

STANDARD MAIL RATES

Letters

(All pieces weighing 3.3 ounces or less, each)

	Regular	Nonprofit
Enhanced Carrier Route		
Basic	0.271	0.194
High Density	0.199	0.125
Saturation	0.185	0.111
Automation		
Mixed AADC	0.278	0.166
AADC	0.262	0.150
3-Digit	0.260	0.148
5-Digit	0.242	0.130
Non Automation		
Mixed AADC	0.281	0.172
AADC	0.265	0.156
Mixed ADC (nonmachinable)	0.621	0.509
ADC (nonmachinable)	0.524	0.412
3-Digit (nonmachinable)	0.485	0.373
5-Digit (nonmachinable)	0.392	0.280

Parcels

(All pieces weighing 3.3 ounces or less, each)

	Regular	Nonprofit
Enhanced Carrier Route		
Basic	0.623	0.527
High Density	0.484	0.353
Saturation	0.475	0.344
Non Automation (All nonmachinable)		
Mixed NDC*	1.470	1.476
NDC*	1.055	1.107
SCF*	-	0.717
5-Digit	-	0.692

Flats

(All pieces weighing 3.3 ounces or less, each)

	Regular	Nonprofit
Enhanced Carrier Route		
Basic	0.271	0.194
High Density	0.224	0.149
Saturation	0.197	0.122
Automation		
Mixed AADC	0.504	0.356
AADC	0.494	0.346
3-Digit	0.438	0.290
5-Digit	0.353	0.214
Non Automation		
Mixed AADC	0.561	0.413
ADC	0.528	0.380
3-Digit	0.470	0.332
5-Digit	0.388	0.251

Non-Flat Machinable

(All pieces weighing 3.3 ounces or less, each)

	Regular	Nonprofit
Non Automation		
Mixed AADC/BMC*	0.561	0.413
ADC/BMC*	0.528	0.380
3-Digit*	0.470	0.332
5-Digit	0.388	0.251

* Surcharge for non-barcoded piece, each 0.065

FIRST-CLASS MAIL RATES

Single Piece

Postcards, each	0.320
Letters* (first oz./fraction; over 3.5 oz., use flat rates)	0.450
Flats (first oz./fraction)	0.900
Parcels (first oz./fraction)	1.950
Each add'l oz./fraction (all)	0.170
* Nonmachinable Surcharge (up to 3.5 oz.)	0.200

Presorted

Postcards, each	0.280
Letters* (first oz./fraction; over 3.5 oz., use flat rates)	0.424
Flats (first oz./fraction)	0.762
Each add'l oz./fraction (all)	0.170
* Nonmachinable Surcharge (up to 3.5 oz.)	0.200

Automation

Postcards, each	
Mixed AADC	0.255
AADC	0.244
3-Digit	0.243
5-Digit	0.229

Letters (first oz./fraction)	
Mixed AADC	0.404
AADC	0.374
3-Digit	0.374
5-Digit	0.350
Each add'l oz./fraction	0.125

Flats (first oz./fraction)	
Mixed AADC	0.730
ADC	0.630
3-Digit	0.574
5-Digit	0.400
Each add'l oz./fraction	0.170

NOT-FLAT MACHINABLE DECISION TREE FOR PRESORT STANDARD MAIL

1. Does your mail piece...

- Meet dimensions for an automation flat
- Have a rectangular shape
- Meet the flexibility criteria (301.1.4)
- Meet the uniform thickness criteria (301.1.5)
- Meet the deflection/droop criteria for flimsy pieces (301.3.2.4)

If yes to all, you have an Automation Flat (see Fig. A)

If no, go to #2

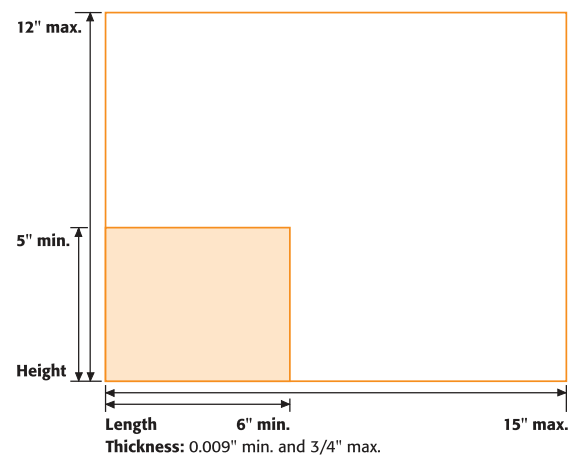
2. Does your mail piece...

- Exceed one or more of the dimensions for a letter, AND
 - Not measure more than 12 inches high
 - Not measure more than 15 inches long
 - Not measure more than 3/4 inch thick
- Meet criteria b, c, and d from Question 1

If yes to all, you have a Non-Automation Flat (see Fig. A)

If no, go to #3

Fig. A



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FAX 952 925 5111

TEL 952 925 5100

MAILING ADDRESS
2229 EDGEWOOD AVE. S.
MINNEAPOLIS, MN 55426

3. Is your mail piece rigid and measure...

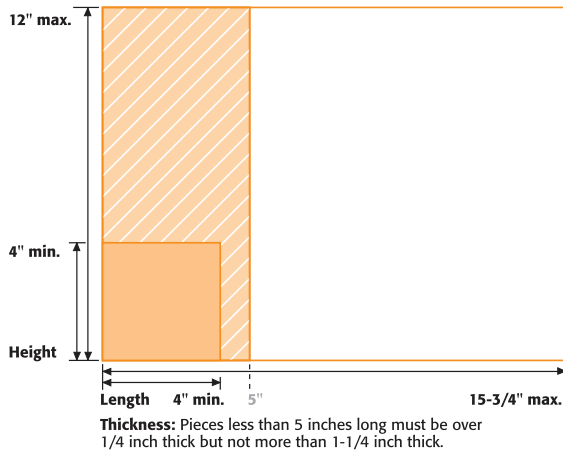
- a) At least 4 inches high, but not more than 12 inches high
- b) At least 4 inches long, but not more than 15 3/4 inches long
- c) At least 0.009 inch thick, but not more than 1 1/4 inch thick (pieces less than 5 inches long must be over 1/4 inch thick.)

If yes to all, you have an Not-Flat Machinable piece

(see Fig. B)

If no, go to #4

Fig. B



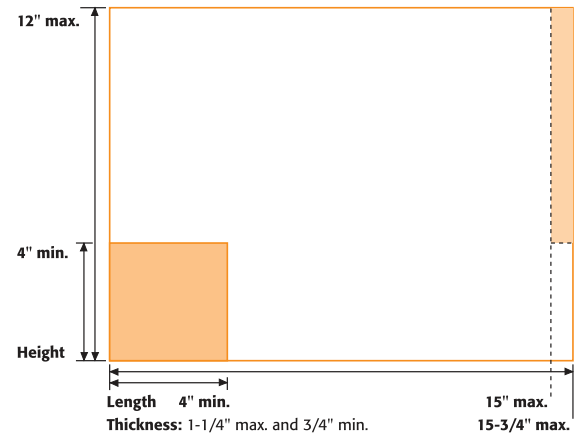
4. Is your mail piece flexible and measure...

- a) At least 4 inches high, but not more than 12 inches high with either of the following dimensions...
- b) Over 15 inches long, but not more than 15 3/4 inches long
- c) Over 3/4 inch thick, but not more than 1 1/4 inch thick

If yes to all, you have an Not-Flat Machinable piece

(see Fig. C)

Fig. C

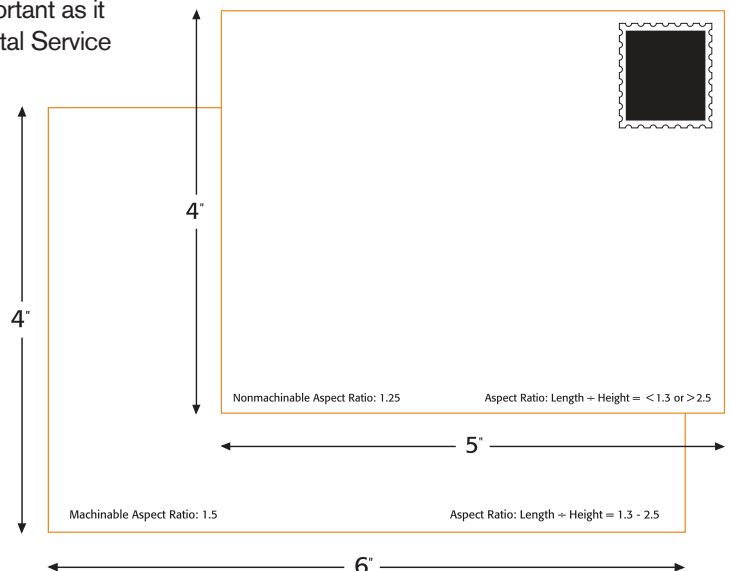


AUTOMATION DESIGN STANDARDS

Making your mail pieces automation-compatible is important as it allows your pieces to move efficiently, allowing the Postal Service to maintain lower rates for those pieces.

Automation-compatible pieces should:

- Meet the size and weight specifications
- Be of good quality white or light colored paper
- Contain no sharp or bulky items
- Be sealed securely
- Be readable by automation equipment
- Have an aspect ratio (length ÷ height) that is equal to or greater than 1.3 and less than 2.5



MINIMUM AND MAXIMUM SIZES

When letter-size mail is processed on automated equipment, it moves at high speeds through belts and rollers past an optical scanner and to the appropriate bin or stacker after it's sorted.

Although MLOCs (Multi-line Optical Character Readers) and BCSs (Bar Code Sorters) can sort a variety of letter sizes, mail pieces that qualify for letter rates must be rectangular and within the minimum and maximum dimensions.

Letter-Size Mail Piece Dimensions

Dimension	Minimum	Maximum
Height	3½ inches	6⅞ inches
Length*	5 inches	11½ inches
Thickness	0.007 inch	¼ inch

* The Length is the dimension parallel to the delivery address.

LETTER-SIZE MAIL STANDARDS

The following standards also apply to letter-size mail:

- Letter-size mail length is the dimension that parallels the delivery address. The top and bottom of the mail piece also parallel the delivery address.
- Letter-size mail must be at least 0.009 inch thick if it is more than 4¼ inches high or more than 6 inches long.
- For best results, letter-size mail more than 10½ inches long should have the address within 9¾ inches of the right edge of the mail piece, with at least a ½-inch clear vertical space (margin) on each side.
- Cards that measure more than 4¼ inches high, 6 inches long, or 0.016 inch thick are charged postage at the First-Class Mail letter rates.

LETTER-SIZE MAIL STANDARDS

Nonmachinable letter-size pieces are not automation-compatible, so they are not eligible for automation rates.

First-Class letter mail pieces that weigh 3.5 ounces or less are nonmachinable and subject to a nonmachinable surcharge if any one of the following is true:

- Height is greater than 6⅞ inches.
- Length is greater than 11½ inches.
- Thickness is greater than ¼ inch.
- An aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- Are polybagged, polywrapped, or enclosed in any plastic material.
- Have clasps, strings, buttons, or similar closure devices.
- Contain items such as pens, pencils, or loose keys or coins that cause the thickness of the mail piece to be uneven.
- Are too rigid (not bending easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- For pieces more than either 4¼ inches high or 6 inches long, when the thickness is less than .009 inch.
- A delivery address that is parallel to the shorter dimension of the mail piece.
- Self-mailers with folded edges perpendicular to the address, unless the piece is folded and secured according to specifications set by the USPS.
- Booklet-type mail pieces with the bound edge (spine) on the top and open below the address, regardless of the use of tabs, seals, or other fasteners.

For letter-size mail pieces, the length is the dimension parallel to the address.

CARDS

Thickness, stiffness, and tear strength are the most important compatibility characteristics for cards. The minimum thickness is 0.007 inch. The minimum required basis weight for card stock is 75 pounds or greater, with none less than 71.25 pounds (measured weight of 500 25-by-38-inch sheets).

The grain of cards should be oriented parallel to the long dimension of the card. Long-grain cards are less likely to jam postal automated equipment than are cards with the grain parallel to the short dimension of the card.

Cards at automation rates must be 0.009 inch thick if more than 4¹/₄ inches high or 6 inches long, or both.

When preparing postcards with perforations, it is recommended that the perf-to-bridge ratio be 1:1. A typical perforation is from 0.1 inch to 0.2 inch. Vertical perforations in the center area of the card are not recommended.

Reply or double postcards must be secured with at least one tab, wafer seal, tape strip, or glue spot placed at the center of the open edge. The open edge may be at the top or bottom of the mail piece.

Cards Claimed at First-Class Mail Card Rates

In order to be eligible for the First-Class Mail card rates, cards must be uniform thickness and made of unfolded and uncreased paper or card stock of approximately the quality and weight of a Postal Services stamped card.

Cards (that is, each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card rate must be:

- Rectangular
- No less than 3¹/₂ inches high, 5 inches long, and 0.007 inch thick.
- No more than 4¹/₄ inches high, 6 inches long, and 0.016 inch thick.
- Cards prepared with a message area on the address side must meet specifications set by the USPS.

Cards exceeding the maximum dimensions for card can be sent at First-Class or Standard mail letter rates.

PAPER WEIGHT

The following recommendations for paper and card stock refer to the minimum basis weight of the materials. Basis weight is defined as the weight (in pounds) of a ream (500 sheets) cut to a standard size for that grade.

For example, envelopes for automation-rate mailing should be constructed of paper weighing at least 16 pounds (minimum basis weight). The specific grade of 16-pound paper recommended for envelopes is defined as 500 sheets measuring 17 inches by 22 inches.

Recycled paper and card stock are compatible with postal automation if the materials satisfy the recommendations and the guidelines set by the USPS.

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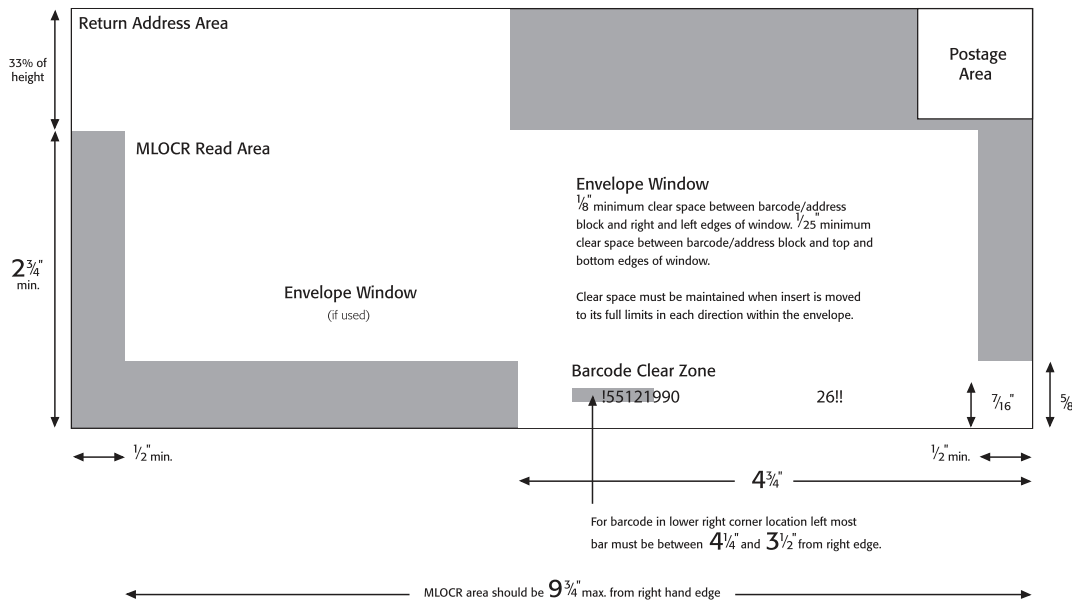
MAILING ADDRESS
2229 EDGEWOOD AVE. S.
MINNEAPOLIS, MN 55426

ENVELOPES

Envelopes (the preferred container) and other letter-size containers sealed on all four edges must be made of paper with a minimum basis weight of 16 pounds (measured weight of 500 17-by-22-inch sheets). For business reply mail envelopes, the minimum basis weight is 20 pounds.

WINDOW ENVELOPES AND INSERTS

- To ensure successful automated processing, design your window envelopes and their inserts so that the entire address and postal barcode (when included) appear in the window area during the movement of the insert.
- For MLOCR (Multi-line Optical Character Reader) processing, at least 1/8 inch of clearance (1/4 inch of clearance is preferred) must be maintained between the address and the edges of the window when the insert is moved to its full limits inside the envelope.



ADDRESS BLOCK AND BARCODE PLACEMENT OPTIONS FOR POSTNET PLACEMENT WITHIN ADDRESS BLOCK

Barcode Position A – Above Address (Preferred)

1/8 min. 1/8 min. 1/25 min. 1/25 min.

15542 815370!!
JONATHAN A SMITH
PO BOX 6845
ANYTOWN MN 55428-1537

Barcode Position C – Below Optional Endorsement Line and/or Keyline Information (Preferred)

*****5 DIGIT
#JUN06 000 MD #125BL 03 17 20
!5542 815370!!
JONATHAN A SMITH
PO BOX 6845
ANYTOWN MN 55428-1537

Barcode Position B – Below Address (Acceptable)

JONATHAN A SMITH
PO BOX 6845
ANYTOWN MN 55428-1537
15542 815370!!

Barcode Position D – Above Optional Endorsement Line and/or Keyline Information (Acceptable)

!5542 815370!!
*****5 DIGIT
#JUN06 000 MD #125BL 03 17 20
JONATHAN A SMITH
PO BOX 6845
ANYTOWN MN 55428-1537

BOOKLETS

The required minimum basis weight of paper for covers on booklet-type mailings is 20 pounds (weight of 500 17-by-22-inch sheets). Booklets must be constructed to meet these requirements:

- The bound edge or spine must be at the bottom edge of each booklet, parallel to the lines of the delivery address.
- The open edge of each booklet must be at the top and secured with at least two tabs. One tab must be placed within 1 inch of the left edge, and the other tab must be placed within 1 inch of the right edge. Instead of tabs, wafer seals or tape may be used. Tabs or closures may be affixed to the top edge or to the right and left edges within 1 inch of the top edge.

Booklet 1



Tabs	2 (start less than 1 inch from edges)
Spine	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (cover)

Booklet 2



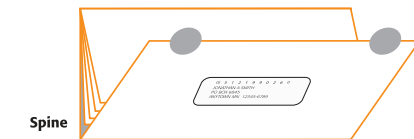
Tabs	2 (start less than 1 inch from top and bottom edges)
Spine	Right (open edge left)
Sheets	Multiple with Cover
Basis Weight	24 lb. (Cover)

Folded Booklet 1



Tabs	2 (start less than 1 inch from top edge)
Spine	Top
Folded Edge	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (Cover)

Folded Booklet 2



Tabs	2 (start less than 1 inch from edges)
Folded Edge	Bottom
Sheets	Multiple with Cover
Basis Weight	20 lb. (Cover)

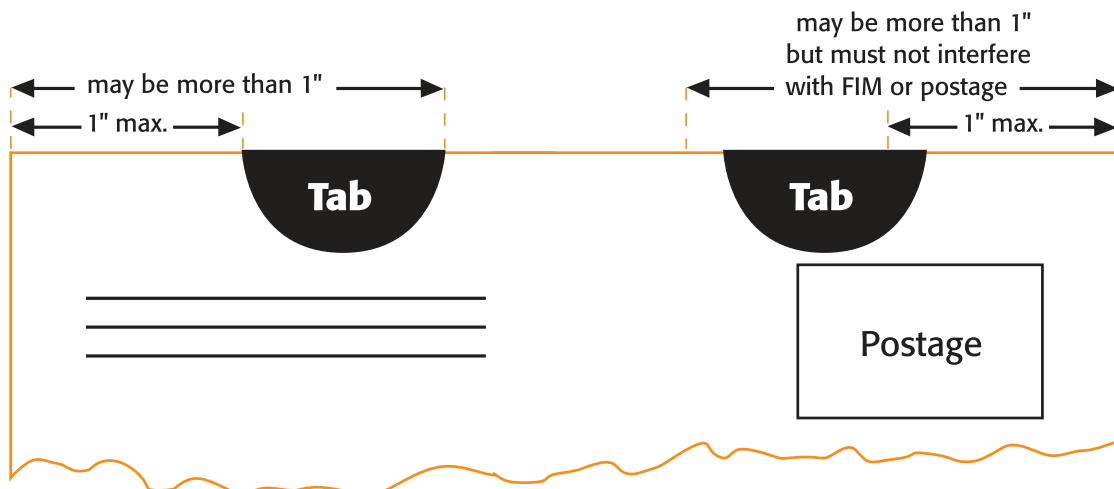
FOLDED SELF-MAILERS

The required minimum basis weight of paper for folded self-mailers varies with the construction of the mail pieces as follows.

- For self-mailers formed from a single sheet folded at the bottom with the open, top edge sealed with one tab or glue spot, the minimum basis weight is 28 pounds (weight of 500 17-by-22-inch sheets) or 70 pounds (weight of 500 25-by-38-inch sheets).
- For self-mailers formed from two or more sheets that are sealed with one tab or glue spot, the minimum basis weight is 24 pounds (weight of 500 17-by-22-inch sheets) or 60 pounds (500 25-by-38-inch sheets).
- For any self-mailer that is sealed with two tabs or two glue spots, the open edge can be at the top or bottom. The minimum basis weight is 20 pounds (weight of 500 17-by-22-inch sheets).

The drawings show the proper placement of tabs or glue spots on folded self-mailers. Tabs, wafer seals, tape, or glue may be used to seal folded self-mailers. Tabs and other seals placed at the top of folded self mailers should be positioned so that they do not cover the return address, postage, or rate markings.

Tabs and other seals placed in the barcode clear zone on nonbarcoded pieces should be made of uncoated white or light-colored paper that satisfies the background reflectance specifications. These specifications ensure successful barcode printing and reading by an MLOCR. For optimal processing, folded self-mailers should be constructed with the fold at the bottom and the tab(s) or glue spot(s) at the top.



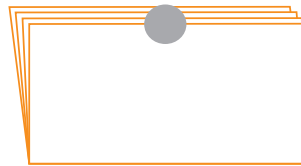
See next page for Folded Self-Mailer samples...

Folded Self-Mailer 1



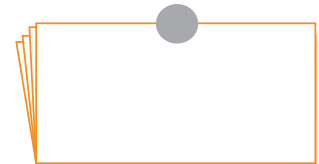
Tabs 2 (start less than 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 20 lb.

**Folded Self-Mailer 2
Single Sheet, Multi-Fold**



Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 28 lb.

Folded Self-Mailer 3



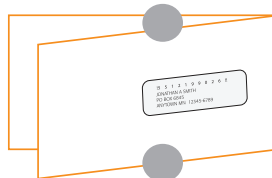
Tabs 1 (middle)
Folded Edge Bottom
Sheets Multiple
Basis Weight 24 lb.

**Folded Self-Mailer 4
Length less than 7"**



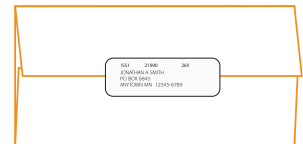
Tabs 1 (middle)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.

**Folded Self-Mailer 5
Length more than 7"**



Tabs 2 (top and bottom)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.

**Folded Self-Mailer 6
Invitation**



Tabs Address Label
Folded Edge Top and Bottom
Sheets Multiple or Single
Basis Weight 20 lb.

**Folded Self-Mailer 7
Continuous Glue Strip**



Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 20 lb.

Double Post Card



Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.

Content for this poster was excerpted from USPS.