

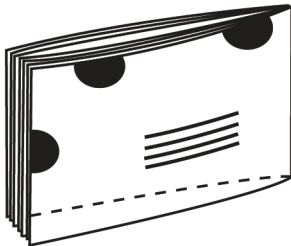


BOOKLETS

— Tabs, Wafer Seals & Glue Strips Placement

OBLONG BOOKLETS

Maximum weight—3 ounces
Maximum height—6 inches
Maximum length—10.5 inches



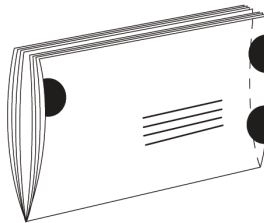
Cover:
5" to 9" long: 60-pound paper
Over 9" up to 10.5": 70-pound paper

Place two 1.5" non-perforated tabs on the top edge and one tab on trailing edge. Position top tabs 1" from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.

SIMPLE SPINE BOOKLETS

Maximum weight—3 ounces
Maximum height—6 inches
Maximum length—9.5 inches

Basic



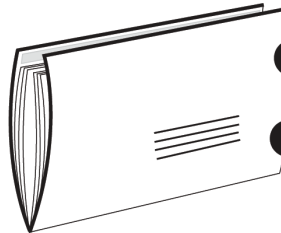
Cover:

5" to 9" long at least 50-pound paper
Over 9" up to 10.5" at least 60-pound paper
The front cover may be up to a maximum of 0.25" shorter than pages and rear cover.
Nonperforated 1.5" tabs.
Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.

HEAVY WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 1.6 ounces up to 3 ounces
Maximum height—6 inches
Maximum length—10.5 inches

Cover-to-Cover



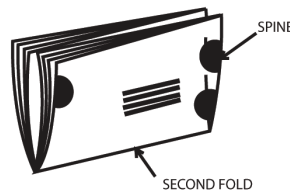
Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

FOLDED BOOKLETS

Maximum weight—3 ounces
Maximum height—6 inches
Maximum length—10.5 inches

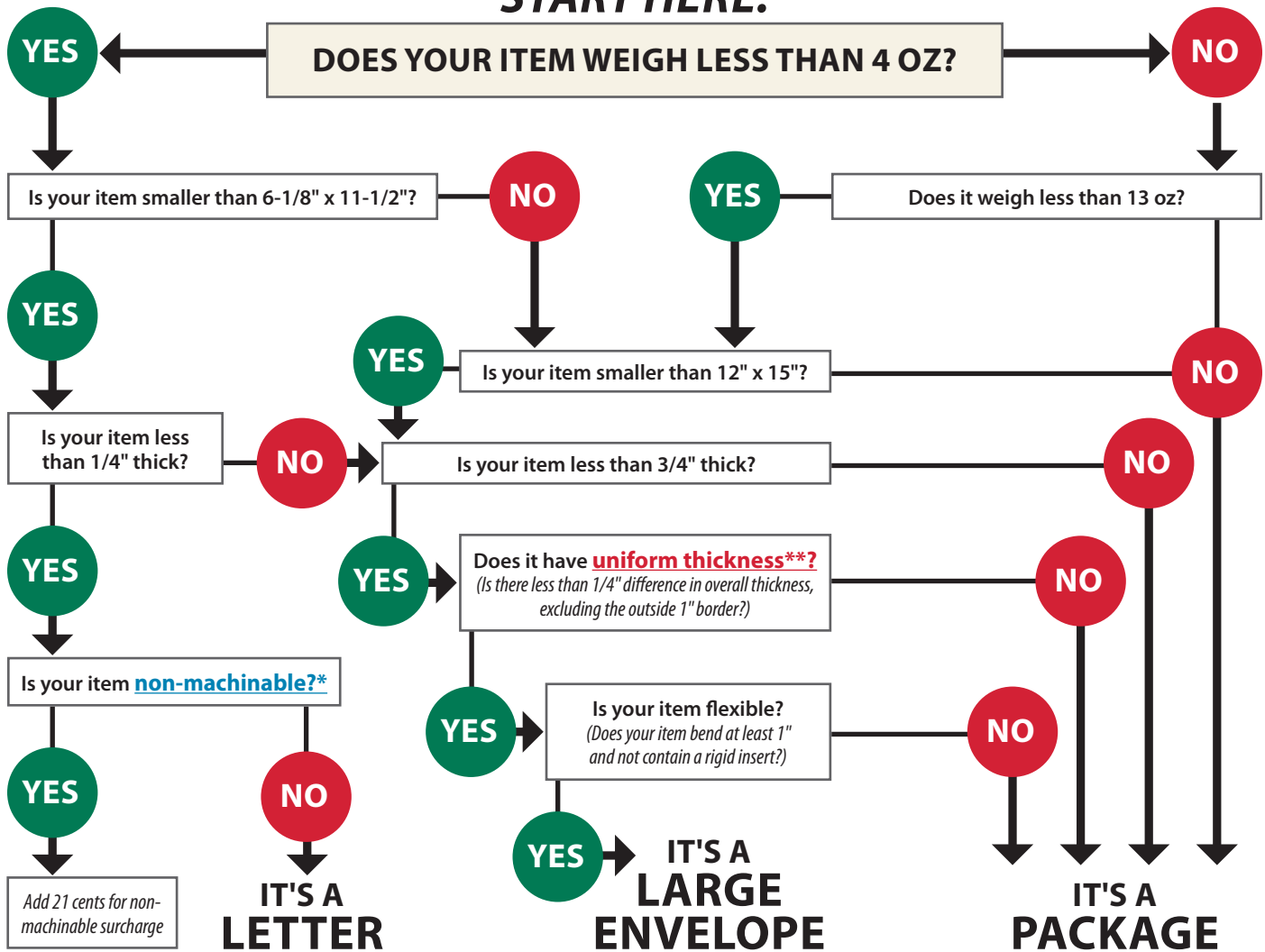
Vertical Spine



Cover paper weight—40-pound paper
Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.

CLASSIFY YOUR MAIL BY WEIGHT, SIZE & THICKNESS

START HERE:



***Non-Machinable as applied to Letters is defined as:** Shape is square, or has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5; is polybagged, polywrapped, or enclosed in any plastic material; has clasps, strings, buttons, or similar closure devices; contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see 601.2.3); is too rigid; has thickness less than 0.009 inch; has a delivery address parallel to the shorter dimension of the mailpiece; is a self-mailer that is not prepared according to the 201.3.14; or is a booklet-type piece that is not prepared according to 201.3.15. **Source: DMM 101.1.2. Current rates at: pe.usps.gov**

****Uniform Thickness as applied to Large Envelopes is defined as:** must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4" variance in thickness. When determining variance in thickness, exclude the outside edges of the mailpiece (1" from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 301.1.2) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2" within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see 601.2.3). **Source: DMM 101.2.4**

CLASSIFY YOUR MAIL