

How to Tab “Booklets” for Standard Mail

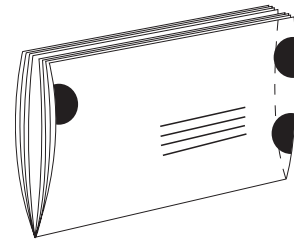
If a printed piece has multiple pages and uses either staples or glue to hold it together it is considered a booklet. The length must be no longer than 10¹/₂ inches long.

Longer booklets are processed as flats or as non-machinable mail.

The following guidelines are required for tabbing.

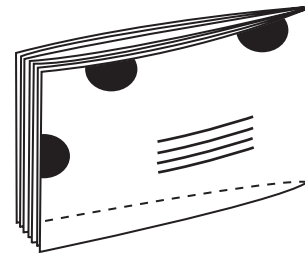
Booklet with Spine or Fold on the Bottom

- 3 Tabs - 2 on the right and 1 on the left



Booklet with Spine or Fold on the Right Edge

- 3 Tabs - 2 on the top and 1 on the left



Note: Use your mailing template to double check that your mail piece meets the postal requirements for standard mail.

The postage charge for Booklets and Standard Mail is the same per piece. Mailing at a Flat rate will cost more.



**If you have any questions,
please give us a call at 320-251-5875.**