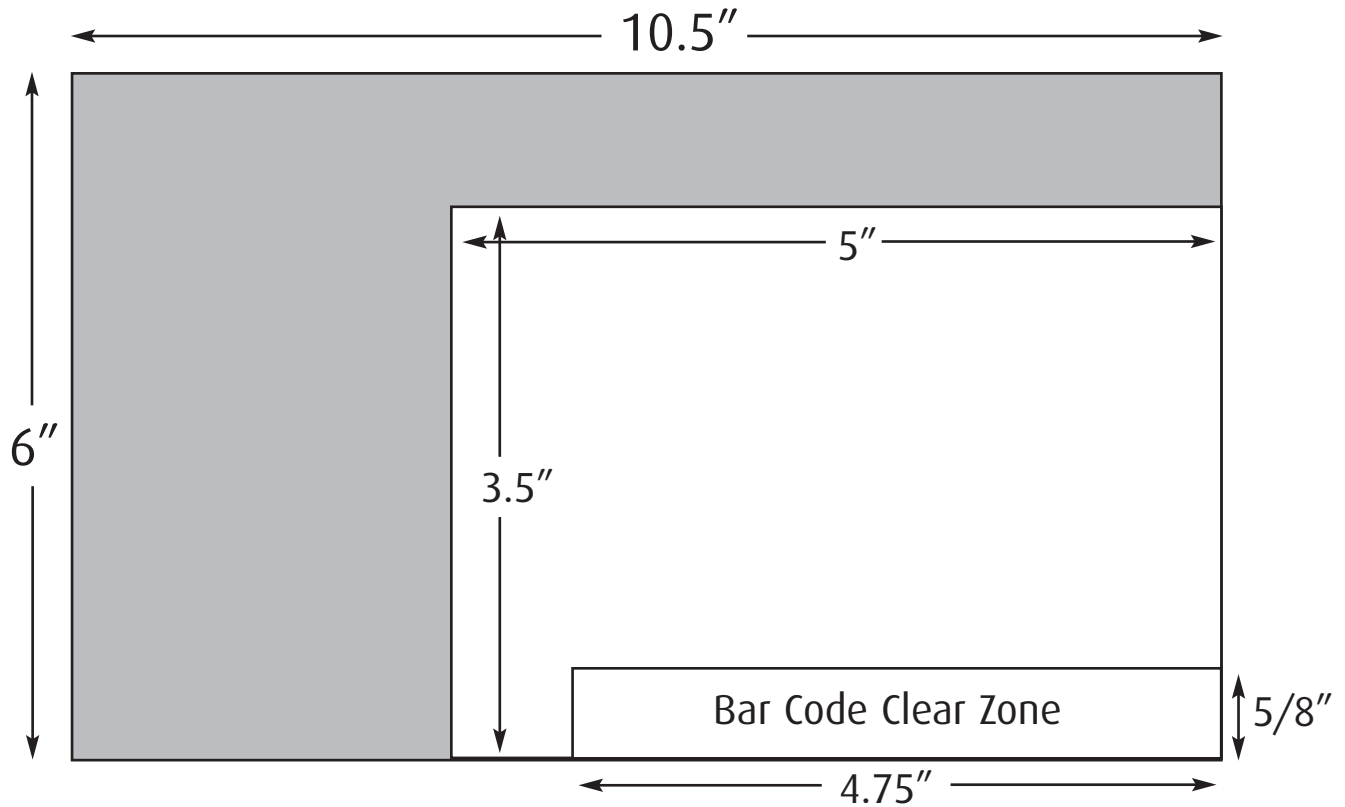


Letter Mailing Specifications

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. <i>If outside this aspect ratio, cannot mail at automation rates and subject to surcharges.</i>
Minimum Thickness	9 pt
Maximum Thickness	1/4"
Maximum Weight	3 oz.
Minimum Paper Weight	
<i>Folded Self Mailers</i>	
Up to 1 oz.	70 lb.
1 oz. to 3 oz.	80 lb.
<i>Stitched Booklet Covers</i>	
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"