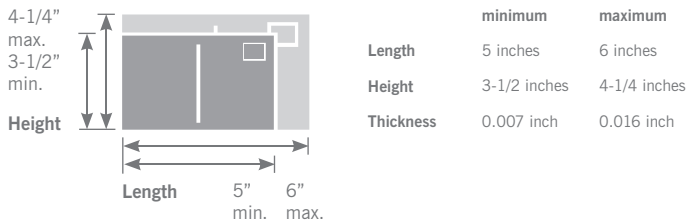# Mailing Cheat Sheet

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

	minimum	maximum
Length	5 inches	6 inches
Height	3-1/2 inches	4-1/4 inches
Thickness	0.007 inch	0.016 inch

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
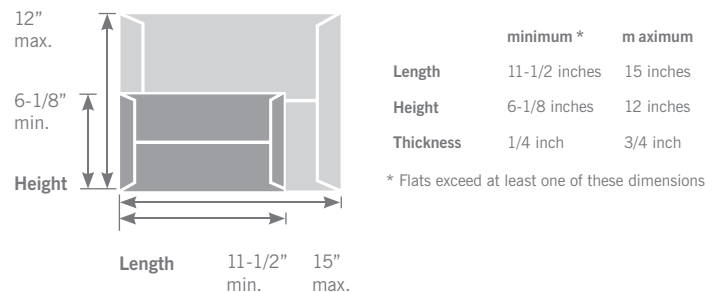
Letter Dimensions

	minimum	maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007 inch	1/4 inch

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

	minimum *	m aximum
Length	11-1/2 inches	15 inches
Height	6-1/8 inches	12 inches
Thickness	1/4 inch	3/4 inch

* Flats exceed at least one of these dimensions

Postage Estimates:

First Class

- Single Piece Rate
  - Postcard — 1 ounce or less — 29 cents per piece.
  - Letter — 1 ounce or less — 44 cents per piece. Each additional ounce is 20 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. 21 cents to 24 cents per piece
- Presorted and Barcoded Letter Rate
  - 1 ounce or less – 34 cents to 39 cents per piece
  - 1 to 2 ounces – 47 cents to 52 cents per piece
- Presorted and Barcoded Flat Rate
  - 1 ounce or less – 38 cents to 73 cents per piece
  - 1 to 2 ounces – 55 cents to 90 cents per piece

Presort Standard

- Requires a minimum of 200 pieces for letters and flats
- Letter rates – 3.3 ounces or less – 24 cents to 27 cents per piece
- Flat rates – 3.3 ounces or less – 34 cents to 49 cents per piece

Nonprofit

- Requires a minimum of 200 pieces for letters and flats
- Letter rates – 3.3 ounces or less –13 cents to 17 cents per piece
- Flat rates – 3.3 ounces or less – 21 cents to 36 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)

PRSRT STD
US POSTAGE
PAID
INDIANAPOLIS IN
PERMIT 5677

4.0

1/2

This is the MINIMUM amount of space required for address and barcode printing. Please look at your piece designs and make sure they have plenty of space for clearance. If there is NOT enough clearance, your mailing will have to mail at a higher postage rate

2 3/4

5/8