



First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.515
AADC	0.491
5-DIGIT	0.455
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE (retail)	0.60
MIXED AADC	0.526
AADC	0.493
NON-MACHINEABLE	
MIXED AADC	0.794
3-DIGIT	0.671
5-DIGIT	0.562

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	0.934
ADC	0.821
3-DIGIT	0.762
5-DIGIT	0.555
NON-AUTOMATION (up to 1 oz)	
SINGLE PIECE (retail)	1.20
PRESORTED	1.08

Postcards

AUTOMATION	
MIXED AADC	0.359
AADC	0.348
5-DIGIT	0.330

NON-AUTOMATION	
SINGLE PIECE (retail)	0.440
PRESORTED	0.372

Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.349	MIXED AADC	0.355
AADC	0.328	AADC	0.339
5-DIGIT	0.296	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.881
		ADC NON-MACHINABLE	0.800
		3-DIGIT NON-MACHINABLE	0.736
		5-DIGIT NON-MACHINABLE	0.611

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.854	MIXED AADC	0.881
AADC	0.782	AADC	0.800
3-DIGIT	0.684	3-DIGIT	0.736
5-DIGIT	0.530	5-DIGIT	0.611

DESTINATION ENTRY DISCOUNTS	
NDC	0.023
SCF	0.030

DESTINATION ENTRY DISCOUNTS	
NDC	0.069
SCF	0.091

Nonprofit

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.207	MIXED AADC	0.213
AADC	0.186	AADC	0.197
5-DIGIT	0.154	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.675
		ADC NON-MACHINABLE	0.594
		3-DIGIT NON-MACHINABLE	0.530
		5-DIGIT NON-MACHINABLE	0.405

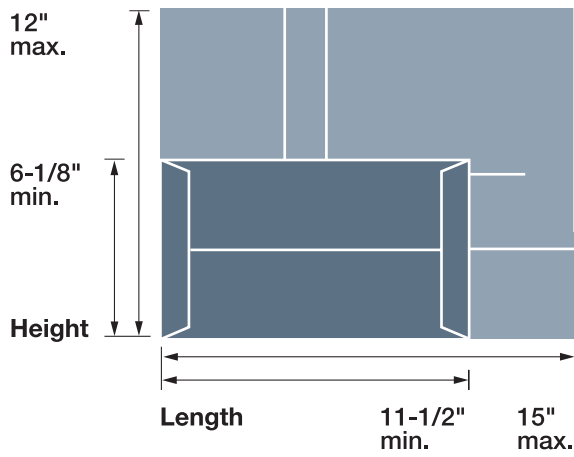
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.648	MIXED AADC	0.675
AADC	0.576	AADC	0.594
3-DIGIT	0.478	3-DIGIT	0.530
5-DIGIT	0.324	5-DIGIT	0.405

DESTINATION ENTRY DISCOUNTS	
NDC	0.023
SCF	0.030

DESTINATION ENTRY DISCOUNTS	
NDC	0.069
SCF	0.091

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

Flat Dimensions

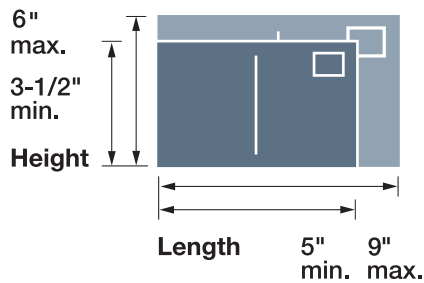


	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

* Flats exceed at least one of these dimensions

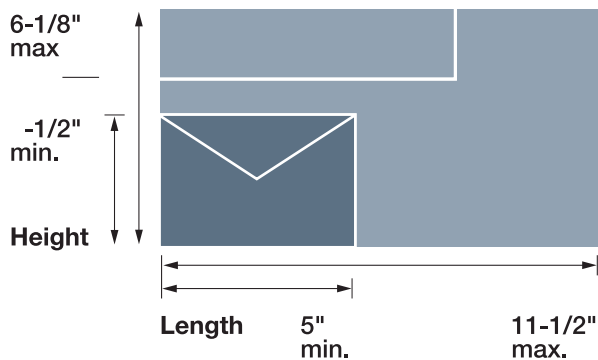
Card Dimensions

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.