

Postage Guide

Effective January 22, 2017

Rates and rules subject to USPS regulations

Includes information for:

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First-Class Mail

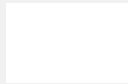
Straight First-Class

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

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

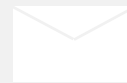
Postcards



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

Weight (not over)	Rate
1 oz	.34

Letters

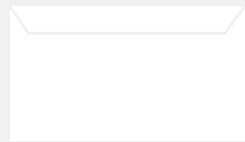


Size Specifications	Minimum	Maximum
Length	5"	11.5"*
Height	3.5"	6.125"*
Thickness	.007"*	.25"

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

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

Flats

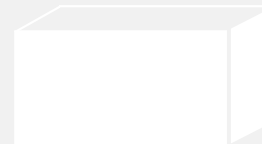


Size Specifications	Minimum*	Maximum
Length	6"	15"
Height	5"	12"
Thickness	.009"	.75"

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

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

Parcels



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")

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

Presorted First-Class (Commercial Rates)

Presorted First-Class

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

First Class Letter 1 oz: .423

First Class Flat 1 oz: .750

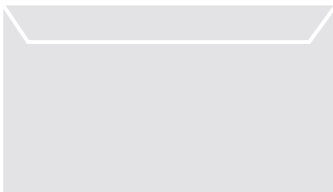
Letters



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

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

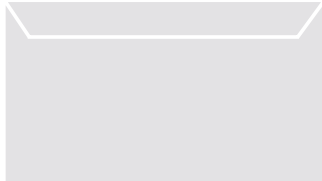
Entry Point	Carrier Route					Nonautomation Machinable		
	Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
None	.218	.228	.248	.290	.426	.549	.574	.647
DNDC	.178	.188	.208	.260	.436	.523	.548	.621
DSCF	.164	.174	.194	.252	.428	.515	.540	-
DDU	-	-	-	-	-	-	-	-

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

Prsrt Std
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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
	None	.445	.445	.445	.550	.794	.794	.794	.794
Per Pound Rate	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
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NonProfit Org.
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	.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	-	-	-	-	-	-	-	-

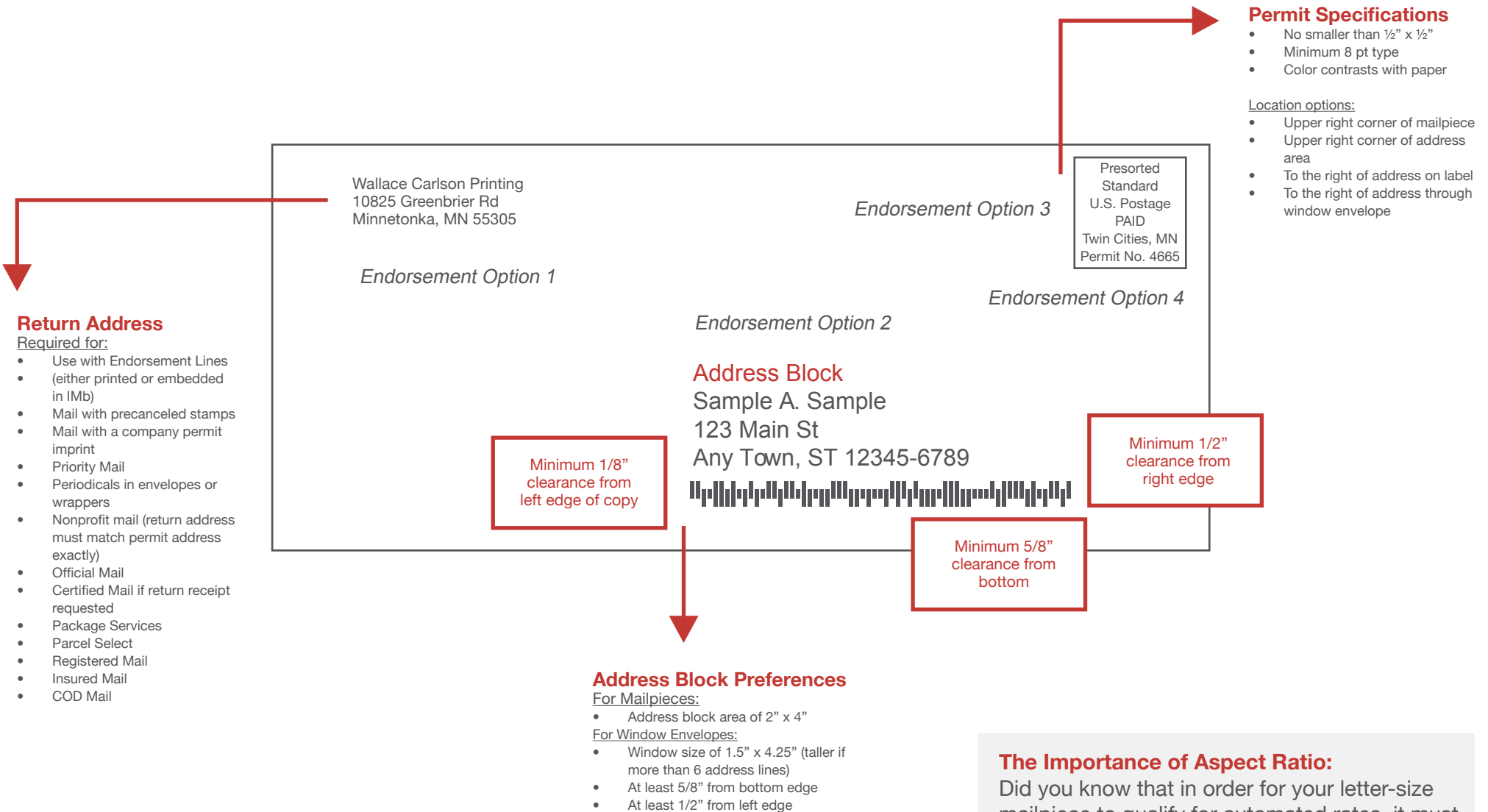
Flats - More than 4 oz

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



Return Address

Required for:

- Use with Endorsement Lines
- (either printed or embedded in IMb)
- Mail with precanceled stamps
- Mail with a company permit imprint
- Priority Mail
- Periodicals in envelopes or wrappers
- Nonprofit mail (return address must match permit address exactly)
- Official Mail
- Certified Mail if return receipt requested
- Package Services
- Parcel Select
- Registered Mail
- Insured Mail
- COD Mail

Permit Specifications

- No smaller than 1/2" x 1/2"
- Minimum 8 pt type
- Color contrasts with paper

Location options:

- Upper right corner of mailpiece
- Upper right corner of address area
- To the right of address on label
- To the right of address through window envelope

Address Block Preferences

For Mailpieces:

- Address block area of 2" x 4"

For Window Envelopes:

- Window size of 1.5" x 4.25" (taller if more than 6 address lines)
- At least 5/8" from bottom edge
- At least 1/2" from left edge

The Importance of Aspect Ratio:

Did you know that in order for your letter-size mailpiece to qualify for automated rates, it must meet the aspect ratio? To determine this, divide the length of your mailer by the height. If it's between 1.3 and 2.5, you are on your way to automation rates!

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

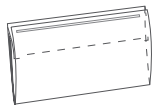
Cover paper weight—80-pound paper unless noted



Basic

Cover: 5"-9" long - at least 50 lb.; Over 9" up to 10.5" - at least 60 lb.

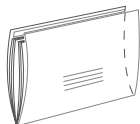
The front cover may be up to a maximum of .25" shorter than pages & rear cover. Nonperforated 1.5" tabs Place one tab on the leading & trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.



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.

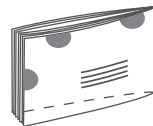
Oblong Booklets

Maximum weight—3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless noted

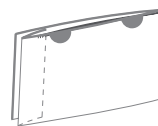


All Tab

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.

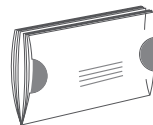


Internal Flap

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

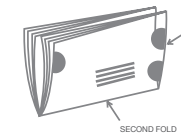
Cover paper weight—70-pound paper unless otherwise noted

Folded Booklets

Maximum weight—3 ounces

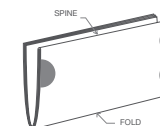
Maximum height—6 inches

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

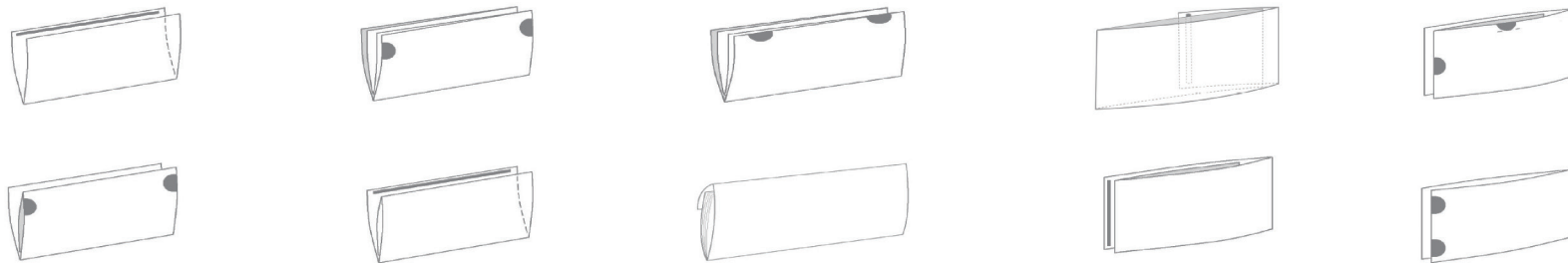
Key changes include:

- 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.

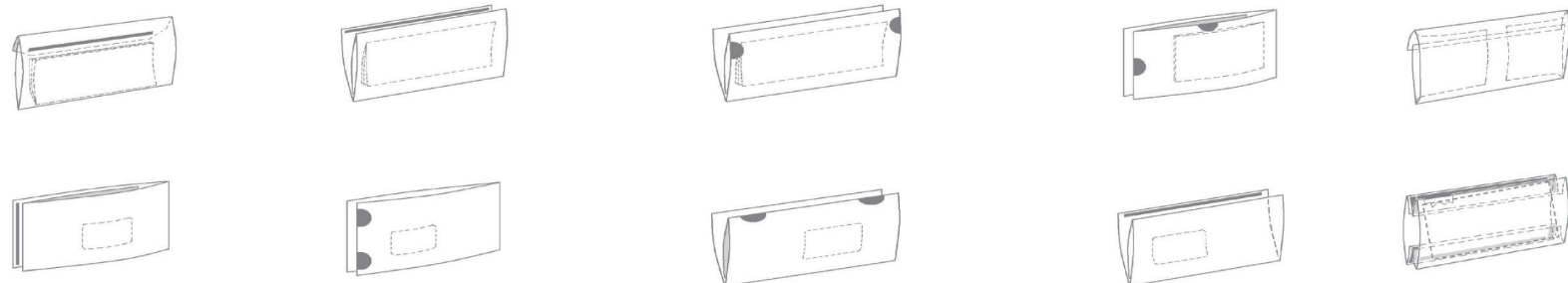
Basic Folded Self-Mailer Styles



Quarter-Fold Style



Attachments or Loose Enclosures in Pocket (Internal)



(from USPS DMM 201 3.16, revised Nov 2013)

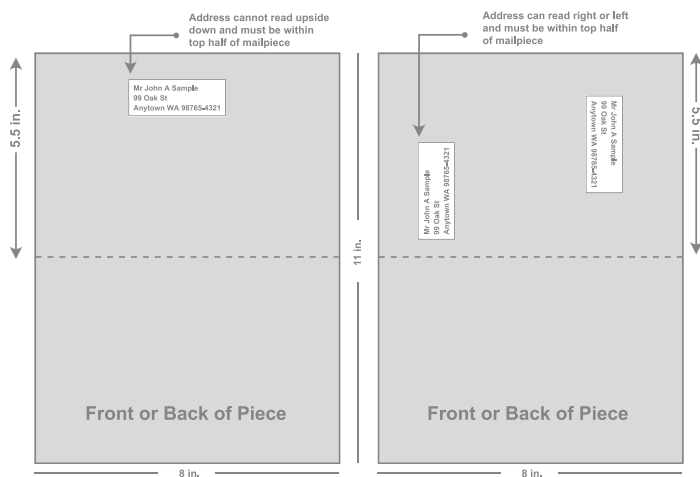
The USPS has approved new standards for Folded Self-Mailers (FSMs) which took effect January 5, 2013.

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.

