



Mailpiece Design Checklist

Processing Category

Postcard

Height	Minimum 3-1/2"	Maximum 4-1/4"	_____
Length	Minimum 5"	Maximum 6"	_____
Thickness <i>(after imaging)</i>	Minimum .007"	Maximum .016"	_____
Aspect Ratio	Between 1.3 and 2.5		_____

Letter

Height	Minimum 3-1/2"	Maximum 6-1/8"	_____
Length	Minimum 5"	Maximum 11-1/2"	_____
Thickness <i>(less than 4-1/4 x 6")</i>	Minimum .007"	Maximum 1/4"	_____
Thickness <i>(more than 4-1/4 x 6")</i>	Minimum .009"	Maximum 1/4"	_____
Aspect Ratio <i>length/height</i>	Between 1.3 and 2.5		_____
Weight (oz)		Maximum 3.3 ounces for automation	_____

Flat

General: Any dimension larger than a letter and under the maximum for a flat			
Height	Minimum 6"	Maximum 12"	_____
Length	Minimum 6"	Maximum 15"	_____
Thickness	Minimum .009"	Maximum 3/4"	_____
Weight (oz)		Maximum 13 ounces for First-Class	_____
		Maximum 16 ounces for Standard Mail	_____

Flat

Automation AFSM 100

Height	Minimum 5"	Maximum 12"	_____
Length	Minimum 6"	Maximum 15"	_____
Thickness	Minimum .009"	Maximum 3/4"	_____
Weight (oz)		Maximum 13 ounces for First-Class	_____
		Maximum 16 ounces for Standard Mail	_____

Flat

Automation FSM 100

Height	Minimum 4"	Maximum 12"	_____
Length	Minimum 6"	Maximum 15-3/4"	_____
Thickness <i>(pieces under 5")</i>	Minimum 1/4"		_____
Thickness <i>(pieces over 5")</i>	Minimum .009"		_____
Thickness <i>(pieces under 13")</i>		Maximum 1.1/4"	_____
Thickness <i>(pieces over 13")</i>		Maximum 7/8"	_____
Weight (oz)		Maximum 13 ounces for First-Class	_____
		Maximum 16 ounces for Standard Mail	_____

Flat

Carrier Route

Height	Minimum 6"	Maximum 11-3/4"	_____
Length	Minimum 6"	Maximum 14"	_____
Thickness	Minimum .009"	Maximum 3/4"	_____
Weight (oz)		Maximum: 16 ounces for Standard Mail	_____



Outer Mailing Envelope (OME)

Return Address

Check List of when required

Ancillary Service Endorsements _____
 Company Permit _____
 Precanceled Stamps _____
 Official Mail _____
 Express or Priority Mail _____
 Certified or Registered Mail _____

Upper left of address No more than 1/3" down and 1/2" length _____
 At least 2-3/4" from bottom Preferably out of OCR clear zone _____
 Room for Endorsement For move update requirements _____
 Font Preferably non-OCR readable _____

Window

Placement: Minimum 1/2" for left/edge and bottom _____
 Prefer at least 5/8" from bottom _____
 1/8" clearance around address Allow for Shift – TAP TEST _____
 1/3" for ACS, rate markings, keyliness, _____
 Room for additional imaged line carrier route, OEL _____

Self-Mailers

Barcode Clear Zone

Letter Size Only

4-3/4" from right edge _____
 5/8" from bottom _____
 Clear or Light background _____
 (give sample to production if background is questionable)

Ancillary Service Endorsements

Which Endorsement

ADDRESS SERVICE REQUESTED _____
 CHANGE SERVICE REQUESTED _____
 FORWARDING SERVICE REQUESTED _____
 (can't be used to meet Move Update Requirements)
 RETURN SERVICE REQUESTED _____

Specs on Placement Position

1/4" clear space all around _____
 Directly below the return address _____
 Directly above delivery address area _____
 Directly to the left of the postage area _____
 Directly below the postage area _____

Permit Imprint

Confirm wording of indicia is correct _____
 Confirm permit # is valid _____