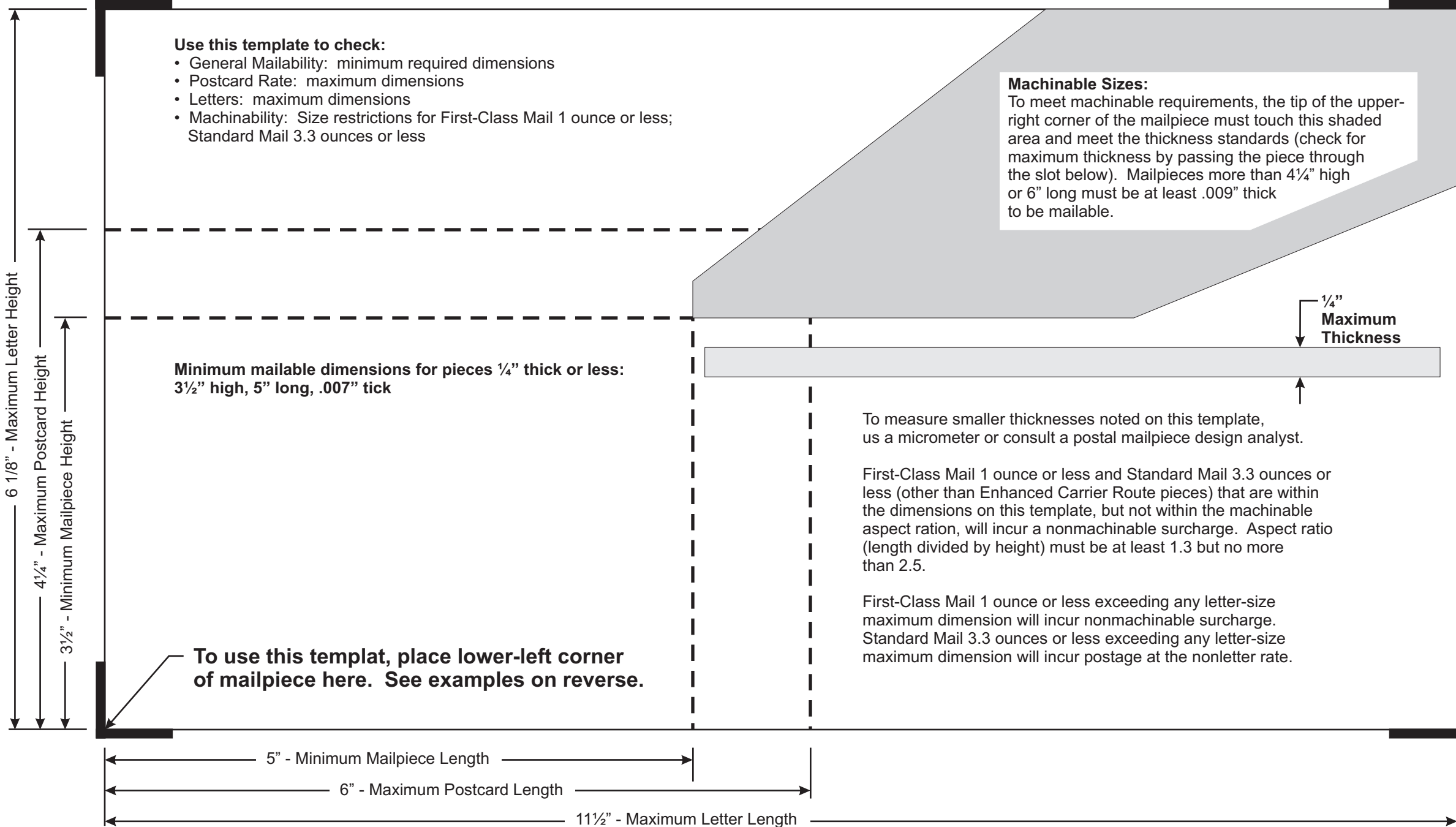# LETTER - SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE

Use this template to check:
- General Mailability: minimum required dimensions
- Postcard Rate: maximum dimensions
- Letters: maximum dimensions
- Machinability: Size restrictions for First-Class Mail 1 ounce or less; Standard Mail 3.3 ounces or less

Machinable Sizes:
To meet machinable requirements, the tip of the upper-right corner of the mailpiece must touch this shaded area and meet the thickness standards (check for maximum thickness by passing the piece through the slot below). Mailpieces more than 4¼" high or 6" long must be at least .009" thick to be mailable.

¼" **Maximum Thickness**

Minimum mailable dimensions for pieces ¼" thick or less: 3½" high, 5" long, .007" tick

To measure smaller thicknesses noted on this template, us a micrometer or consult a postal mailpiece design analyst.

First-Class Mail 1 ounce or less and Standard Mail 3.3 ounces or less (other than Enhanced Carrier Route pieces) that are within the dimensions on this template, but not within the machinable aspect ration, will incur a nonmachinable surcharge. Aspect ratio (length divided by height) must be at least 1.3 but no more than 2.5.

First-Class Mail 1 ounce or less exceeding any letter-size maximum dimension will incur nonmachinable surcharge. Standard Mail 3.3 ounces or less exceeding any letter-size maximum dimension will incur postage at the nonletter rate.

To use this templat, place lower-left corner of mailpiece here. See examples on reverse.

6 1/8" - Maximum Letter Height

4¼" - Maximum Postcard Height

3½" - Minimum Mailpiece Height

3½" - Minimum Mailpiece Height

5" - Minimum Mailpiece Length

6" - Maximum Postcard Length

11½" - Maximum Letter Length