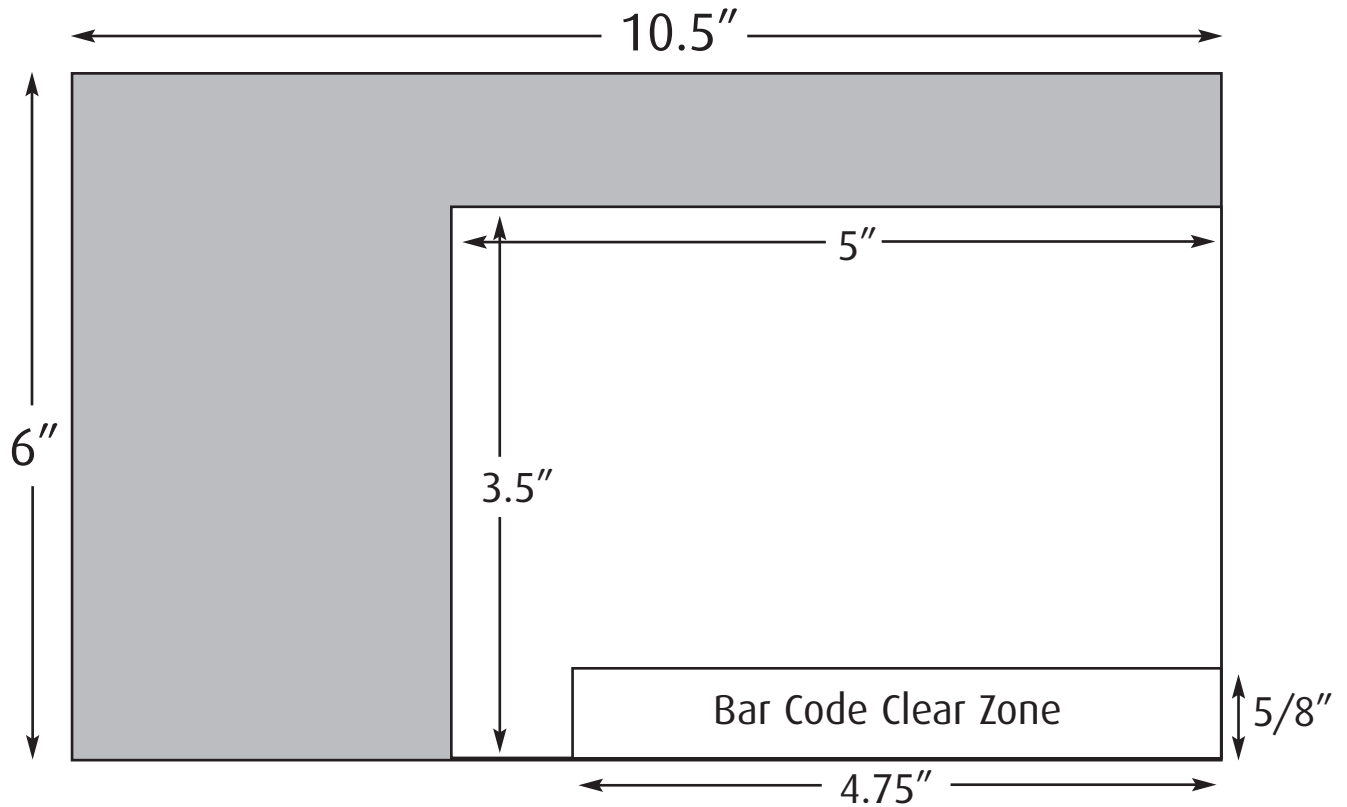


# Letter Mailing Specifications

Folded Self-mailers, Sticked or Bound Mailers



Bar Code Clear Zone is where the postal bar code may be sprayed.  
**Do not place text in this zone**

**Minimum Size** 3.5" x 5"  
**Maximum Size** 6" x 10.5"

**Automation Aspect Ratio**  
 Length divided by height must be between 1.3 and 2.5. If outside this aspect ratio, cannot mail at automation rates and subject to surcharges.

**Minimum Thickness** 9 pt

**Maximum Thickness** 1/4"

**Maximum Weight** 3 oz.

**Minimum Paper Weight**

Folded Self Mailers  
 Up to 1 oz. 70 lb.  
 1 oz. to 3 oz. 80 lb.

Stitched Booklet Covers  
 Up to 9" long 50 lb.  
 Over 9" long 60 lb.

**Address Block Clear Area**  
 Minimum 1 1/4" x 3 5/16"  
 Preferred 1 1/4" x 4"

**Address Block Position**  
 Minimum from left or right 3/8"  
 Minimum from bottom 1/2"  
 Maximum from bottom to top of block 4"  
 Address block must run horizontal

**Address Panel Placement**  
 Final fold at bottom  
 Perpendicular folds at right  
 Final folded panel opposite address (mail panel) side

**Bar Code Specs**  
 Minimum distance to any type or printing, except address lines 1/8"  
 Minimum distance to address lines 1/25"  
 Minimum from bottom 5/8"  
 Maximum from bottom to top of bar code 3 7/8"

