



## First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.571
AADC	0.547
5-DIGIT	0.507
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE (retail)	0.68
MIXED AADC	0.586
AADC	0.553
NON-MACHINEABLE	
MIXED ADC	0.943
3-DIGIT	0.823
5-DIGIT	0.716

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	1.244
ADC	1.108
3-DIGIT	1.047
5-DIGIT	0841
NON-AUTOMATION (up to 1 oz)	
SINGLE PIECE (retail)	1.39
PRESORTED	1.30

## Postcards

AUTOMATION	
MIXED AADC	0.390
AADC	0.378
5-DIGIT	0.357

NON-AUTOMATION	
SINGLE PIECE (retail)	0.53
PRESORTED	0.406

## Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.385	MIXED AADC	0.391
AADC	0.365	AADC	0.365
5-DIGIT	0.330	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	1.037
		ADC NON-MACHINABLE	0.946
		3-DIGIT NON-MACHINABLE	0.882
		5-DIGIT NON-MACHINABLE	0.735

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	1.006	MIXED ADC	1.037
ADC	0.923	ADC	0.946
3-DIGIT	0.816	3-DIGIT	0.882
5-DIGIT	0.639	5-DIGIT	0.735

DESTINATION ENTRY DISCOUNTS	
NDC	0.027 per piece
SCF	0.035 per piece

DESTINATION ENTRY DISCOUNTS	
NDC	0.071 per piece
SCF	0.091 per piece

## Nonprofit

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.228	MIXED AADC	0.234
ADC	0.208	AADC	0.208
5-DIGIT	0.173	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.798
		ADC NON-MACHINABLE	0.707
		3-DIGIT NON-MACHINABLE	0.643
		5-DIGIT NON-MACHINABLE	0.496

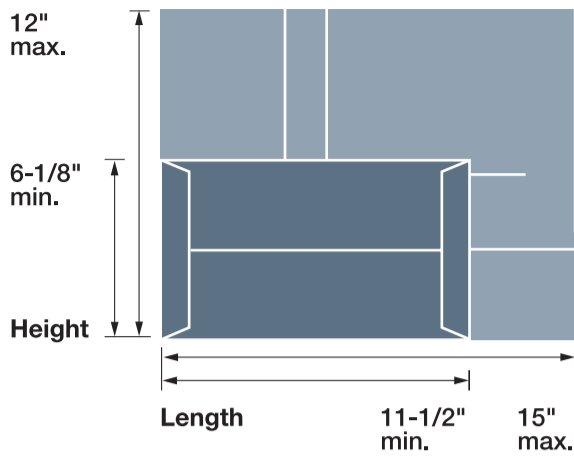
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	0.767	MIXED ADC	0.798
ADC	0.684	AADC	0.707
3-DIGIT	0.577	3-DIGIT	0.643
5-DIGIT	0.400	5-DIGIT	0.496

DESTINATION ENTRY DISCOUNTS	
NDC	0.027 per piece
SCF	0.035 per piece

DESTINATION ENTRY DISCOUNTS	
NDC	0.071 per piece
SCF	0.091 per piece

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

## Flat Dimensions

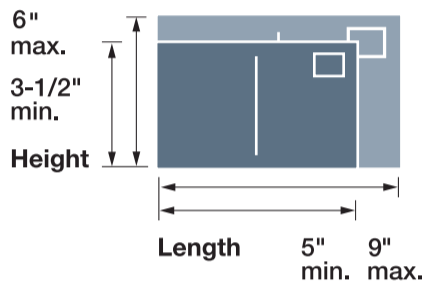


	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

\* Flats exceed at least one of these dimensions

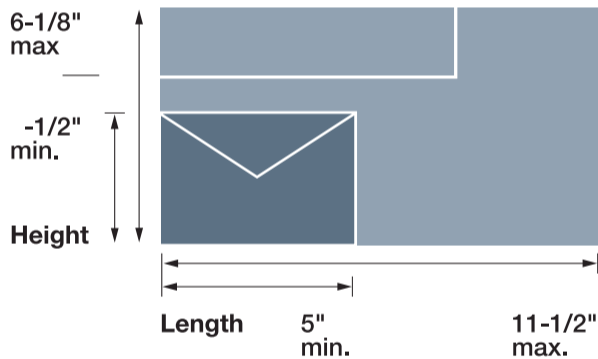
## Card Dimensions

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.