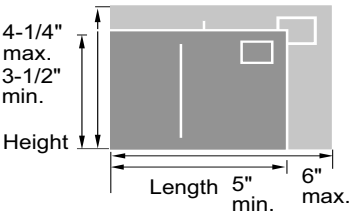
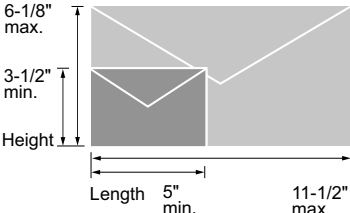
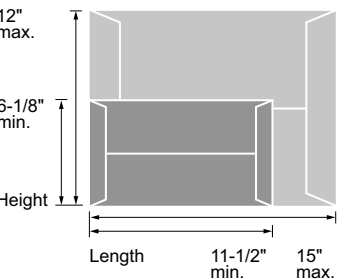


SHAPE	SIZE			PRICE			
	minimum	maximum		Full Price	First Class Presort	Marketing Presort	Marketing Non Profit Presort
<b>Postcards</b> 	<b>length</b> 5 inches <b>height</b> 3-1/2 inches <b>thickness</b> 0.007 inch	<b>length</b> 6 inches <b>height</b> 4-1/4 inches <b>thickness</b> 0.016 inch		\$0.35	\$0.26-0.28	Same as letter rate	Same as letter rate
<b>Letters</b> 	<b>length</b> 5 inches <b>height</b> 3-1/2 inches <b>thickness</b> 0.007 inch	<b>length</b> 11-1/2 inches <b>height</b> 6-1/8 inches <b>thickness</b> 1/4 inch	<b>Weight Not Over (oz.)</b> 1 2 3 3.3+	\$0.55 0.70 0.85	\$0.38-0.46 0.38-0.46 0.38-0.46	\$0.23-0.30 0.23-0.30 0.23-0.30	\$0.11-0.19 0.11-0.19 0.11-0.19
<p>*There are different rules for self-mailers defined on the back of this sheet that could affect the postage rate (i.e. size, fold and wafer seal requirements). Please contact your account executive for more information.</p>				<p>Please contact your account executive for more information. .05 discount for meter or straight first class indicia instead of full price stamp.</p>			
<b>Flats</b> 	<b>length</b> 11-1/2 inches <b>height</b> 6-1/8 inches <b>thickness</b> 1/4 inch	<b>length</b> 15 inches <b>height</b> 12 inches <b>thickness</b> 3/4 inch	<b>Weight Not Over (oz.)</b> 1 2 3 4 5 6 7 8 9 10 11 12 13	\$1.00 1.15 1.30 1.45 1.60 1.75 1.90 2.05 2.20 2.35 2.50 2.65 2.80	\$0.49-0.80 0.63-0.95 0.78-1.01 0.93-1.25 1.09-1.40 1.24-1.55 1.39-1.70 1.54-1.85 1.69-2.00 1.84-2.15 1.98-2.30 2.13-2.45 2.28-2.60	\$0.35-0.65 0.35-0.65 0.35-0.65      4 oz. and over (0.70-0.90 Per LB + 0.18-0.42 Per PC)	\$0.18-0.48 0.18-0.48 0.18-0.48      (0.56-0.78 Per LB + 0.04-0.28 Per PC)
<p>Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.</p>							

\* Presort postage can range in cost with the driving variable being geography. Please contact your account executive, so we can cleanse your list and provide the lowest rate possible.

## Definition

A folded self-mailer is formed of panels that are created when one or more **unbound** sheets of paper are folded together and sealed to make a **letter-size** mail piece. The number of panels is determined by the numbers of sheets in the mail piece and the number of times the sheets are folded.

## Physical Characteristics

Height: A **minimum of 3 ½ inches** and a **maximum of 6 inches**.

Length: A **minimum of 5 inches** and a maximum of **10 ½ inches**.

Thickness: A minimum of 0.007 inch; (**0.009 inch** if the height exceeds 4 ¼ inches or if the length exceeds 6 inches); the maximum thickness is **¼ inch**.

Maximum Weight: **3 ounces**.

Maximum number of panels: **12** (exception: Quarter-folded self-mailers made of 55 pound or greater **newsprint** must have **at least 8 panels** and may contain **up to 24 panels**.)

## Panels

Panels are created when a sheet of paper is folded. Each two-sided section (front and back) created by the fold is considered one panel. When a folded self-mailer is made of multiple sheets, multiply the number of sheets by the number of panels created when folding a single sheet to determine the total number of panels.

The following conditions apply:

The open edge of the back panel (non address side) must be at the top or within 1 inch of the top or trailing edge of the mail piece.

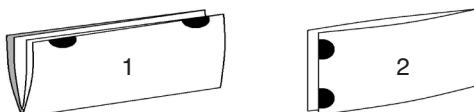
The **final folded edge must be the bottom** of a folded self-mailer unless prepared as an oblong. The final folded edge of an oblong folded self-mailer must be the leading (right) edge. Folding methods and the subsequent number of panels created when folding a single sheet of paper are:

1. Bi-fold: Folded once forming two panels.
2. Tri-fold: Folded twice forming three panels.
3. Oblong: Paper folded once to form two rectangular panels with one elongated dimension and parallel opposite sides. The final folded edge is on the leading (shorter) edge.
4. Quarter-fold: Folded twice with each fold at a right angle (perpendicular) to the preceding fold. One sheet of paper quarter-folded creates four panels.

## Sealing Methods

1. To seal folded self-mailers that weigh up to 3 ounces created in **bi-fold, tri-fold formats and quarter-fold** mail pieces that **weigh one ounce or less**, place **two nonperforated tabs on the top edge**, one within 1 inch from the leading and another within 1 inch from the trailing edge.
2. To seal **oblong pieces** that weigh up to 3 ounces, **affix one tab in the center of the top edge** and **one tab in the center of the trailing edge** (preferred) or affix both tabs on the trailing edge within 1 inch of the top and bottom edges. **Tabs may not be placed on the bottom of an oblong piece.**
3. To seal **quarter-fold** mail pieces that weight **more than 1 ounce up to 3 ounces**, affix **two 1 ½ inch tabs**, one on the **leading edge** and **one on the trailing edge** within 1 inch from the top, and affix a **third tab** on the **lower leading edge** ½ inch from the bottom.

Basic Fold Self-Mailer Styles



Quarter Fold Styles *More Than 1 Ounce*

