

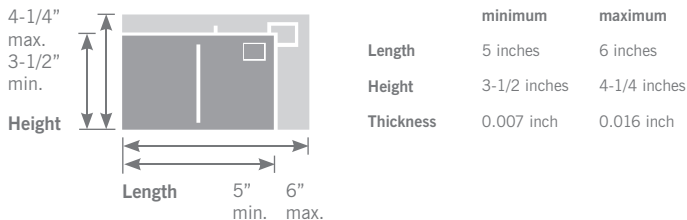
Mailing Cheat Sheet

Mail Piece Dimensions:

Postcards

- Aspect ratio (length divided by height) must always be between 1.3 and 2.5 for automation postcards. If not, there is a non-standard surcharge added to each piece and the amount varies by class of mail
- You only receive a postcard postage discount for Presort First Class or First Class Mail

Card Dimensions



Letters

- Aspect ratio (length divided by height) must always be between 1.3 and 2.5 for automation letters. If not, there is a non-standard surcharge added to each piece and the amount varies by class of mail
- Stock Requirements
 - If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17-by 22 inch sheets) or 70 pounds (measured weight for 500 25-by 38 inch sheets)
 - If formed of multiple sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17-by 22 inch sheets) or 60 pounds (measured weight for 500 25-by 28 inch sheets)
 - Minimum mail piece thickness is .007 inch OR If the piece is more than 4.25 inches high or more than 6 inches long the minimum paper thickness of the piece is .009 inch

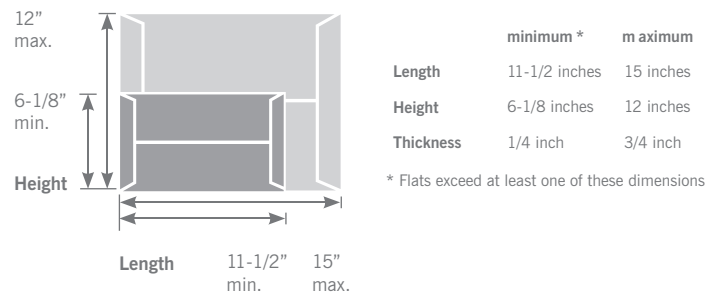
Letter Dimensions



Flats

- Stock Requirements
 - If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17-by 22 inch sheets) or 70 pounds (measured weight for 500 25-by 38 inch sheets).
 - If formed of multiple sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17-by 22 inch sheets) or 60 pounds (measured weight for 500 25-by 28 inch sheets)
 - Minimum mail piece thickness is .007 inch OR If the piece is more than 4.25 inches high or more than 6 inches long the minimum paper thickness of the piece is .009 inch

Flat Dimensions



Postage Estimates:

First Class

- Single Piece Rate
 - Postcard — 1 ounce or less — 35 cents per piece.
 - Letter — 1 ounce or less — 55 cents per piece. Each additional ounce is 15 cents
 - Flat — 1 ounce or less — 88 cents per piece. Each additional ounce is 20 cents

Presort First Class

- Requires a minimum of 500 pieces
- Presorted and Barcoded Postcard Rate
 - 1 ounce or less – approx. 26 cents to 27.6 cents per piece
- Presorted and Barcoded Letter Rate
 - 1 to 3.5 ounces – 38.9 cents to 43.9 cents per piece
- Presorted and Barcoded Flat Rate
 - 1 ounce or less – 43 cents to 71.6 cents per piece

Presort Standard

- Requires a minimum of 200 pieces for letters and flats
- Letter rates – 3.5 ounces or less – 25.9 cents to 29.9 cents per piece
- Flat rates – 4 ounces or less – 41.8 cents to 66 cents per piece

Nonprofit

- Requires a minimum of 200 pieces for letters and flats
- Letter rates – 3.5 ounces or less – 13.8 cents to 17.8 cents per piece
- Flat rates – 4 ounces or less – 24 cents to 48.8 cents per piece

Tips for Mail Piece Design:

- On all folded booklet-style mailers - the bound edge should be on the right hand side (leading edge) of the mail piece
- All mailing panels should be faced so the final folded edge is at the bottom of the mail piece to minimize tab requirements
- For automation mail (aka Barcoded mail) - there MUST be at least an area of 4 inches wide by 2 3/4 inches tall of blank space to print the address and barcode. These dimensions will ensure there is enough space around the information so it can be read accurately on the USPS machines. (see example card below)

