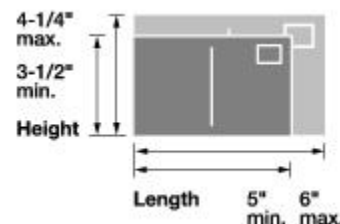


Post Haste Mailing Services, Inc. Mailpiece Design Guide

Postcards:

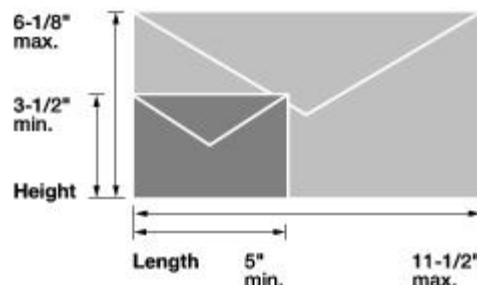
Minimum size:	3.5 x 5
Maximum size:	4.25 x 6
Minimum thickness:	.007
Aspect ratio (length/width)	between 1.3 and 2.5



Letters:

Minimum size:	3.5 x 5
Maximum size:	6.125 x 11.5*
*(some booklets must be smaller)	
Minimum thickness:	.009
Maximum thickness:	.25
Aspect ratio (length/width)	between 1.3 and 2.5

Non-paper material is no longer allowed for machinable letters.



Flats:

Minimum size:	5 x 6
Maximum size:	12 x 15
Minimum thickness:	.009
Maximum thickness:	.75
Aspect ratio (length/width)	between 1.3 and 2.5
Maximum weight:	16 ounces

There are specific address placement requirements for flat mailpieces. Please see our article on flat addressing, or call us for more information.

- ◆ To qualify you for the lowest barcode discount, please leave a white area of at least 1.5 x 4 for addressing.
- ◆ As of May 2009, letter-sized booklets or "slim jims" have special tabbing requirements (please see our article on tabbing).
- ◆ Remember, we are always happy to look at a proof of your mail piece before you go to print. We've saved our clients thousands of dollars in postage through this free service!

