



Commercial Flats Postal Regulations

Physical Standards for Commercial Flats

The Postal Service classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for Periodicals. Contact your Sales Representative for help on designing the best mail piece to fit your needs.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation price flats must have a delivery point barcode, ZIP+4 barcode, or an Intelligent Mail barcode.

Flat Dimensions			
		Minimum*	Maximum
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			

Dimensions:

- Minimum: More than 11-1/2 in. long, or more than 6-1/8 in. high, or more than 1/4 in. thick.
- Maximum: 15 in. long, 12 in. high, and 3/4 in. thick.

The length of a flat-size mail piece is the longest dimension. The height is the dimension perpendicular to the length.

Shape: Rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 in. (1/8 in.).

Flexibility: flat-size piece must meet flexibility criteria.

Uniform thickness: The contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 in. variance in thickness. When determining variance in thickness, exclude the outer edges of a mail piece (1 in. from each edge) when the contents do not extend to the edges.

Mail pieces that do not meet the standards for flexibility or for uniform thickness must pay applicable prices as follows:

- First-Class Mail—parcel prices.
- Standard Mail—Not Flat-Machinable or parcel prices.
- Bound Printed Matter—parcel prices.

Presorted Nonautomation Flats

Maximum weight:

- First-Class Mail: 13 ounces.
- Standard Mail: Less than 16 ounces.
- Bound Printed Matter: 15 pounds

Automation Flats

Flats may qualify for the automation discount based on the physical standards. Please contact your Sales Representative to see if your mail piece meets the qualifications.