

UPDATE : SERVICES  
MAILING

# Postage Guide

**Effective January 22, 2017**

Rates and rules subject to USPS regulations

**Includes information for:**

First-Class Mail		pg 2-3
Marketing Mail		pg 4-5
Nonprofit Mail		pg 6-7
Mailpiece Layout		pg 8
Move Update		pg 9
Envelope Sizes		pg 9
Tabbing		pg 10-11
Flat Addressing		pg 12

# First-Class Mail

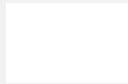
## Straight First-Class

First-Class Mail  
U.S. Postage  
PAID  
Twin Cities, MN  
Permit 4665

First-Class Mail  
U.S. Postage  
PAID  
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## Retail Rates (Single-Piece)

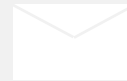
### Postcards



Weight (not over)	Rate
1 oz	.34

Size Specifications	Minimum	Maximum
Length	5"	6"
Height	3.5"	4.25"
Thickness	.007"	.016"

### Letters

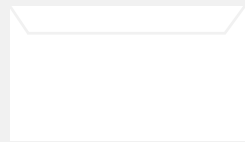


Weight (not over)	Stamp Rate	Meter Rate
1 oz	.49	.46
2 oz	.70	.67
3 oz	.91	.88
3.5 oz	1.12	1.09
Nonmachinable Surcharge	.21	.21

Size Specifications	Minimum	Maximum
Length	5"	11.5"*
Height	3.5"	6.125"*
Thickness	.007"*	.25"

\*maximums vary for booklets & self-mailers, see pg 10  
\*\*minimum thickness .009" for letters greater than 4.25x6

### Flats

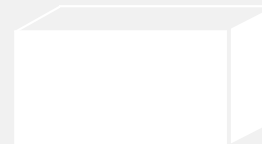


Weight (not over)	Rate
1 oz	.98
2 oz	1.19
3 oz	1.40
4 oz	1.61
5 oz	1.82
6 oz	2.03
7 oz	2.24
Additional Ounce	.21

Size Specifications	Minimum*	Maximum
Length	6"	15"
Height	5"	12"
Thickness	.009"	.75"

\*flats must exceed at least one of these dimensions:  
length - 11.5", height - 6.125", thickness - .25"

### Parcels



Weight (not over)	Rate
1 oz	2.67
2 oz	2.67
3 oz	2.67
4 oz	2.67
5 oz	2.85
6 oz	3.03
7 oz	3.21
Additional Ounce	.18

Size Specifications	
Length	longest side of the package
Girth	measurement around the thickest part (perpendicular to length)
Length + Girth	cannot exceed 108" (Parcel Post cannot exceed 130")

# Presorted First-Class (Commercial Rates)

## Presorted First-Class

Presorted  
First-Class Mail  
U.S. Postage  
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Presorted  
First-Class Mail  
U.S. Postage  
PAID  
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### General Estimating Guide

First Class Letter 1 oz: .423

First Class Flat 1 oz: .750

## Letters



Weight Not Over	Automation			Machinable	Non-Machinable
	5-Digit	AADC	Mixed AADC	Presorted	Presorted
1 oz	.373	.403	.423	.453	.663
2 oz	.373	.403	.423	.453	.663
3 oz	.373	.403	.423	.453	.663
3.5 oz	.373	.403	.423	.453	.663
Postcard	.253	.266	.274	.284	-

*Full Service IMb discount -.003*

## Flats



Weight Not Over	Automation				Non-Auto
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1 oz	.446	.630	.670	.750	.798
2 oz	.656	.840	.880	.960	1.008
3 oz	.866	1.050	1.090	1.170	1.218
4 oz	1.076	1.260	1.300	1.380	1.428
5 oz	1.286	1.470	1.510	1.590	1.638
6 oz	1.496	1.680	1.720	1.800	1.848
7 oz	1.706	1.890	1.930	2.010	2.058
8 oz	1.916	2.100	2.140	2.220	2.268
9 oz	2.126	2.310	2.350	2.430	2.478
10 oz	2.336	2.520	2.560	2.640	2.688
11 oz	2.546	2.730	2.770	2.850	2.898
12 oz	2.756	2.940	2.980	3.060	3.108
13 oz	2.966	3.150	3.190	3.270	3.318

*Full Service IMb discount -.003*

# Marketing Mail

Formerly known as Standard Mail

## Letters



Size Specifications	Minimum	Maximum
Length	5"	11.5" (10.5" for booklets and folded self-mailers)
Height	3.5"	6.125" (6" for booklets and folded self-mailers)
Thickness	.007"	.25"

\*minimum thickness for letters greater than 4.25x6 is .009"

General Estimating Guide	
Marketing Mail Letters	
local:	\$.237   nationwide: \$.288
Marketing Mail Flats	
local:	\$.426   nationwide: \$.550

### Letters - 3.5 oz or less

Entry Point	Carrier Route				Automation			Nonautomation Machinable	
	Saturation	HD Plus	High Density	Basic	5-Digit	AADC	Mixed AADC	AADC	Mixed AADC
None	.186	.196	.199	.290	.251	.271	.288	.284	.301
DNDC	.162	.172	.175	.260	.225	.245	.262	.258	.275
DSCF	.155	.165	.168	.252	.217	.237	-	.250	-
DDU	-	-	-	-	-	-	-	-	-

### Letters Nonautomation - 4 oz or less

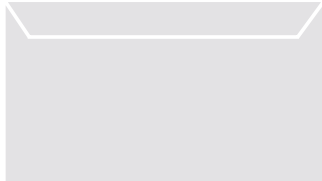
Entry Point	Carrier Route					Nonautomation Machinable		
	Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
None	.218	.228	.248	.290	.426	.549	.574	.647
DNDC	.178	.188	.208	.260	.436	.523	.548	.621
DSCF	.164	.174	.194	.252	.428	.515	.540	-
DDU	-	-	-	-	-	-	-	-

### Letters Nonautomation - More than 4 oz

For Mailpieces over 4 oz use per piece + per pound to determine rate.

	Entry Point	Carrier Route				Nonautomation Machinable			
		Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
	None	.615	.615	.615	.720	.897	.897	.897	.897
Per Pound Rate	DNDC	.454	.454	.454	.600	.737	.737	.737	.737
	DSCF	.399	.399	.399	.568	.689	.689	.689	-
	DDU	-	-	-	-	-	-	-	-
+	Per Pc	.064	.074	.094	.110	.211	.28	.331	.364

## Flats



Size Specifications	Minimum*	Maximum
Length	6"	15"
Height	5"	12"
Thickness	.009"	.75"

\*flats must exceed at least one of these dimensions:  
length - 11.5", height - 6.125", thickness - .25"

## Presorted Standard

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Prsrt Std  
U.S. Postage  
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### Flats - 4 oz or less

Entry Point	Carrier Route					Automation				Nonautomation			
	EDDM	Saturation	HD Plus	HD	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
None	.219	.218	.228	.248	.290	.387	.478	.533	.550	.435	.504	.555	.588
DNDC	.179	.178	.188	.208	.260	.347	.438	.493	.510	.395	.464	.515	.548
DSCF	.165	.164	.174	.194	.252	.335	.426	.481	-	.383	.452	.503	-
DDU	.156	.155	.165	.185	.241	-	-	-	-	-	-	-	-

### Flats - More than 4 oz

For Mailpieces over 4 oz use per piece + per pound to determine rate.

	Entry Point	Carrier Route				Automation				Nonautomation			
		Saturation	HD Plus	HD	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Per Pound Rate	None	.615	.615	.615	.720	.897	.897	.897	.897	.897	.897	.897	.897
	DNDC	.454	.454	.454	.600	.737	.737	.737	.737	.737	.737	.737	.737
	DSCF	.399	.399	.399	.568	.689	.689	.689	-	.689	.689	.689	-
	DDU	.363	.363	.363	.524	-	-	-	-	-	-	-	-
+	Per Piece	.064	.074	.094	.110	.163	.254	.309	.326	.211	.280	.331	.364

Detached Address Label .035 | Customized MarketMail .443 | Picture Permit Imprint Indicia .020 | Full Service IMb discount -.001

# Nonprofit Mail

## Letters



Size Specifications	Minimum	Maximum
Length	5"	11.5" (10.5" for booklets and folded self-mailers)
Height	3.5"	6.125" (6" for booklets and folded self-mailers)
Thickness	.007"	.25"

\*minimum thickness for letters greater than 4.25x6 is .009"

### General Estimating Guide

Nonprofit Letter  
local: \$.120 | nationwide: \$.171

Nonprofit Flat  
local: \$.283 | nationwide: \$.407

### Letters - 3.5 oz or less

Entry Point	Carrier Route				Automation			Nonautomation Machinable	
	Saturation	HD Plus	High Density	Basic	5-Digit	AADC	Mixed AADC	AADC	Mixed AADC
None	.111	.115	.118	.209	.134	.154	.171	.167	.184
DNDC	.087	.091	.094	.179	.108	.128	.145	.141	.158
DSCF	.080	.084	.087	.171	.100	.120	-	.133	-
DDU	-	-	-	-	-	-	-	-	-

### Letters Nonautomation - 4 oz or less

Entry Point	Carrier Route				Nonautomation Machinable			
	Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
None	.136	.146	.167	.209	.345	.432	.457	.530
DNDC	.096	.106	.127	.179	.319	.406	.431	.504
DSCF	.082	.092	.113	.171	.311	.398	.423	-
DDU	-	-	-	-	-	-	-	-

### Letters Nonautomation - More than 4 oz

For Mailpieces over 4 oz use per piece + per pound to determine rate.

	Entry Point	Carrier Route				Nonautomation Machinable			
		Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
Per Pound Rate	None	.445	.445	.445	.550	.794	.794	.794	.794
	DNDC	.284	.284	.284	.430	.634	.634	.634	.634
	DSCF	.229	.229	.229	.398	.586	.586	.586	-
	DDU	-	-	-	-	-	-	-	-
+	Per Pc	.025	.035	.056	.071	.093	.162	.213	.246

# Nonprofit Mail

## Flats



Size Specifications	Minimum*	Maximum
Length	6"	15"
Height	5"	12"
Thickness	.009"	.75"

\*flats must exceed at least one of these dimensions:  
length - 11.5", height - 6.125", thickness - .25"

## Non Profit Organization

NonProfit Org.  
U.S. Postage  
PAID  
Twin Cities, MN  
Permit 4665

NonProfit Org.  
U.S. Postage  
PAID  
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### Flats - 4 oz or less

Entry Point	Carrier Route					Automation				Nonautomation			
	EDDM	Saturation	HD Plus	HD	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
None	.137	.136	.146	.167	.209	.244	.335	.390	.407	.292	.361	.412	.445
DNDC	.097	.096	.106	.127	.179	.204	.295	.350	.367	.252	.321	.372	.405
DSCF	.083	.082	.092	.113	.171	.192	.283	.338	-	.240	.309	.360	-
DDU	.074	.073	.083	.104	.160	-	-	-	-	-	-	-	-

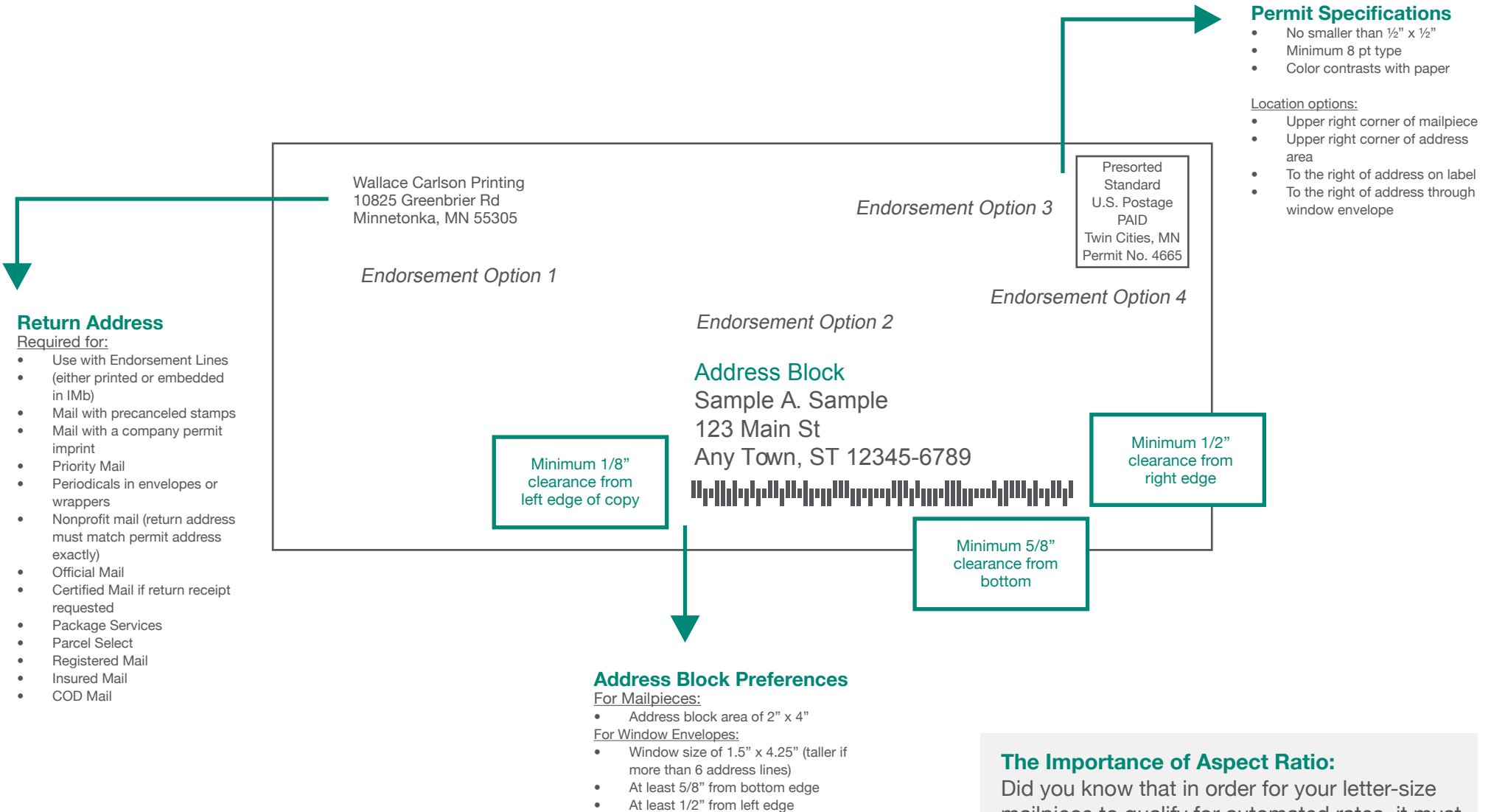
### Flats - More than 4 oz

For Mailpieces over 4 oz use per piece + per pound to determine rate.

	Entry Point	Carrier Route					Automation				Nonautomation			
		EDDM	Saturation	HD Plus	HD	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Per Pound Rate	None	.445	.445	.445	.445	.550	.794	.794	.794	.794	.794	.794	.794	.794
	DNDC	.284	.284	.284	.284	.430	.634	.634	.634	.634	.634	.634	.634	.634
	DSCF	.229	.229	.229	.229	.398	.586	.586	.586	-	.586	.586	.586	-
	DDU	.193	.193	.193	.193	.354	-	-	-	-	-	-	-	-
+	Per Piece	.026	.025	.035	.056	.071	.045	.136	.191	.208	.093	.162	.213	.246

Detached Address Label .035 | Customized MarketMail .328 | Picture Permit Imprint Indicia .020 | Full Service IMb discount -.001

# The Anatomy of a Mailpiece





# Move Update Options

In order to qualify for discounted postage for First-Class Mail and Standard Mail, the USPS requires that mailers demonstrate they have updated their mailing list with 95 days before mailing date. They have outlined three approved methods for updating:

## 1) National Change Of Address (NCOA):

NCOA is an address correction service that matches a mailer's list against the USPS COA database. If there are any matches, updated information is provided back to the mailer or mailing agent.

## 2) Address Change Service (ACS):

ACS allows mailers to receive electronic Change of Address notifications as the mailing is processed in real-time. To participate in this service, the mailer must register with the USPS to obtain a unique mailer identification code that is printed on all ACS mailings. There are three types of ACS:

- Traditional - ancillary service endorsement and alpha-participant code required to be printed on piece
- OneCode - uses IMb, ancillary service endorsement required to be printed on piece
- Full Service - uses IMb, Basic and Full Service options

## 3) Ancillary Service Endorsement:

Taglines are printed near the address block providing instructions on how to handle undeliverable mailpieces. The endorsement lines available are:

- Address Service Requested - Forwarding and Return; New separate address notification provided
- Return Service Requested - No Forwarding, Only Return; New address notification provided
- Change Service Requested - No Forwarding or Return; New address notification provided

For all methods, it is important to update not only the mailing file but also the original database to ensure long-term compliance.

***Non-compliance will result in additional postage fees***

*Mailings that are addressed to "Current Resident", "Or Current Resident", "Current Occupant", or "Or Current Occupant" are exempt from this requirement.*

# Envelope Sizing

Listed below are common envelope sizes:

## Commercial Envelopes

Type	Size (inches)
5	3.125 x 5.5
6 1/4	3.5 x 6
6 3/4	3.625 x 6.5
7	3.75 x 6.75
7 3/4	3.875 x 7.5
8 5/8	3.625 x 8.625
9	3.875 x 8.875
10	4.125 x 9.5
11	4.5 x 10.375
12	4.75 x 11
14	5 x 11.5

## Catalog/Booklet Envelopes

Type	Size (inches)
1	6 x 9
1 3/4	6.5 x 9.5
3	7 x 10
6	7.5 x 10.5
9 3/4	8.75 x 11.25
10 1/2	9 x 12
12 1/2	9.5 x 12.5
13 1/2	10 x 13
14 1/2	11.5 x 14.5
15	10 x 15
15 1/2	12 x 15.5

## Useful To Know

- Commercial and Side Seam flap styles are preferred for machine insertion
- Open-side or Booklet Envelopes open on the long side and are used for machine inserting
- Open-End or Catalog Envelopes open on the short side and are hand-inserted
- Flap length matters! For machine inserting, flaps should be shorter than 2"

## Announcement Envelopes

Type	Size (inches)
A-2	4.375 X 5.75
A-6	4.75 X 6.5
A-7	5.25 X 7.25
A-8	5.5 X 8.125
A-9	5.75 X 8.75
A-10	6 X 9.5

# Booklet Tabbing

## What is a Booklet?

Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces a spine where pages are attached together are considered booklets.

## Booklet Types:

**Simple Spine:** Spine forms the bottom edge of the mailpiece

**Oblong:** A spine on the leading (shorter) edge

**Folded:** Bound and then folded to letter-size

**Wallet:** A spine forms the bottom edge

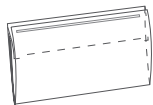
### Simple Spine Booklet

Maximum weight—3 ounces  
Maximum height—6 inches  
Maximum length—9.5 inches unless noted  
Cover paper weight—80-pound paper unless noted



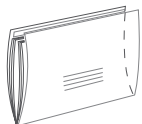
#### Basic

**Cover:** 5"-9" long - at least 50 lb.; Over 9" up to 10.5" - at least 60 lb.  
The front cover may be up to a maximum of .25" shorter than pages & rear cover. Nonperforated 1.5" tabs Place one tab on the leading & trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.



#### Internal Flap

**Cover:** Minimum 80 lb.  
Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover. Seal with a continuous glue line along flap as described in 3.11g (preferred) or 1" glue spots as described in 3.11f.

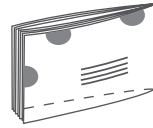


#### Cover-to-Cover

**Cover:** Minimum 80 lb.  
Cover extends no more than 5/8" beyond inner pages. Seal with a continuous glue line along extended cover as described in 3.11g (preferred) or with 1" glue spots as described in 3.11f.

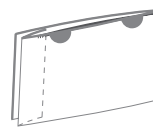
### Oblong Booklets

Maximum weight—3 ounces  
Maximum height—6 inches  
Maximum length—10.5 inches  
Cover paper weight—70-pound paper unless noted



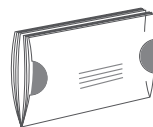
#### All Tab

**Cover:** 5" to 9" long: 60-pound paper  
Over 9" up to 10.5": 70-pound paper  
Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.



#### Internal Flap

**Cover:** 5" to 9" long 60-pound paper  
Over 9" up to 10.5" 70-pound paper  
The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals. Seal with a continuous glue line as described in 3.11h. Place two 1.5" non-perforated tabs on the top edge 1-inch from the leading and trailing edges.

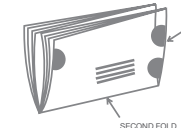


#### Wallet Style Booklet

Maximum weight—2.5 ounces  
Height—4 inches  
Maximum length—5.2 to 8 inches  
Cover paper weight—70-pound paper unless otherwise noted

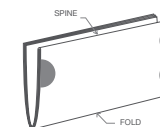
### Folded Booklets

Maximum weight—3 ounces  
Maximum height—6 inches  
Maximum length—10.5 inches unless noted



#### Vertical Spine

Cover paper weight—40-pound paper  
Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.



#### Horizontal Spine

Cover paper weight up to 9" L = 50lb; over 9" L up to 10.5" = 60lb  
Tabs up to 2oz = 1.5" nonperforated tabs;  
over 2oz = 2" nonperforated tabs  
Spine at top on address-side panel  
Place one tab on the leading and trailing edge within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.

**Cover:** Entire booklet 60-pound paper, OR  
Cover 70-pound paper, inner pages 50-pound paper.  
Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1.25" from bottom leading and trailing edge.  
Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.  
±1/8" vertical tolerance for tab placement in both cases.

# Self-Mailer Tabbing

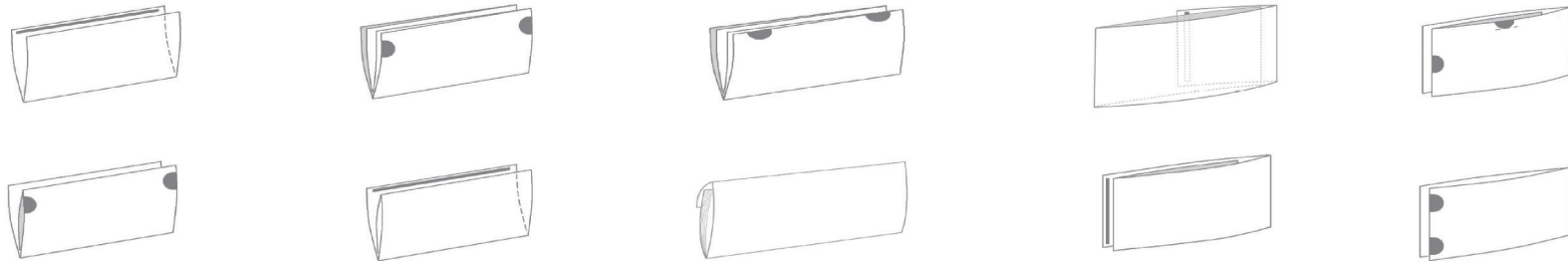
## Key changes include:

- New maximum length of 10.5"
- New maximum height of 6"
- New maximum weight of 3 oz
- New minimum paper weight of 70lb if under 1 oz, 80lb if over 1 oz
- Single tab closures eliminated
- Perfed tabs eliminated
- Final fold cannot be on the top of the mailpiece

## What is a FSM?

A folded self-mailer is formed of panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece.

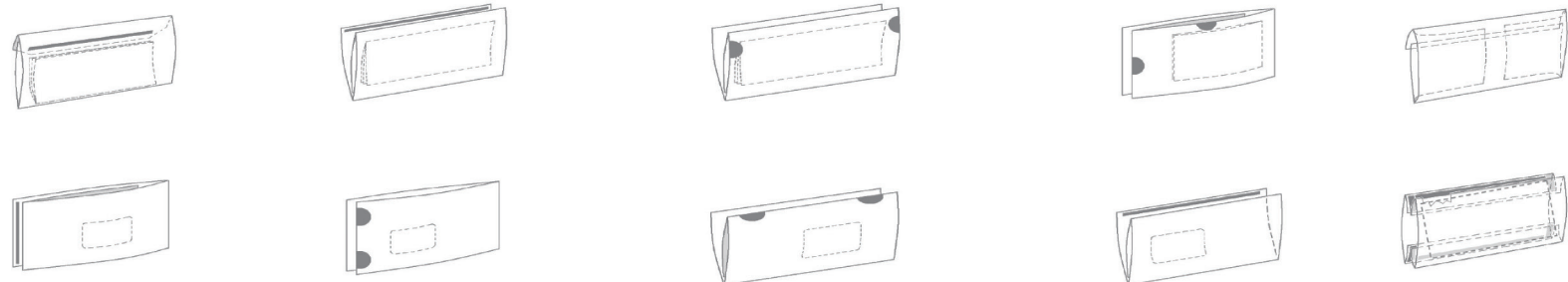
### Basic Folded Self-Mailer Styles



### Quarter-Fold Style



### Attachments or Loose Enclosures in Pocket (Internal)



(from USPS DMM 201 3.16, revised Nov 2013)

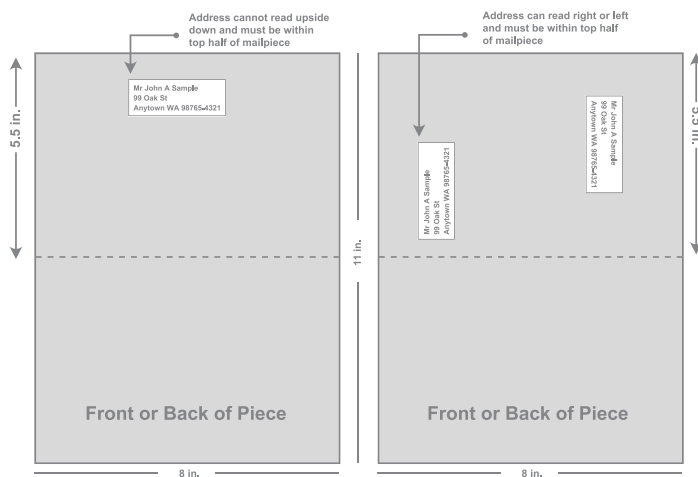
The USPS has approved new standards for Folded Self-Mailers (FSMs) which took effect January 5, 2013.

# Flat Addressing

## Enveloped, Polywrapped, and Card-Style Flats

The following standards apply to enveloped, polywrapped, or card-style Periodicals (including shrinkwrapped Firm bundles), Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices:

- The “top” of the mailpiece is either of the shorter edges.
- The entire delivery address must be within the top half of the mailpiece, except under 2.2c or 2.2d. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.
- If the delivery address is placed on an insert polywrapped with the host piece:
  - » The address must not appear on a component that rotates within the bag.
  - » The address must remain visible throughout the addressed component’s range of motion.
  - » The insert must be affixed to maintain the address entirely in the top half through-out processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.



## Bound or Folded Flats

The following standards apply to bound or folded Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices not in envelopes or polywrap:

- The “top” is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side of the piece. Exception: For Carrier Route (or Enhanced Carrier Route) saturation pieces, the “top” of the mailpiece is either of the shorter edges.
- The entire delivery address must be within the top half of the mailpiece, except under 2.3c. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.

