

First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.622
AADC	0.593
5-DIGIT	0.545
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE (retail)	0.73
MIXED AADC	0.636
AADC	0.596
NON-MACHINEABLE	
MIXED ADC	1.032
3-DIGIT	0.908
5-DIGIT	0.798

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	1.355
ADC	1.212
3-DIGIT	1.132
5-DIGIT	0.874
NON-AUTOMATION (up to 1 oz)	
SINGLE PIECE (retail)	1.50
PRESORTED	1.40

Postcards

AUTOMATION	
MIXED AADC	0.419
AADC	0.406
5-DIGIT	0.384

NON-AUTOMATION	
SINGLE PIECE (retail)	0.56
PRESORTED	0.435

Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.402	MIXED AADC	0.408
AADC	0.380	AADC	0.380
5-DIGIT	0.345	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	1.072
		ADC NON-MACHINABLE	0.981
		3-DIGIT NON-MACHINABLE	0.917
		5-DIGIT NON-MACHINABLE	0.770

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	1.041	MIXED ADC	1.072
ADC	0.971	ADC	0.981
3-DIGIT	0.864	3-DIGIT	0.917
5-DIGIT	0.687	5-DIGIT	0.770

DESTINATION ENTRY DISCOUNTS	
NDC	0.024 per piece
SCF	0.027 per piece

DESTINATION ENTRY DISCOUNTS	
NDC	0.66 per piece
SCF	0.70 per piece

Nonprofit

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.230	MIXED AADC	0.236
ADC	0.208	AADC	0.208
5-DIGIT	0.173	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.836
		ADC NON-MACHINABLE	0.745
		3-DIGIT NON-MACHINABLE	0.681
		5-DIGIT NON-MACHINABLE	0.534

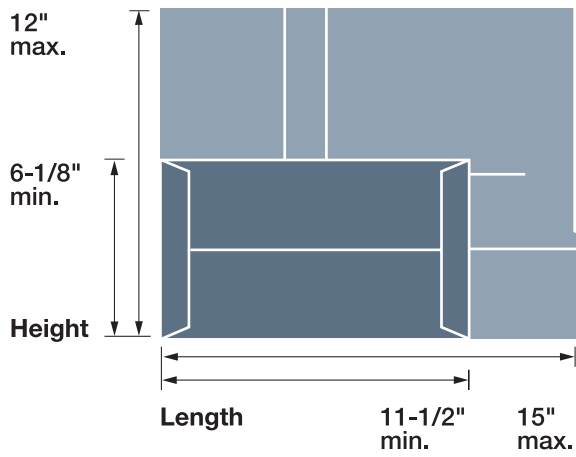
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	0.805	MIXED ADC	0.836
ADC	0.735	AADC	0.745
3-DIGIT	0.628	3-DIGIT	0.681
5-DIGIT	0.451	5-DIGIT	0.534

DESTINATION ENTRY DISCOUNTS	
NDC	0.024 per piece
SCF	0.027 per piece

DESTINATION ENTRY DISCOUNTS	
NDC	0.066 per piece
SCF	0.070 per piece

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

Flat Dimensions

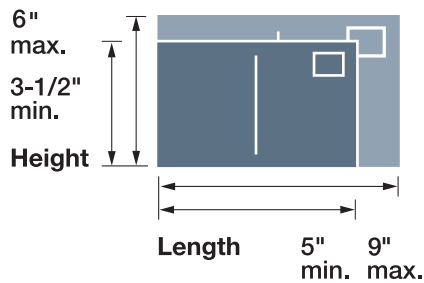


	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

* Flats exceed at least one of these dimensions

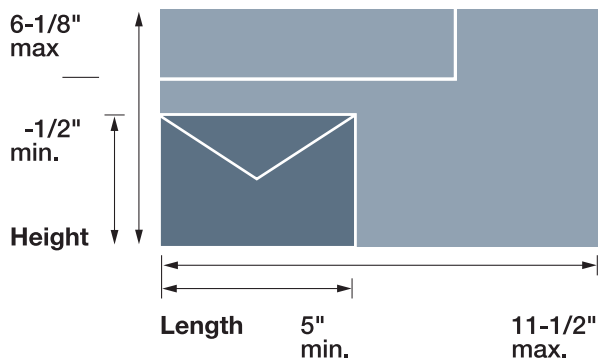
Card Dimensions

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

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.