

ENVELOPE SIZES

Catalogs / Booklets / Coins

10" x 13"
9.5" x 12.5"
9" x 12"
An Open Side or Booklet Envelope has the flap opening on the long dimension of the envelope.

7.5" x 10.5"
6.5" x 9.5"
6" x 9"
An Open End Envelope has the flap opening on the short dimension of the envelope.

5.5" x 7.5"
4.625" x 6.75"
#5 1/2 (F) 3.125" x 5.5"
#3 (B) 2.5" x 4.25"
#1 (A) 2.25" x 3.5"
#00 1.6875" x 2.75"

6.125" x 9.5"
8.75" x 11.5"
9" x 12.625"
11.5" x 14.5"
10" x 15"
12" x 15.5"
Also Available

Squares

7.5" x 7.5"
6.5" x 6.5"
6" x 6"
5.5" x 5.5
5" x 5"

Square Flap

9" x 9"
10" x 10"
13" x 13"
Also Available

Announcements

A-10 6" x 9.5"
A-8 5.5" x 8.125"
A-7 5.25" x 7.25"
A-6 4.75" x 6.5"
A-2 4.375" x 5.75"

Square Flap

A-9 5.75" x 8.75"
Machine Insertables Announcements Also Available.

Commercials

#14 5" x 11.5"
#12 4.75" x 11"
#11 4.5" x 10.375"
#10 4.125" x 9.5"
#9 3.875" x 8.875"
#8 5/8 3.625" x 8.625"
#7 1/2 3.9375" x 7.5"
#7 3.75" x 6.75"
#6 3/4 3.625" x 6.5"
#6 1/4 3.5" x 6"
#5 3.125" x 5.5"

Learn about the USPS Every Door Direct Mailing Program. Visit: usps.com/everydoordirectmail

Measuring Commercial Window Envelopes

Commercial #10 Window Envelopes are available in eight standard window positions.

1 1/8" x 4 3/4"
3/4" Left
1/2" Bottom
#10 (A) 4.125" x 9.5"

Flap

A - 1.125" x 4.75" window - .75" from left, .5" from bottom
B - 1.125" x 4.5" window - .875" from left, .625" from bottom
C - 1.125" x 4.5" window - .875" from left, .5" from bottom
D - 1.375" x 4.5" window - .875" from left, .5" from bottom
E - 1.25" x 4.5" window - .75" from left, .75" from bottom
F - 1.25" x 4" window - .75" from left, .5" from bottom
G - 1.125" x 4.75" window - 4" from left, .5" from bottom
Showcase - 2.625" x 7.5" window - 1" from left, .75" from bottom


Baronials

#7 1/2 5.5" x 7.5"
Linwood #7 5.25" x 7.5"
#6 3/4 4.75" x 6.75"
#6 4.75" x 6.5"
#5 1/2 4.375" x 5.75"
President 4.25" x 6.75"
#5 4.125" x 5.625"
#4 3.625" x 5.125"
Slim Jim 3" x 6.75"
Gladstone 3.5625" x 5.5625"

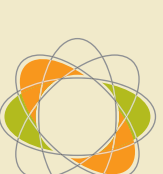
Name
Company Name
Address
City, State, Zip

Company Info
Products & Services

EDDM Info

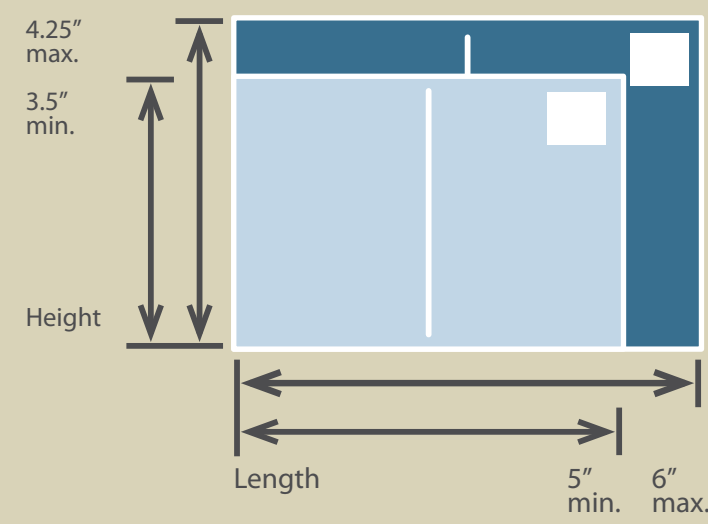
 **The Advisement Center**
For Print Entrepreneurs
127 Church Street, Suite 250
Marietta, GA 30060

company info

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USPS STANDARD DIMENSIONS & FACTS

sizes for postcards

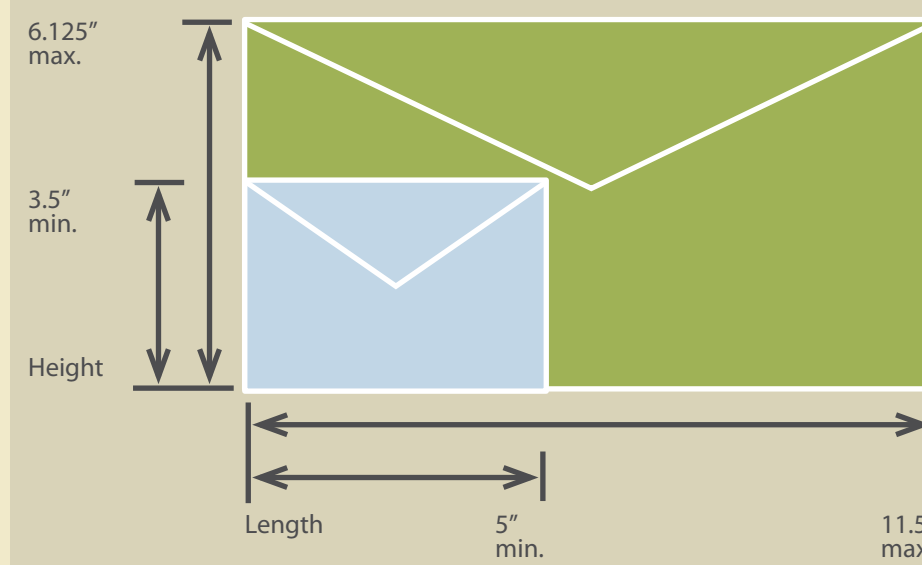


	Minimum	Maximum
LENGTH	5 in.	6 in.
HEIGHT	3.5 in.	4.25 in.
THICKNESS	0.007 in.	0.016 in.

Sizes for postcards:

- Rectangular
- At least 3.5" high x 5" long x 0.007" thick
- No more than 4.25" high x 6" long x 0.016" thick
- Pieces exceeding 4.25" high or 6" long are charged as letter rates

commercial letters



	Minimum	Maximum
LENGTH	5 in.	11.5 in.
HEIGHT	3.5 in.	6.125 in.
THICKNESS	0.007 in.	0.25 in.

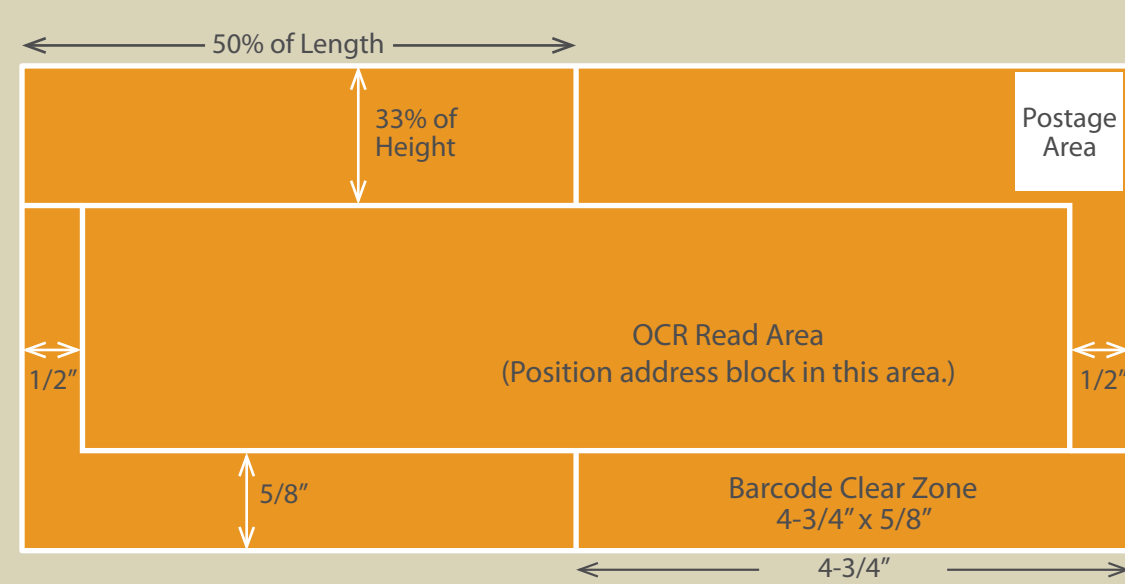
To be eligible for mailing at the price of letters, a piece must be:

- Rectangular
- At least 3.5" high x 5" long x 0.007" thick
- No more than 6.125" high x 11.5" long x 0.25" thick
- Pieces exceeding 4.25" high or 6" long must be at least .009" thick
- Aspect ratio (length divided by height) must be between 1.3 and 2.5, or piece is non-machinable
- Letter size pieces exceeding 3.5 ounces are charged as flats

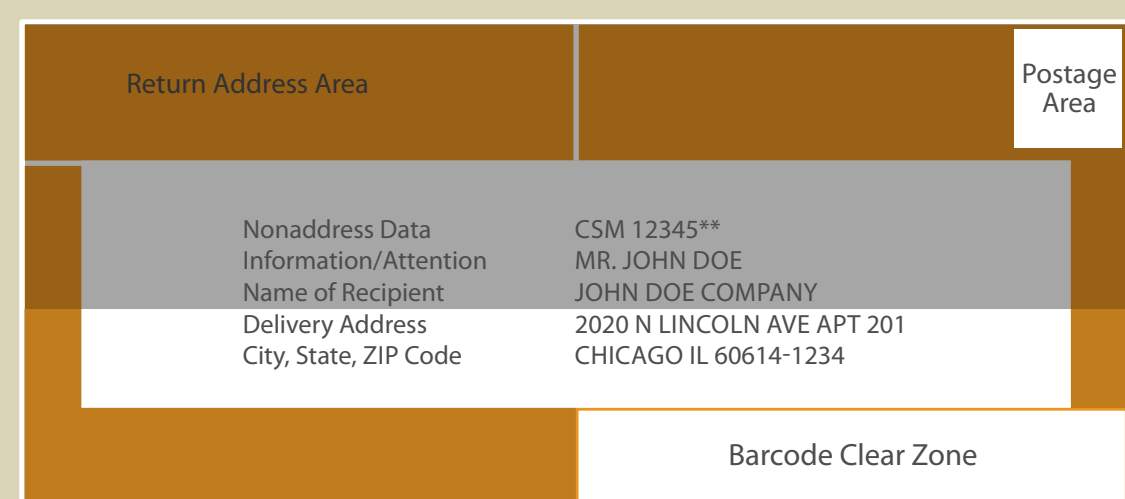
Maximum Weight:

- **First Class:** 3.3 oz Non-Automation or 3.5 oz Automation
- **Standard:** 3.3 oz Non-Automation or 3.5 oz Automation

Commercial Letters & Postcards

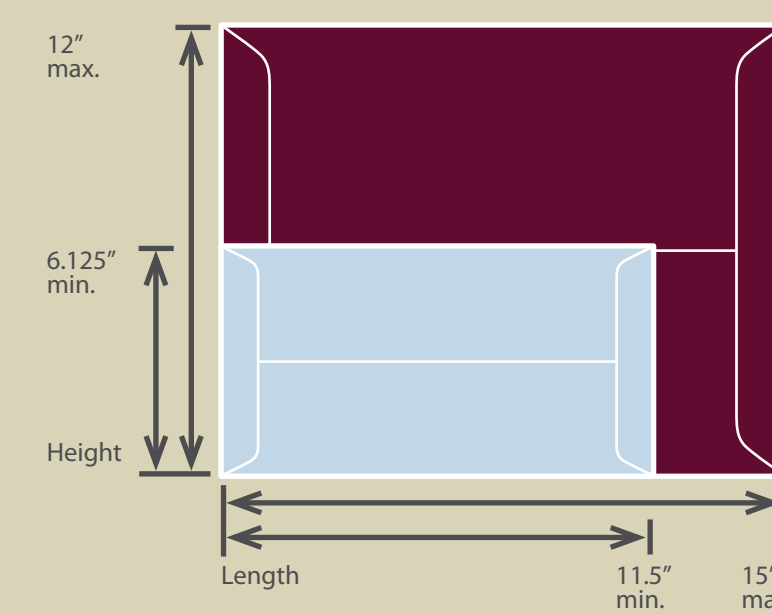


1. For MLOCR Fastforward users, the name of the recipient must appear in the OCR reader area.



- Dark shaded area indicates "free space" for non-address printing.
- Light shaded area includes preferred clear zone to enhance readability.

address placement



	Minimum	Maximum
LENGTH	11.5 in.	15 in.
HEIGHT	6.125 in.	12 in.
THICKNESS	.25 in.	.75 in.

"Flats" or "large envelopes" refer to large envelopes, newsletters, and magazines. Flats must:

- Have one dimension that is greater than 6.125" high OR 11.5" long OR .25" thick
- Be no more than 12" high x 15" long x .75" thick
- Pieces that exceed the flat size dimension are charged as parcels
- Flats that are not flexible, not rectangular and not uniform in thickness are charged as parcels
- All Automation flats must bear barcodes - as currently required for automated letter
- Automation flats must have a POSTNET or Intelligent Mail barcode with a delivery point routing code

Maximum Weight:

- **First Class:** Less than 13 ounces
- **Standard:** Less than 16 ounces

large envelopes & flats

classes of mail

First-Class Mail Facts

- Minimum Weight: None.
- Maximum Weight: 13 ounces (over 13 ounces, First-Class Mail becomes Priority Mail).
- Letter Maximum Weight: 3.5 ounces.
- Minimum Quantity to Mail at Commercial Prices: 500 pieces.
- First-Class Mail letter-size pieces that are square, rigid or meet at least one of the nonmachinable characteristics are subject to the nonmachinable surcharge.
- Flat-size pieces that are rigid, nonrectangular, or have uneven thickness will pay the parcel price.
- First-Class Mail prices are the same regardless of how far the mail travels.
- First-Class Mail postage includes forwarding and return services.

Priority Mail Facts

- Minimum Weight: None.
- Maximum Weight: 70 pounds.
- Required Marking: "Priority Mail".
- Priority Mail offers the best value.
- Priority Mail postage includes forwarding and return service.
- Priority Mail postage is determined by how far the mailpiece must travel to get to its destination.
- Special prices for Priority Mail Flat Rate Envelopes or boxes. Regardless of weight (up to 70 lbs.) or domestic destination, any amount of material that fits into a USPS-provided Priority Mail Flat Rate Envelope or box can be mailed for one low price.

Standard Mail Facts

- Minimum Weight: None.
- Maximum Weight: Less than 16 ounces.
- Minimum Quantity: 200 pieces or 50 pounds of mail.
- Standard Mail is mail not required to be mailed as First-Class Mail or Periodicals. Lower nonprofit prices are available for Standard Mail but require specific authorization.
- Mailers use Standard Mail to send:
 - Printed matter, flyers, circulars, advertising
 - Newsletters, bulletins, and catalogs
 - Small parcels
- All Standard Mail prices are bulk prices, and each mailing must meet a minimum quantity of 200 pieces or 50 pounds of mail. There is no single-piece Standard Mail postage. In Standard Mail, there are prices for letters, flats/large envelopes, parcels, Marketing parcels and Parcel Select Lightweight parcels.
- Standard Mail is not forwarded or returned unless you request it with an ancillary service endorsement. Forwarding and return services may result in additional fees or postage.

Periodical Facts

- Minimum Weight: None.
- Maximum Weight: 70 pounds.
- The Periodicals class of mail is designed for newspapers, magazines, and other periodical publications whose primary purpose is transmitting information to an established list of subscribers or requesters. Periodical must be published at regular intervals, at least four times a year from a known office publication, and be formed of printed sheets. There are specific standards for circulation, record keeping, and advertising limits. There are special lower postage prices for Nonprofit, Science-of-Agriculture, and Classroom Periodicals.
- There is a formal application procedure and a nonrefundable application fee to become authorized for Periodical mailing privileges.

self-mailers

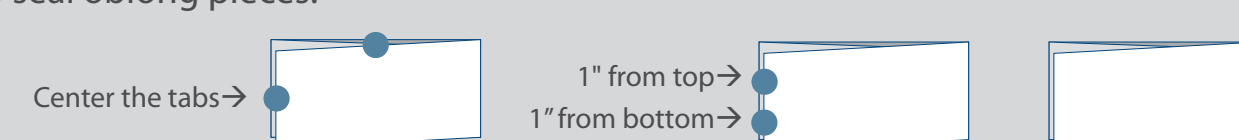
A folded self-mailer is formed of panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece. The number of sheets in the mailpiece and the number of the times the sheets are folded determine the number of panels. Sheets that are bound by one or more staples are not considered folded self-mailers.

- Each folded section of a sheet is a separate panel; both sides of the panel count as one and the same panel
- The final fold panel creates the back (non-address) side of mailpiece by folding from bottom to top, or lead to trail edge
- The final folded edge must be the bottom of a folded self-mailer unless prepared as an oblong
- The final folded edge of an oblong folded self-mailer must be the leading (right) edge

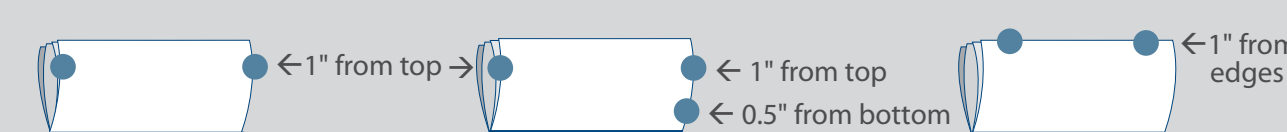
Height	Length	Thickness	Weight
min. of 3.5 in.	min. of 5 in.	min. of 0.007 in. (0.009 in. if the height exceeds 4.25 in. or if the length exceeds 6 in.)	max. 3 oz.
max. of 6 in.	max. of 10.5 in.	max. of 0.25 in.	

- Rectangular, with four square corners and parallel opposite sides
- Maximum number of panels = 12 for most designs
- Paper cover basis weight - Book grade (Text, Offset)
 - 70lb. min for 1oz. mailpiece
 - 80lb. min over 1oz. and up to 3oz.
 - Newsprint paper allowed on quarter-fold design only
 - 55lb. minimum paper

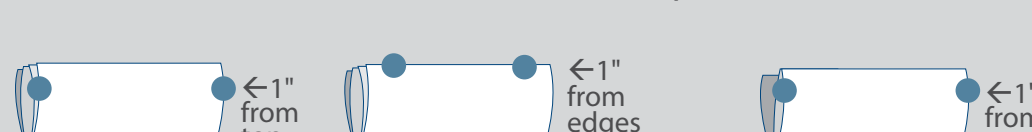
- 1" tabs can be used on mailpieces weighing up to 1oz.
- 1.5" tabs are required on mailpieces weighing over 1oz. and up to 3oz.
- Tabs may not be placed on the bottom of an oblong piece



- To seal quarter-fold pieces:
 - Final folds must be on the lead and bottom edge of piece



- To seal bi-fold and tri-fold pieces:
 - Final fold must be on the bottom of mail piece



- Folded self-mailers can no longer have an open bottom and therefore cannot have tabs on the bottom
- All folded self-mailers must have a minimum of two tabs, or three glue spots/lines, when tabs are used as the sealing method
- The requirement for all folded self-mailers and booklets is to use non-perforated tabs
- Paper basis weight requirements change based on mailpiece design and weight of mailpiece (basis weight increases when piece weight is over 1oz.) from 70lb. to 80lb.

Self-Mailers

Tips

Sealing Guidelines