

## First-Class Mail

LETTER***	
AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.672
AADC	0.641
5-DIGIT	0.593
NON-AUTOMATION (up to 3.5 oz)	
SINGLE PIECE (retail)	0.78
MIXED AADC	0.686
AADC	0.644
NON-MACHINEABLE	
MIXED ADC	1.088
3-DIGIT	0.939
5-DIGIT	0.813

FLAT	
AUTOMATION (up to 1 oz)	
MIXED ADC	1.488
ADC	1.331
3-DIGIT	1.235
5-DIGIT	0.970
NON-AUTOMATION (up to 1 oz)	
SINGLE PIECE (retail)	1.63
PRESORTED	1.540

## Postcards

AUTOMATION	
MIXED AADC	0.464
AADC	0.447
5-DIGIT	0.422

NON-AUTOMATION	
SINGLE PIECE (retail)	0.62
PRESORTED	0.470

## Marketing Mail (formerly Standard mail)

LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.432	MIXED AADC	0.438
AADC	0.406	AADC	0.406
5-DIGIT	0.371	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	1.220
		ADC NON-MACHINABLE	1.110
		3-DIGIT NON-MACHINABLE	1.046
		5-DIGIT NON-MACHINABLE	0.869

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	1.185	MIXED ADC	1.220
ADC	1.101	ADC	1.110
3-DIGIT	0.986	3-DIGIT	1.046
5-DIGIT	0.770	5-DIGIT	0.869

DESTINATION ENTRY DISCOUNTS	
SCF	0.017 per piece

DESTINATION ENTRY DISCOUNTS	
SCF	0.038 per piece

## Nonprofit

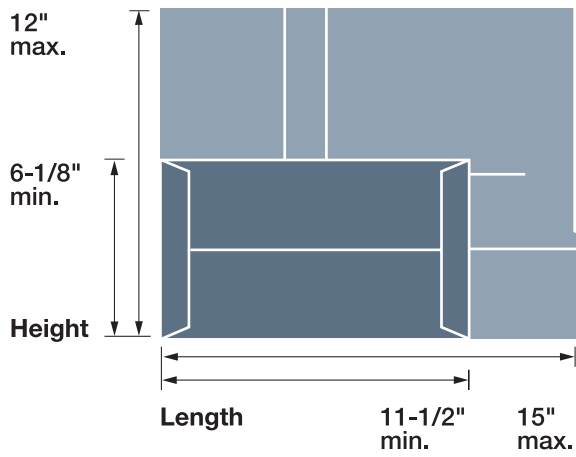
LETTER***			
AUTOMATION (up to 3.5 oz)		NON-AUTOMATION (up to 3.5 oz)	
MIXED AADC	0.240	MIXED AADC	0.246
ADC	0.214	AADC	0.214
5-DIGIT	0.179	NON-AUTOMATION (up to 4.0 oz)	
		MIXED ADC NON-MACHINABLE	.956
		ADC NON-MACHINABLE	0.846
		3-DIGIT NON-MACHINABLE	0.782
		5-DIGIT NON-MACHINABLE	0.605

FLAT (4 OZ OR LESS)			
AUTOMATION		NON-AUTOMATION	
MIXED ADC	0.920	MIXED ADC	0.955
ADC	0.836	AADC	0.845
3-DIGIT	0.721	3-DIGIT	0.781
5-DIGIT	0.505	5-DIGIT	0.604

DESTINATION ENTRY DISCOUNTS	
SCF	0.017 per piece

DESTINATION ENTRY DISCOUNTS	
SCF	0.038 per piece

## Flat Dimensions

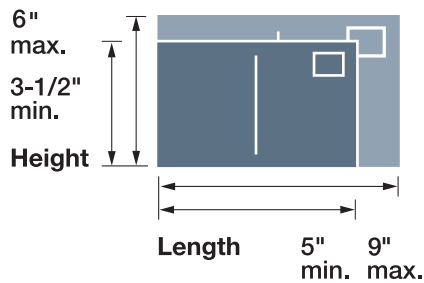


	MINIMUM*	MAXIMUM
LENGTH	11 1/2 inches	15 inches
HEIGHT	6 1/8 Inches	12 inches
THICKNESS	1/4 inch	3/4 inch

\* Flats exceed at least one of these dimensions

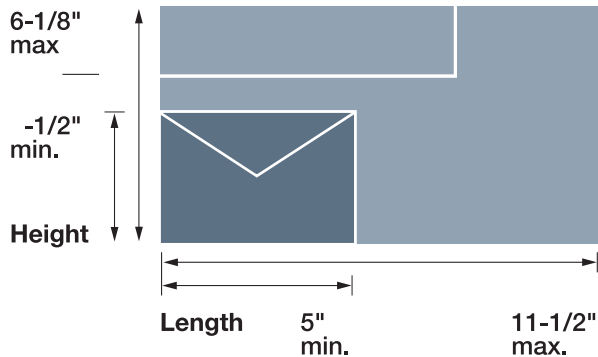
## Card Dimensions

for First Class mailings containing an Intelligent Mail Barcode



	MINIMUM	MAXIMUM
LENGTH	5 inches	9 inches
HEIGHT	3 1/2 Inches	6 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'

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

'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.