

## Cyril-Scott: Postage Reference Guide

### Minimum Automation Quantity

- First Class: at least 500 pieces
- Standard Mail: at least 200 pieces or 50 lbs

For current postage rates visit the United States Postal Service at [www.usps.gov](http://www.usps.gov)

### Letters/Cards

#### Automatable Size

- Minimum: 5" L x 3 1/2" H
- Maximum (letters): 11 1/2" L x 6 1/8" H
- Maximum (cards): 6" L x 4 1/4" H

Length is dimension parallel to address.

Height is dimension perpendicular to address

#### Maximum Weight

- First Class: 3.3 oz.
- Standard Non-Automated: 3.3 oz.
- Standard Automated: 3.5 oz.

#### Thickness\*

Minimum: sizes 6" x 4 1/4" or smaller: 0.007" (7pt.) sizes greater than 6" length AND/OR greater than 4 1/4" height: 0.009"

- Maximum for cards at card rates: 0.016"
- Maximum for letters and other cards: 0.250"

### Flats

#### Automatable Size

- Length: Minimum: 6" Maximum: 15"
- Height: Minimum: 5" Maximum: 12"

#### Maximum Weight

- First Class: 13 oz.
- Standard: less than 16 oz.

#### Thickness

Presorted:

Minimum: more than 1/4"

Maximum: 3/4"

#### Automated:

Automated Flat Sorting Machine (AFSM) 100

Minimum: 0.009"

Maximum: 3/4"

#### Paper and Mail-piece Contents

Polywrapped, polybagged and shrinkwrapped letter size pieces will be processed as non-machineable. Flat size mail pieces can be polywrapped, polybagged or shrink-wrapped (a list of approved polywrap and polywrap manufacturers is available at <http://ribbs.usps.gov>).

No clasps, strings, buttons or other protrusions. The contents of a flat-size mailpiece must remain uniformly thick so that the dimensions of the envelope, wrapper or sleeve remain constant. If the contents are of irregular thickness or significantly smaller than the envelope, wrapper or sleeve, they must be secured to prevent shifting during processing. Surround items with loose packing material or padding to ensure mailpiece remains uniformly thick.

Envelopes and the outer sheet(s) forming other types of mailpieces that are sealed on all four edges must be at least 16 pounds basis weight (500 sheets at 17" x 22").

\*see USPS Quick Service Guide for complete details.

#### Tabs and Wafer Seals

##### Double Postcard

- Tabs 1 (middle)
- Folded Edge Top or Bottom
- Sheets Single
- Basis Weight 75 lb.

##### Folded Self-Mailer

- Tabs 2 (start ≤ 1" from edges)
- Folded Edge Top or Bottom
- Sheets Single
- Basis Weight 20 lb.

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Folded Self-Mailer  
Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Multiple  
Basis Weight 24 lb.

Folded Self-Mailer  
Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Single  
Basis Weight 28 lb.

Folded Self-Mailer  
Tabs 3 (left and open edges)  
Folded Edge Right  
Sheets Single  
Basis Weight 75 lb.

Folded Self-Mailer (Invitation Fold)  
Tabs Address Label  
Folded Edge Top and Bottom  
Sheets Multiple  
Basis Weight 20 lb.

Folded Self-Mailer (Continuous Glue Strip)  
Open Edge Top  
Folded Edge Bottom  
Sheets Single  
Basis Weight 20 lb.

Booklet  
Tabs 2 (start  $\leq$  1" from edges)  
Spine Bottom  
Sheets Multiple w/ Cover  
Basis Weight 20 lb. (Cover)



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