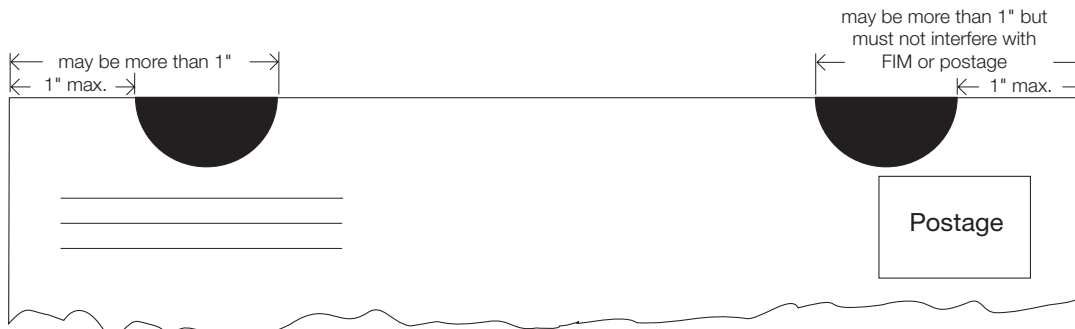


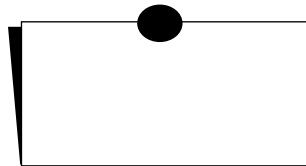
Placement of Tabs and Wafer Seals (201.3.13)



Specifications for Automation-Compatible Letter-Size Mailpieces

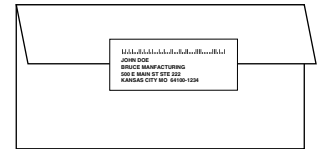
Double Postcard

Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.



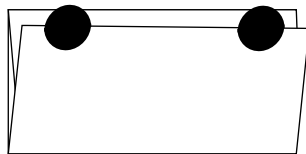
Folded Self-Mailer (Invitation Fold)

Tab Address Label
Folds Top and Bottom
Sheets Multiple
Basis Weight 20 lb.



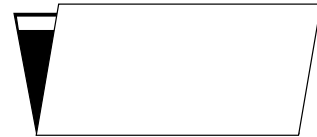
Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 20 lb.



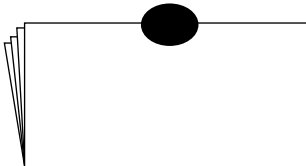
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 20 lb.



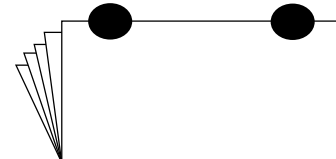
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Multiple
Basis Weight 24 lb.



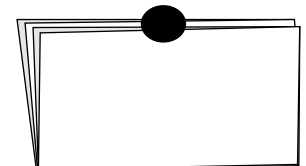
Booklet

Tabs 2 (start ≤ 1 inch from edges)
Spine Bottom
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)



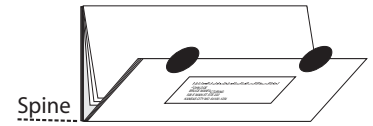
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 28 lb.



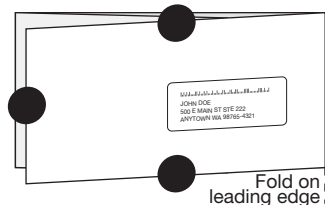
Folded Booklet

Tabs 2 (start ≤ 1 inch from edges)
Spine Left
Folded Edge Bottom
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)



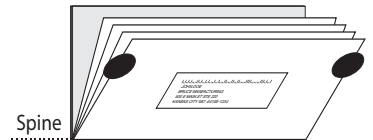
Folded Self-Mailer

Tabs 3 (left and open edges)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.



Folded Booklet

Tabs 2 (start ≤ 1 inch from top edge)
Spine Bottom
Folded Edge Bottom
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)



An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

Booklet

Tabs 2 (start ≤ 1 inch from top and bottom edges)
Spine Right (open edge left)
Folded Edge Right
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)

