Flat Mailing Specifications

15″
12″
6″
5″
Minimum Size
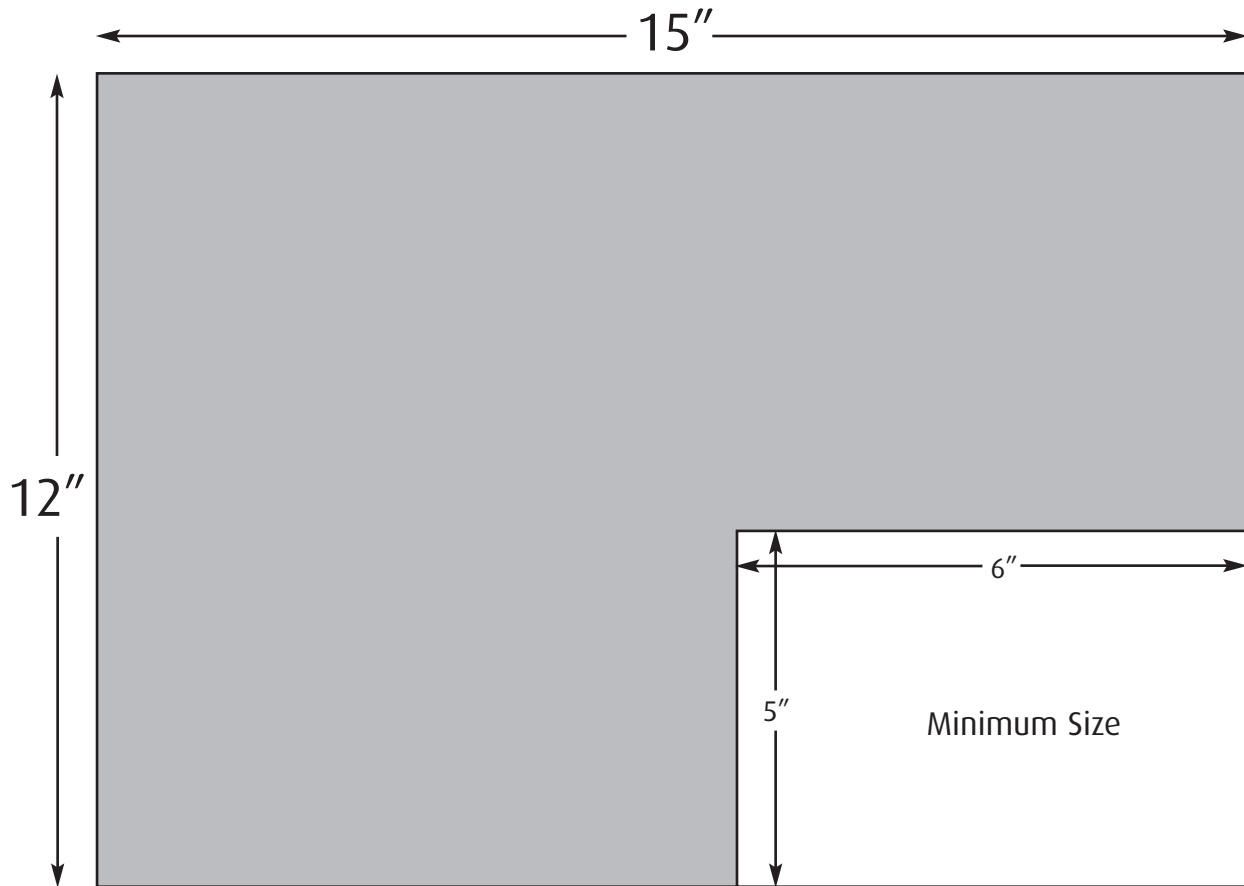
Minimum Size	5″ x 6″
Maximum Size	12″ x 15″
Minimum Thickness	9 pt
Maximum Thickness	$\frac{3}{4}$″
Maximum Weight	13 oz. – 1st Class
	16 oz. – Standard
	20 oz. – Periodical

Address Block Clear Area

Minimum	$1\frac{1}{4}$″ x $3\frac{5}{16}$″
Preferred	$1\frac{1}{4}$″ x 4″

To ink-jet with permit add $\frac{1}{2}$″ to width

Address Block Position

Minimum from any edge $\frac{3}{8}$″

Return address cannot be level with mailing address

Address block can run vertical or horizontal

Address Block Orientation

Cannot read upside down

Can read left or right

Must be on top half of flat with final fold or binding on right side

Bar Code Specs

Minimum distance to any type or printing, except address lines $\frac{1}{8}$″

Minimum distanct to address lines $\frac{1}{25}$″

Minimum from any edge $\frac{1}{2}$″