



First-Class Mail

| LETTER*** | |
|-------------------------------|-------|
| AUTOMATION (up to 3.5 oz) | |
| MIXED AADC | 0.428 |
| AADC | 0.412 |
| 5-DIGIT | 0.383 |
| NON-AUTOMATION (up to 3.5 oz) | |
| SINGLE PIECE | 0.55 |
| PRESORTED | 0.459 |
| NON-MACHINABLE SURCHARGE | 0.15 |

| FLAT | |
|-----------------------------|-------|
| AUTOMATION (up to 1 oz) | |
| MIXED ADC | 0.727 |
| ADC | 0.644 |
| 3-DIGIT | 0.605 |
| 5-DIGIT | 0.486 |
| NON-AUTOMATION (up to 1 oz) | |
| SINGLE | 1.000 |
| PRESORTED | 0.799 |

Postcards

| AUTOMATION | |
|------------|-------|
| MIXED AADC | 0.274 |
| AADC | 0.268 |
| 5-DIGIT | 0.257 |

| NON-AUTOMATION | |
|----------------|-------|
| SINGLE | 0.350 |
| PRESORTED | 0.280 |

Marketing Mail (formerly Standard mail)

| LETTER*** | | | |
|---------------------------|-------|-------------------------------|-------|
| AUTOMATION (up to 3.5 oz) | | NON-AUTOMATION (up to 3.5 oz) | |
| MIXED AADC | 0.291 | MIXED AADC | 0.302 |
| AADC | 0.281 | AADC | 0.292 |
| 5-DIGIT | 0.256 | NON-AUTOMATION (up to 4.0 oz) | |
| | | MIXED ADC NON-MACHINABLE | 0.668 |
| | | ADC NON-MACHINABLE | 0.595 |
| | | 3-DIGIT NON-MACHINABLE | 0.573 |
| | | 5-DIGIT NON-MACHINABLE | 0.505 |

| FLAT (4 OZ OR LESS) | | | |
|---------------------|-------|----------------|-------|
| AUTOMATION | | NON-AUTOMATION | |
| MIXED AADC | 0.632 | MIXED AADC | 0.652 |
| AADC | 0.597 | AADC | 0.617 |
| 3-DIGIT | 0.523 | 3-DIGIT | 0.561 |
| 5-DIGIT | 0.405 | 5-DIGIT | 0.469 |

| DESTINATION ENTRY DISCOUNTS | |
|-----------------------------|-------|
| NDC | 0.022 |
| SCF | 0.028 |

| DESTINATION ENTRY DISCOUNTS | |
|-----------------------------|-------|
| NDC | 0.043 |
| SCF | 0.053 |

Nonprofit

| LETTER*** | | | |
|---------------------------|-------|-------------------------------|-------|
| AUTOMATION (up to 3.5 oz) | | NON-AUTOMATION (up to 3.5 oz) | |
| MIXED AADC | 0.173 | MIXED AADC | 0.184 |
| AADC | 0.163 | AADC | 0.174 |
| 5-DIGIT | 0.138 | NON-AUTOMATION (up to 4.0 oz) | |
| | | MIXED ADC NON-MACHINABLE | 0.550 |
| | | ADC NON-MACHINABLE | 0.477 |
| | | 3-DIGIT NON-MACHINABLE | 0.455 |
| | | 5-DIGIT NON-MACHINABLE | 0.387 |

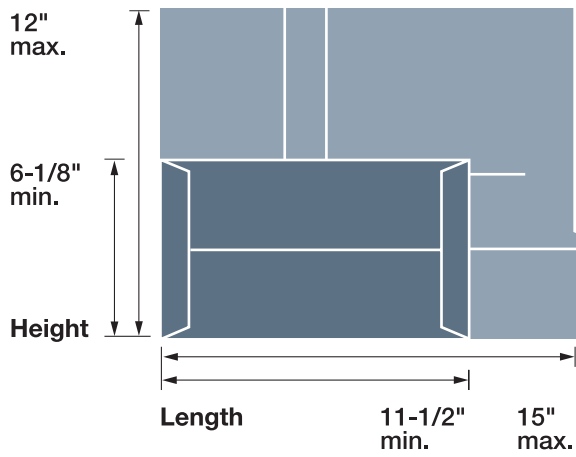
| FLAT (4 OZ OR LESS) | | | |
|---------------------|-------|----------------|-------|
| AUTOMATION | | NON-AUTOMATION | |
| MIXED AADC | 0.458 | MIXED AADC | 0.478 |
| AADC | 0.423 | AADC | 0.443 |
| 3-DIGIT | 0.349 | 3-DIGIT | 0.387 |
| 5-DIGIT | 0.231 | 5-DIGIT | 0.295 |

| DESTINATION ENTRY DISCOUNTS | |
|-----------------------------|-------|
| NDC | 0.022 |
| SCF | 0.028 |

| DESTINATION ENTRY DISCOUNTS | |
|-----------------------------|-------|
| NDC | 0.043 |
| SCF | 0.053 |

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

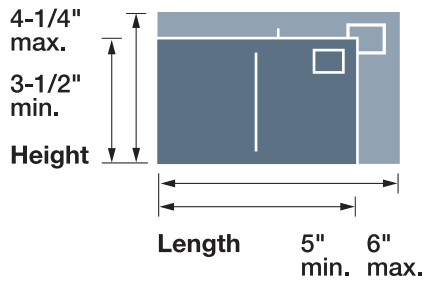
Flat Dimensions



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

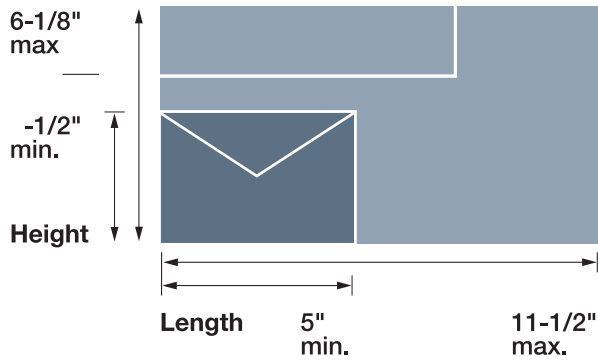
* Flats exceed at least one of these dimensions

Card Dimensions



| | MINIMUM | MAXIMUM |
|-----------|--------------|--------------|
| LENGTH | 5 inches | 6 inches |
| HEIGHT | 3 1/2 Inches | 4 1/4 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.