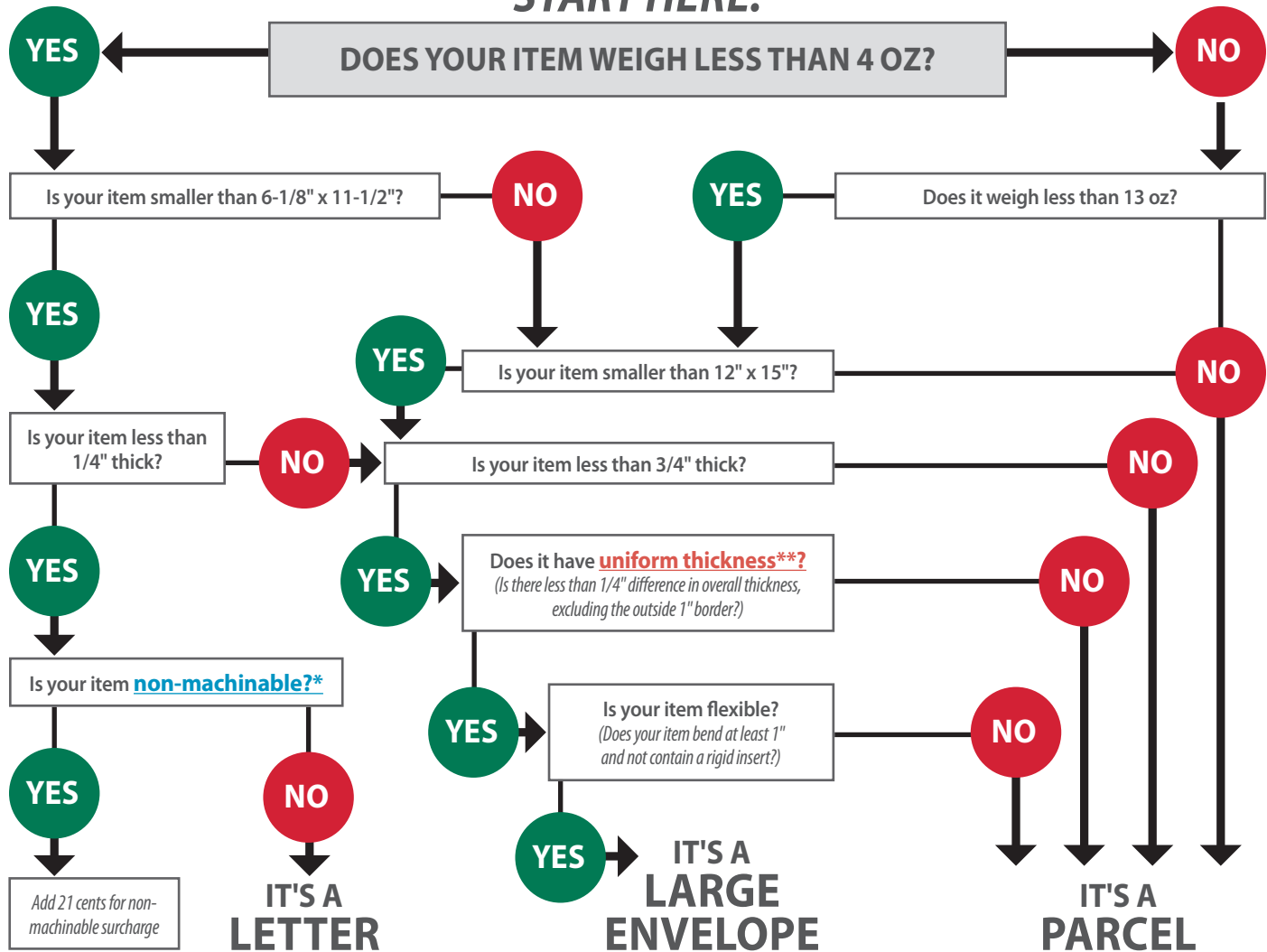


CLASSIFY YOUR MAIL BY WEIGHT, SIZE & THICKNESS

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; 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 or booklet type piece that is not prepared according to USPS regulations. Source: DMM 101.1.2

****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 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. Source: DMM 101.2.4

QUICK MAILING REFERENCE

CLASSIFY YOUR MAIL