

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"
Minimum thickness:	.009"
Maximum thickness:	.25"
Maximum weight (before surcharge):	3.3 ounces
Aspect ratio (length ÷ width):	between 1.3 and 2.5

Folded self mailers should be designed with the fold at the bottom of the mailpiece.

Flats:

Minimum size:	One dimension must exceed either 6.125" or 11.5"
Maximum size:	12"x15"
Minimum thickness:	.009"
Maximum thickness:	.75"
Maximum weight:	16 ounces

Addressing area:

To properly barcode your mailings, please leave a white area of at least 1.5" x 4".