的标签

Figure 43: Label Showing Address Marks

20. Appendix G: Reference Documents

21. 附录 G:参考文件

The following documents providing input to this guide may be of interest to the reader:

读者可能会对以下为本指南提供信息的文档感兴趣:

a. DMM 202, *Elements on the Face of a Mailpiece*
b. DMM 202，邮件正面的元素
c. DMM 602, *Addressing*
d. 数字万用表 602，寻址
e. DMM 604, *Postage Payment Methods*
f. DMM 604，邮资支付方式
g. DMM 708, *Technical Specifications*
h. 数字万用表 708，技术规格
i. GS1: General Specifications
j. GS1:一般规格
k. ISO/IEC 15416, *Information Technology - Automatic Identification and Data Capture Techniques – Barcode Print Quality Test Specification – Linear Symbols*
l. ISO/IEC 15416，信息技术-自动识别和数据采集技术-条形码打印质量测试规范-线性符号
m. ISO/IEC 15417, *Information Technology – Automatic Identification and Data Capture Techniques – Barcode Symbology Specification Code 128*
n. ISO/IEC 15417，信息技术-自动识别和数据采集技术-条形码符号规范代码 128
o. Publication 28, *Postal Addressing Standards*
p. 出版物 28，邮政地址标准
q. Publication 97, *Priority Mail Express Manifesting Business and Technical Guide*
r. 出版物 97，优先邮件快递显示业务和技术指南
s. Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers*
t. 出版物 199,《确认服务和电子验证系统(eVS)邮寄人的智能邮件包裹条形码(IMpb)实施指南》
u. Publication 205, *Electronic Verification System (eVS) Business and Technical Guide*
v. 出版物 205，电子验证系统(eVS)业务和技术指南
w. USPS2000508, *Intelligent Mail Package Barcode Specification*
x. USPS2000508，智能邮件包装条形码规范

22. Appendix H: Revision History
23. 附录 H:修订历史

Version	Author	Change Summary
1.0	P. Klausner	Original source document published 2012
1.1	P. Klausner	Corrected IMpb construct Figure 20.
2.0	P. Klausner / Y. Bakalov	Incorporated or revised the following standards: Priority Mail Express, day-specific service banner extensions, route code, retail distribution code, Critical Mail, MRS IMpb. Removed obsolete content pertaining to the discontinued POSTNET™ and Legacy Confirmation Services Barcodes.
版本	作者	变更摘要
1.0	页（page 的缩写）克劳斯纳	2012 年发布的原始源文档
1.1	页（page 的缩写）克劳斯纳	修正了 IMpb 构造图 20。
2.0	页（page 的缩写）克劳斯纳/Y.巴卡洛夫	合并或修订了以下标准:优先邮件快递、特定日期服务横幅扩展、路线代码、零售配送代码、关键邮件、MRS IMpb。删除了与已停产的 POSTNET 相关的过时内容 传统确认服务条形码。

Table 5: Revision History
表 5:修订历史