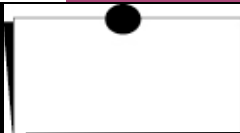


## Securing (tabbing) DOUBLE POSTCARDS, SELF-MAILERS & BOOKLETS for Auto and Machinable Pricing (Minimum thickness, paper weight, and tabbing rules all apply.)



### DOUBLE POSTCARD

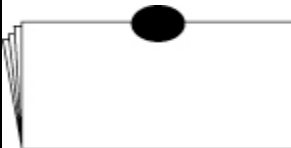
Tabs 1 (middle)  
 Folded Edge Top or Bottom (Right & left edges must be open)  
 Sheets Single  
**Basis Weight 75 lb.** - .007" min. thickness both cards



\* Indicates approximate paper thickness

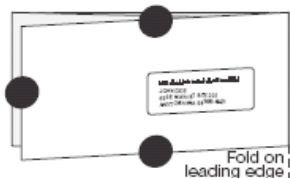
### FOLDED SELF-MAILER—20 lb. Paper (.0038" thick\*)

Tabs 2 (start  $\leq$  1 inch from edges)  
 Final Folded Edge Top or Bottom – prefer bottom  
 Sheets Single (must be trifolded) or Multiple  
**Min. Basis Weight 20 lb.**- min. mailable thickness .007".  
 Over 4.25" x 6"- min. thickness .009" for machinable/auto



### FOLDED SELF-MAILER—24 lb(.0048") or 28 (.0058")\*

Tabs 1 (middle)  
 Final Folded Edge Bottom  
 Sheets Multiple – at least two 8.5" x 11"  
**Min. Basis Weight 24 lb. or 28 lb.**-min. mailable thickness .007". Over 4.25" x 6" - min. thickness .009" for machinable/auto **OR** Sheets: Single, 24#, fold at bottom, 2 top tabs that start  $\leq$  1 inch from edges. Single, 28#, fold at bottom, 1 top tab as illustrated.



### FOLDED SELF-MAILER – FOLD ON RIGHT

Tabs 3 – all open edges  
 Final Folded Edge Right  
 Sheets Single or multiple  
**Min. Basis Weight 20 lb.** – min. thickness .007. Over 4.25" x 6" - .min. thickness .009" for machinable / auto.  
 Recommend cardstock. (Nonmachinable if final fold on left.)

**All paper weights (min. 20#) with final fold on top need 2 bottom tabs that start  $\leq$ 1" from edges, AND single sheets of 20, 24, & 28 lb. bond paper, must be trifolded for the machinable/auto .009" thickness.**

### Paper Basis Weight Conversion Table

#### **NOTE:**

Paper basis weight is based on weight of 500 sheets of:  
 25 x 38 inch sheets of book-grade paper,  
 17 x 22 inch bond-grade paper,  
 20 x 26 inch sheets of cover-grade paper,  
 24 x 36 inch sheets of newsprint.  
 For example, if 500 sheets of book-grade paper weigh 39 lbs., the paper is considered 39-pound book paper.

Book Wt.	Bond Wt.	Cover Wt.	Newsprint Wt.
39	15	21	35
40	16	22	36
50	20	27	45
55	22	30	50
60	24	33	55
70	28	40	64
75	30	41	68
80	31	44	73
90	36	50	82
100	40	56	91
110	44	60	100
128	50	70	116

### Maximum Weight, Machinable and Automation Letters and Cards

The following maximum weight limits apply:

- Booklets and folded self-mailers — 3 oz.
- Machinable enveloped letters & cards — 3.3 oz.
- Automation enveloped letters & cards — 3.5 oz.

### Tabs, Tape, and Glue DMM 201.3.11 (See DMM for more complete details effective 9-8-09.)

Tabs on booklets must be at least 1-1/2 inches in width. The tab placement standards are subject to 1/4" variance in either direction. Tabs may be made of opaque paper, translucent paper, vinyl or plastic, and **must not contain perforations**. Cellophane tape may also be used as a closure. The following standards also apply:

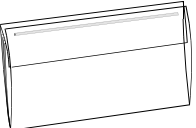
- Translucent paper tabs should be made of paper with a minimum of 40-pound basis weight.
- Opaque (dense, not clear) paper tabs should be made of a minimum of 60 lb. basis weight.
- Tabs in the barcode clear zone (4-3/4" long and 5/8" high in lower right corner of mail) cannot be dark in color (should be white, off white or if colored, must be a very light pastel); and must be able to allow the barcode ink to absorb (accept water-based ink).
- Vinyl tabs and cellophane tape closures are not acceptable within the barcode clear zone.
- Tabs must be tight against the edge of mailpiece.
- Glue spots or glue lines may be used in lieu of tabs and must be placed within 3/4" of open edges.

## Physical Standards for Booklets

Booklets must have:

- Height: not more than 6" or less than 3.5" high. (Until 9-8-09 max. is 6-1/8")
- Length: not more than 10.5" or less than 5" long. (Until 9-8-09 max. length is 11.5").
- Thickness: not more than 0.25" or less than 0.009" thick. (Until 9-8-09 min. thickness for piece 4.25" x 6" or less is .007"). Thickness is measured at the spine.
- Weight: not more than 3 oz. Recommend booklets that weigh 3 ounces be no longer than 9".
- Aspect ratio: within 1.3 to 2.5 (length divided by height) and must be rectangular with 4 square corners.
- A bound or folded edge at the bottom unless prepared with spine on right edge. Booklet with spine on left edge or top is nonmachinable.

Booklet Design Exhibit effective 9-8-09. (See DMM 201.3.14.2 for current regulations.)

<b>If the spine or final fold is...</b>	<b>And the length is...</b>	<b>The cover stock must be at least... *</b>	<b>Mailers must seal the piece with...</b>	<b>And place the tabs in these locations...</b>
Spine or fold on the bottom (longer) edge	5" to 9" long	50-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
	Over 9", up to 10.5" long	60-pound		
Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Folded Booklet Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
Spine on the leading (shorter) edge	5" to 9" long	60-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.
	Over 9", up to 10.5" long	70-pound		
 Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.

\* Recommend paper that is 10 lbs. heavier than required minimum basis weight .