



### First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.439
AADC	0.419
5-DIGIT	0.389
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE	0.55
PRESORTED	0.460
NON-MACHINABLE SURCHARGE	0.15

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	0.716
ADC	0.620
3-DIGIT	0.577
5-DIGIT	0.430
NON-AUTOMATION (up to 1 oz)	
SINGLE	1.000
PRESORTED	0.810

### Postcards

AUTOMATION	
MIXED AADC	0.276
AADC	0.270
5-DIGIT	0.260

NON-AUTOMATION	
SINGLE	0.350
PRESORTED	0.285

### Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.299	MIXED AADC	0.305
AADC	0.284	AADC	0.295
5-DIGIT	0.259	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	0.702
		ADC NON-MACHINABLE	0.629
		3-DIGIT NON-MACHINABLE	0.607
		5-DIGIT NON-MACHINABLE	0.539

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.666	MIXED AADC	0.685
AADC	0.608	AADC	0.650
3-DIGIT	0.543	3-DIGIT	0.594
5-DIGIT	0.418	5-DIGIT	0.501

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	0.178	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	0.581
		ADC NON-MACHINABLE	0.508
		3-DIGIT NON-MACHINABLE	0.486
		5-DIGIT NON-MACHINABLE	0.418

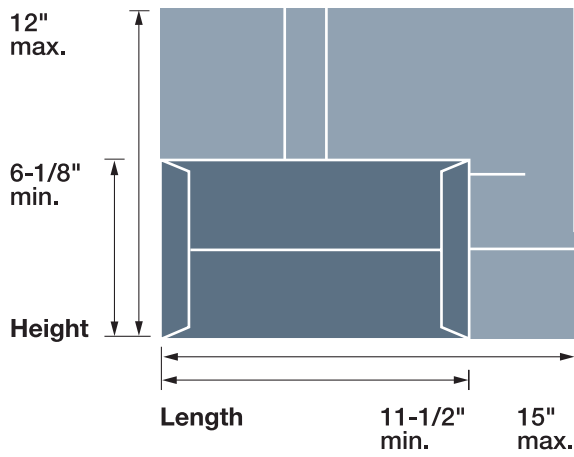
FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED AADC	0.488	MIXED AADC	0.507
AADC	0.430	AADC	0.472
3-DIGIT	0.365	3-DIGIT	0.416
5-DIGIT	0.240	5-DIGIT	0.323

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.

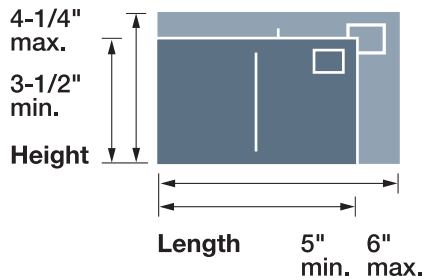
## Flat Dimensions



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

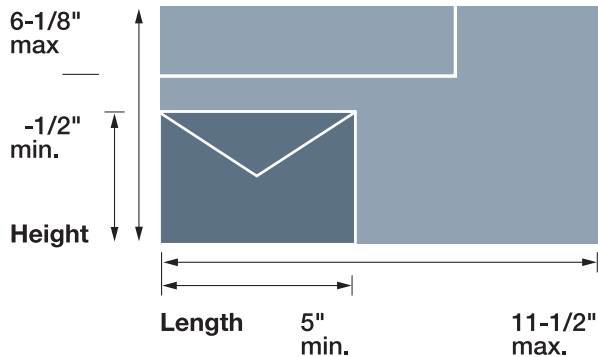
\* Flats exceed at least one of these dimensions

## 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

### FLATS<sup>1</sup>

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

<sup>1</sup>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.