



## First-Class Mail

LETTER	
AUTOMATION (up to 2 oz)	
MIXED AADC	0.439
AADC	0.416
3-DIGIT	0.416
5-DIGIT	0.391
NON-AUTOMATION (up to 2 oz)	
SINGLE (Residual)	0.500
PRESORTED	0.471
NON-MACHINABLE SURCHARGE	0.218

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	0.782
ADC	0.702
3-DIGIT	0.662
5-DIGIT	0.470
NON-AUTOMATION (up to 1 oz)	
SINGLE	0.980
PRESORTED	0.831

## Postcards

AUTOMATION	
MIXED AADC	0.284
AADC	0.275
3-DIGIT	0.275
5-DIGIT	0.260

NON-AUTOMATION	
SINGLE	0.350
PRESORTED	0.295

## Standard (3.3 oz or less)

LETTER			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.304	MIXED AADC	0.317
AADC	0.283	AADC	0.300
3-DIGIT	0.283	MIXED ADC NON-MACHINABLE	0.675
5-DIGIT	0.266	ADC NON-MACHINABLE	0.606
		3-DIGIT NON-MACHINABLE	0.580
		5-DIGIT NON-MACHINABLE	0.491

DESTINATION ENTRY DISCOUNTS	
NDC	0.036
SCF	0.045

FLAT			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.569	MIXED AADC	0.610
AADC	0.536	AADC	0.562
3-DIGIT	0.479	3-DIGIT	0.507
5-DIGIT	0.392	5-DIGIT	0.444

DESTINATION ENTRY DISCOUNTS	
NDC	0.034
SCF	0.044

## Nonprofit

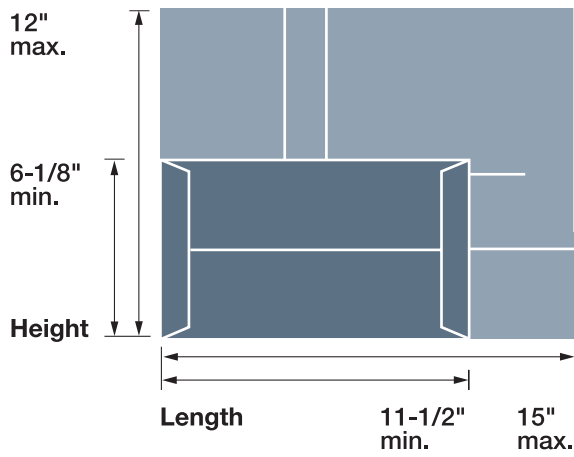
LETTER			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.185	MIXED AADC	0.198
AADC	0.164	AADC	0.181
3-DIGIT	0.164	MIXED ADC NON-MACHINABLE	0.556
5-DIGIT	0.147	ADC NON-MACHINABLE	0.487
		3-DIGIT NON-MACHINABLE	0.461
		5-DIGIT NON-MACHINABLE	0.372

DESTINATION ENTRY DISCOUNTS	
NDC	0.036
SCF	0.045

FLAT			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.426	MIXED AADC	0.465
AADC	0.393	AADC	0.417
3-DIGIT	0.336	3-DIGIT	0.362
5-DIGIT	0.249	5-DIGIT	0.299

DESTINATION ENTRY DISCOUNTS	
NDC	0.034
SCF	0.044

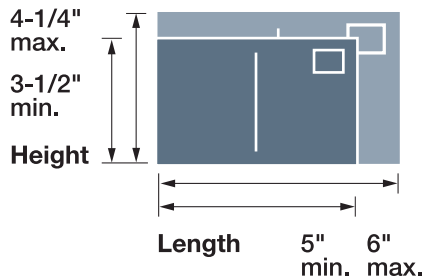
## Flat Dimensions



	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

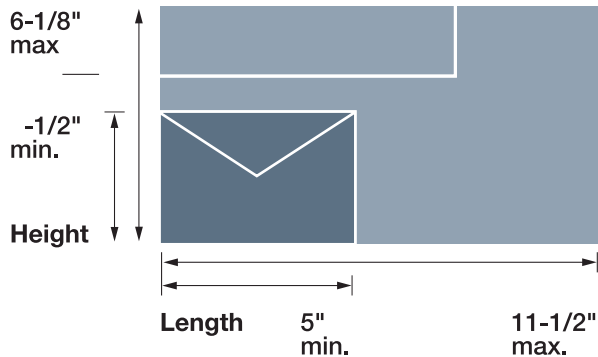
\* Flats exceed at least one of these dimensions

## Card Dimensions



	MINIMUM	MAXIMUM
LENGTH	5 inches	6 inches
HEIGHT	3 1/2 Inches	4 1/4 inches
THICKNESS	0.007 inch	0.016 inch

## Letter Dimensions



	MINIMUM	MAXIMUM
LENGTH	5 inches	11 1/2 inches
HEIGHT	3 1/2 Inches	6 1/8 inches
THICKNESS	.007 inch**	1/4 inch

\*\* Thickness must be .009 or more if more than 4 1/4" high or 6" long, or both.

## Machinability Guidelines

### CARDS

Size: 5"(l) x 3 1/2"(h) min;  
6"(l) x 4 1/4"(h) max  
Thickness: .007" min; .016" max

### BOOKLETS / SELF MAILERS

Height: 3.5" min, 6" max  
Length: 5" min. 10.5 " max  
Weight: 3 oz max

### LETTERS

Size: 5"(l) x 3 1/2"(h) min;  
11 1/2"(l) x 6 1/8"(h) max  
Thickness: .007" min; 1/4" max\*\*  
Aspect ratio: length divided by  
height: 1.3-2.5  
Maximum weight: 3.5 oz

### FLATS'

Size: 6" x 5" min;  
15"(l) x 12"(h) max  
Thickness: 3/4" max

## Surcharge Considerations

Non-machinable surcharge applies to **LETTER-SIZED PIECES** (First-Class and Standard Mail), defined as follows:

- For pieces larger than 6" x 4 1/4", thickness is less than .009"
- Aspect ratio (length divided by height) is less than 1.3 or more than 2.5
- Has clasp, string, button closures
- Too rigid
- Has delivery address parallel to shorter dimension of piece
- Letters weighing more than 3.5 oz are considered flats
- Letter size booklets / self mailers weighing more than 3 oz are considered flats
- Exterior surface not made up of paper

'FLATS' are subject to flexibility standards. Can not be too flexible or too rigid. Flat-size mail pieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness.