Postage Imprint/Indicia Quick Reference Guide



Postage imprints—sometimes referred to as "permit imprints" or "indicia"—are printed in the upper right corner of a mail piece. A convenient alternative to postage stamps and metering, they may be used for large First Class and Non-Profit mailings and on other qualified bulk mailings. They may not be used on single-piece mailings. Contact Mailing Services for the permit number when using an indicia.

First Class

• Minimum of 200 domestic pieces

First Class Mail US
Postage PAID
University of
Southern California

Presorted First Class

- Minimum of 500 domestic pieces
- Return address required on mail panel
- Endorsement required

Presorted First Class Mail US Postage PAID University of Southern California

Nonprofit

- Minimum of 200 domestic pieces or 50 lbs total is required to qualify for this permit rate
- All pieces must be uniform in size and weigh less than 16 oz. and be at least .0007" thick
- Return address must be visible
- "The University of Southern California" is required in return address

Non-Profit Organization
US Postage PAID
University of
Southern California

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