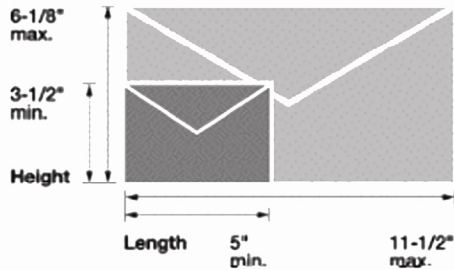


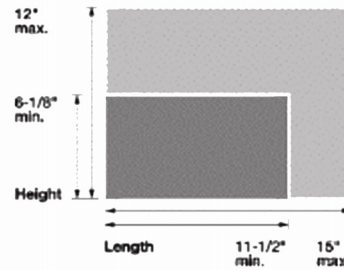
MAIL PIECE DESIGN

▶ Letter



Dimension	Minimum	Maximum
Height	3-1/2 inches	6-1/8 inches
Length	5 inches	11-1/2 inches
Thickness	0.007 inch	1/4 inch

▶ Flat



Dimension	Minimum*	Maximum
Height	6-1/8 inches	12 inches
Length	11-1/2 inches	15 inches
Thickness	1/4 inch	3/4 inch

POSTCARD OR LETTER

A postcard or letter size mail piece needs to be at least 3.5 x 5 and be 0.007 inches thick. To be considered a letter, the mail piece also needs to be smaller than 6.125 x 11.5 and less than 0.25 inches thick. A letter must also be rectangular and have a length to height ratio between 1.3 and 2.5 (divide the length by the height, the result needs to fall between 1.3 and 2.5). And individual letter can not weigh more than 3.5 ounces, and must be flexible. (*other standards can be found at pe.usps.com*)

FLAT

A flat is a mail piece that is larger than the letter size, but smaller than a parcel. To be considered a flat, the length must be longer than 11.5, the height higher than 6.125 or the thickness be more than 0.25 inches. A flat can not exceed 12 x 15 or be more than 0.75 inches thick. A individual flat can not weigh more than 16 ounces, and must be flexible. (*other standards can be found at pe.usps.com*)

ADDRESSING AREA

The minimum addressing area must at least 3.5 x 1.75 (preferably larger), plus room for the mailing permit. The background of the addressing area needs to provide high contrast with the address and barcode, preferably white. The address can not come within a 1/2 inch of the right side of a mail piece or 5/8 inch from the bottom. And the address must be parallel to the bottom of the mail piece.

Automated address areas can be placed anywhere on a mail piece, as long as they meet the above criteria, and any other standards found at pe.usps.com.