

## First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.531
AADC	0.507
5-DIGIT	0.471
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE (retail)	0.63
MIXED AADC	0.546
AADC	0.513
NON-MACHINEABLE	
MIXED AADC	0.825
3-DIGIT	0.702
5-DIGIT	0.593

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	1.068
ADC	0.955
3-DIGIT	0.896
5-DIGIT	0.689
NON-AUTOMATION (up to 1 oz)	
SINGLE PIECE (retail)	1.26
PRESORTED	1.185

## Postcards

AUTOMATION	
MIXED AADC	0.381
AADC	0.370
5-DIGIT	0.352

NON-AUTOMATION	
SINGLE PIECE (retail)	0.480
PRESORTED	0.394

## Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.360	MIXED AADC	0.366
AADC	0.339	AADC	0.346
5-DIGIT	0.305	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.923
		ADC NON-MACHINABLE	0.842
		3-DIGIT NON-MACHINABLE	0.778
		5-DIGIT NON-MACHINABLE	0.653

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.896	MIXED AADC	0.923
AADC	0.824	AADC	0.842
3-DIGIT	0.726	3-DIGIT	0.778
5-DIGIT	0.572	5-DIGIT	0.653

DESTINATION ENTRY DISCOUNTS	
NDC	0.023
SCF	0.030

DESTINATION ENTRY DISCOUNTS	
NDC	0.069
SCF	0.089

## Nonprofit

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.213	MIXED AADC	0.219
AADC	0.192	AADC	0.199
5-DIGIT	0.158	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.708
		ADC NON-MACHINABLE	0.627
		3-DIGIT NON-MACHINABLE	0.563
		5-DIGIT NON-MACHINABLE	0.438

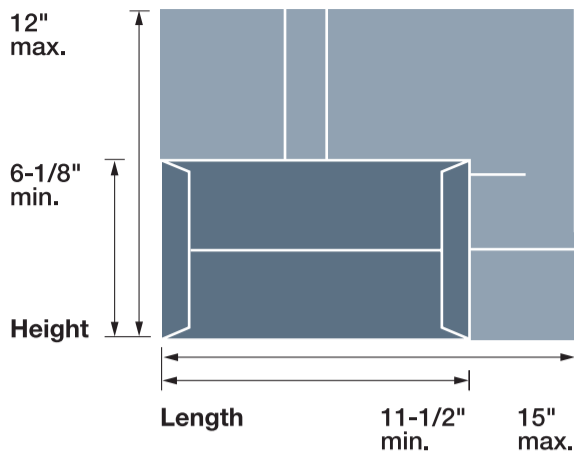
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.681	MIXED AADC	0.708
AADC	0.609	AADC	0.627
3-DIGIT	0.511	3-DIGIT	0.563
5-DIGIT	0.357	5-DIGIT	0.438

DESTINATION ENTRY DISCOUNTS	
NDC	0.023
SCF	0.030

DESTINATION ENTRY DISCOUNTS	
NDC	0.069
SCF	0.089

\*\*\*SEE BOOKLET SELF MAILER INFORMATION ON NEXT PAGE.

## Flat Dimensions

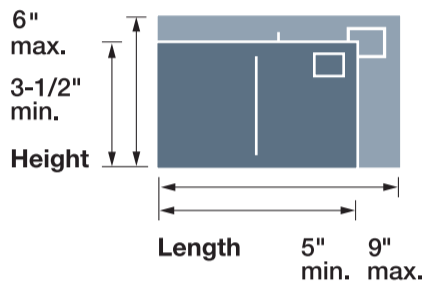


	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

\* Flats exceed at least one of these dimensions

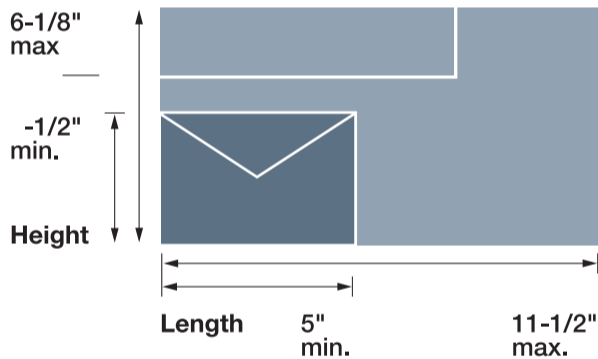
## Card Dimensions

for First Class mailings containing an Intelligent Mail Barcode



	MINIMUM	MAXIMUM
LENGTH	5 inches	9 inches
HEIGHT	3 1/2 Inches	6 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.