



First-Class Mail

LETTER	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.423
AADC	0.403
5-DIGIT	0.373
NON-AUTOMATION (up to 3.5 oz)	
SINGLE (Residual)	0.500
PRESORTED	0.453
NON-MACHINABLE SURCHARGE	0.210

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	0.750
ADC	0.670
3-DIGIT	0.630
5-DIGIT	0.446
NON-AUTOMATION (up to 1 oz)	
SINGLE	0.980
PRESORTED	0.798

Postcards

AUTOMATION	
MIXED AADC	0.274
AADC	0.266
5-DIGIT	0.253

NON-AUTOMATION	
SINGLE	0.340
PRESORTED	0.284

Marketing Mail (formerly Standard mail)

LETTER			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.288	MIXED AADC	0.301
AADC	0.271	AADC	0.284
5-DIGIT	0.251	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.647
		ADC NON-MACHINABLE	0.574
		3-DIGIT NON-MACHINABLE	0.549
		5-DIGIT NON-MACHINABLE	0.462

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.550	MIXED AADC	0.588
AADC	0.533	AADC	0.555
3-DIGIT	0.478	3-DIGIT	0.504
5-DIGIT	0.387	5-DIGIT	0.435

DESTINATION ENTRY DISCOUNTS	
NDC	0.026
SCF	0.034

DESTINATION ENTRY DISCOUNTS	
NDC	0.040
SCF	0.052

Nonprofit

LETTER			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.171	MIXED AADC	0.184
AADC	0.154	AADC	0.167
5-DIGIT	0.134	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.530
		ADC NON-MACHINABLE	0.457
		3-DIGIT NON-MACHINABLE	0.432
		5-DIGIT NON-MACHINABLE	0.345

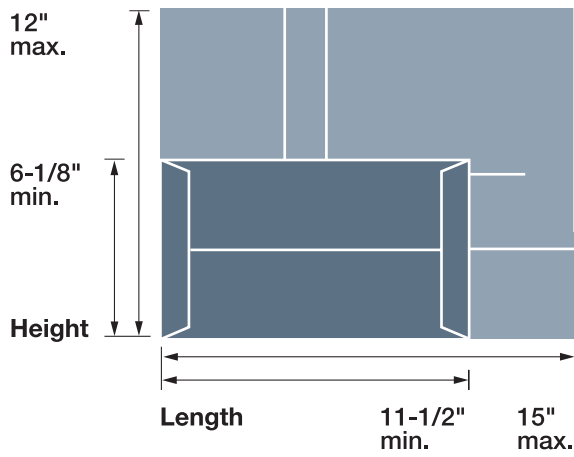
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.407	MIXED AADC	0.445
AADC	0.390	AADC	0.412
3-DIGIT	0.335	3-DIGIT	0.361
5-DIGIT	0.244	5-DIGIT	0.292

DESTINATION ENTRY DISCOUNTS	
NDC	0.026
SCF	0.034

DESTINATION ENTRY DISCOUNTS	
NDC	0.040
SCF	0.052

SEE BOOKLET SELF MAILER INFORMATION ON NEXT PAGE.

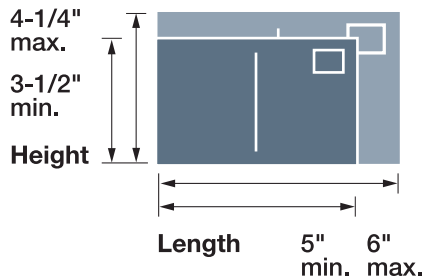
Flat Dimensions



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

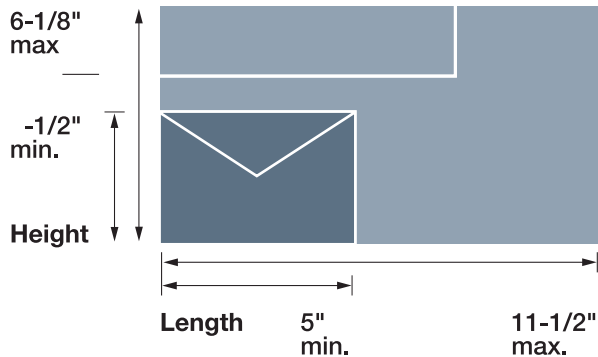
* Flats exceed at least one of these dimensions

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

FLATS¹

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

¹FLATS 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.