

## 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

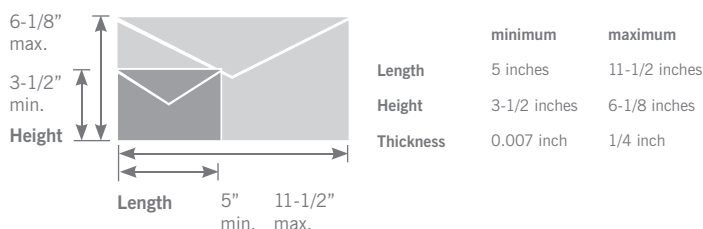
#### Card Dimensions



#### 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

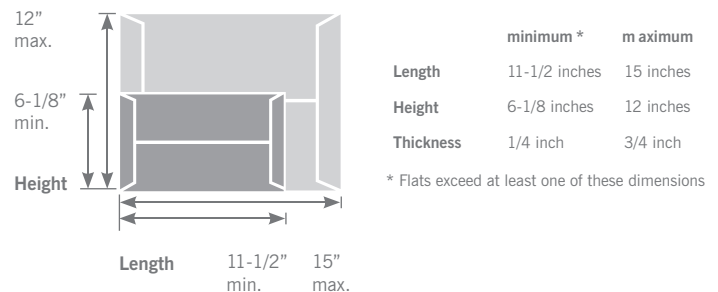
#### Letter Dimensions



#### 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
  - Letter — 1 ounce or less — 55 cents per piece. Each additional ounce is 20 cents
  - Flat — 1 ounce or less — 1 dollar per piece. Each additional ounce is 20 cents
  - Postcard — 1 ounce or less — 36 cents per piece.

#### Presort First Class

- Requires a minimum of 500 pieces
- Presorted and Barcoded Postcard Rate
  - 1 ounce or less – 26.8 cents to 28.5 cents per piece
- Presorted and Barcoded Letter Rate
  - 1 to 3.5 ounces – 39.8 cents to 45 cents per piece
- Presorted and Barcoded Flat Rate
  - 1 ounce or less – 44.6 cents to 77.4 cents per piece
  - 20 cents for each additional ounce up to 13 oz.

## Presort Standard

- Requires a minimum of 200 pieces for letters and flats
- Letter rates – 3.5 ounces or less – 25.9 cents to 30.4 cents per piece
- Flat rates – 4 ounces or less – 45 cents to 72.6 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 18.3 cents per piece
- Flat rates – 3.5 ounces or less – 25.6 cents to 53.2 cents per piece

## International First Class

- Letter - 1 ounce or less - \$1.20

## 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)

