USPS Delivery Date Planning Checklist

How to Make Sure Your Mail Arrives When It Needs To

Define In-Home Date/Date Received By

- ☐ Identify the date the mail must be received
- ☐ Note any legal, regulatory, or promotional deadlines
- ☐ Confirm arrival as before or by that date

Select USPS Mail Class

- ☐ First-Class Mail
  (faster, time-sensitive, compliance mail)
- ☐ USPS Marketing Mail
  (lower cost, longer delivery window)
- ☐ Nonprofit Marketing Mail
  (discounted, similar timing to Marketing Mail)
- ☐ Carrier Route or EDDM
  (localized timing considerations)

Obtain Verified USPS Acceptance

- ☐ Secure acceptance scans/signed USPS forms
- ☐ Confirm mail is officially in USPS possession
- ☐ Retain acceptance records (compliance/audits)

Confirm Documentation & Postage

- ☐ Verify postage statements and permits
- ☐ Submit accurate eDoc to USPS
- ☐ Confirm automation and presort discounts

Schedule USPS Acceptance Date

- ☐ Confirm USPS acceptance date required to meet inhome/received by timing
- ☐ Verify USPS cutoff times at facility (BMEU/MEU)
- ☐ Schedule acceptance appointments

Plan for Drop Shipments (If Applicable)

- ☐ Coordinate transportation to USPS entry points
- ☐ Confirm destination entry timelines
- ☐ Allow extra time for verification at facilities

Partner with a USPS-Certified Mail Service Provider

- ☐ Experts manage timing, compliance, acceptance
- ☐ Reduce risk of missed/delayed deadlines
- ☐ Gain realistic delivery expectations, peace of mind

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