
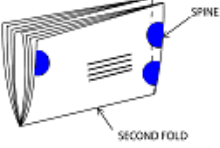
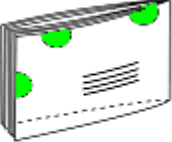
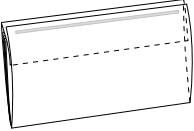
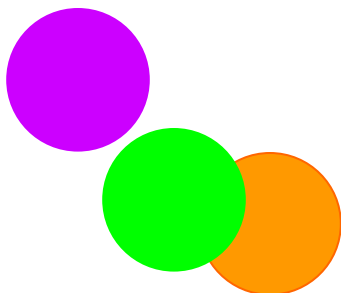


# Booklet Tabbing

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	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		
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	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.
 <p>Spine on the leading (shorter) edge</p>	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		
 <p>Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge</p>	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1inch glue spots acceptable if placed within 3/4 inch of right and left edges.



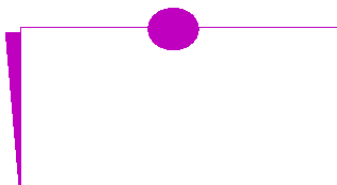
**Post Haste Mailing Services, Inc.**  
**858.513.7740**  
[www.PostHasteMailing.com](http://www.PostHasteMailing.com)  
[info@PostHasteMailing.com](mailto:info@PostHasteMailing.com)

# Self Mailer Tabbing

## Specifications for Automation-Compatible Letter-Size Mailpieces

### Double Postcard

Tabs 1 (middle)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 75 lb.



### Folded Self-Mailer

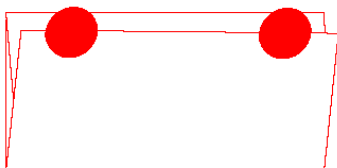
Tabs 3 (left and open edges)  
 Folded Edge Right  
 Sheets Single  
 Basis Weight 75 lb.



Fold on leading edge.

### Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 20 lb.



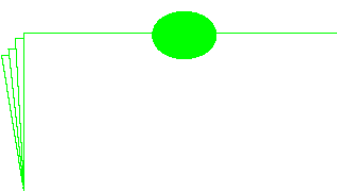
### Folded Self-Mailer (Invitation Fold)

Tab Address Label  
 Folds Top and Bottom  
 Sheets Multiple  
 Basis Weight 20 lb.



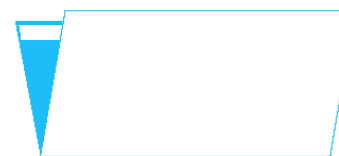
### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Multiple  
 Basis Weight 24 lb.



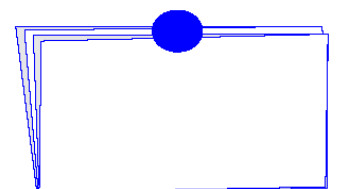
### Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 20 lb.



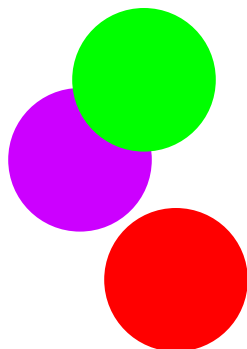
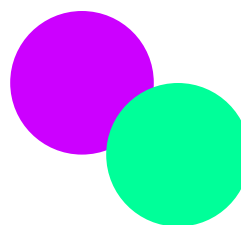
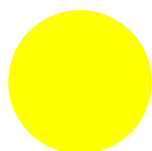
### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 28 lb.



An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

See DMM 201.3.15 for illustrations and design details for booklets.



**Post Haste Mailing Services, Inc.**  
**858.513.7740**  
**www.PostHasteMailing.com**  
**info@PostHasteMailing.com**