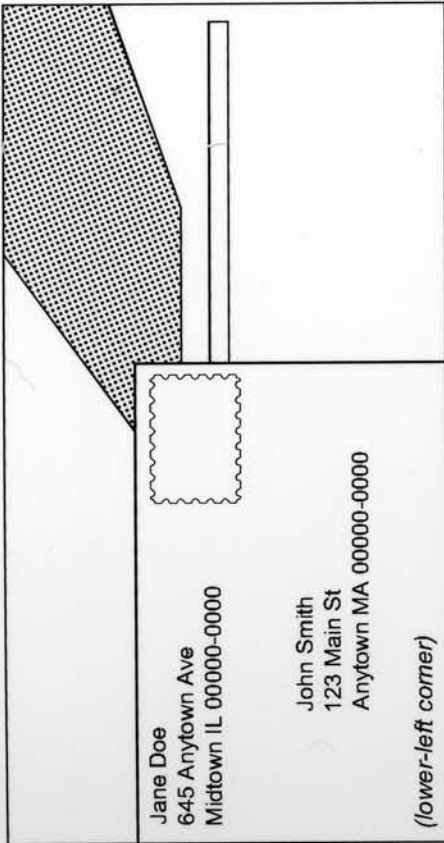


PROCEDURES FOR USING THIS TEMPLATE

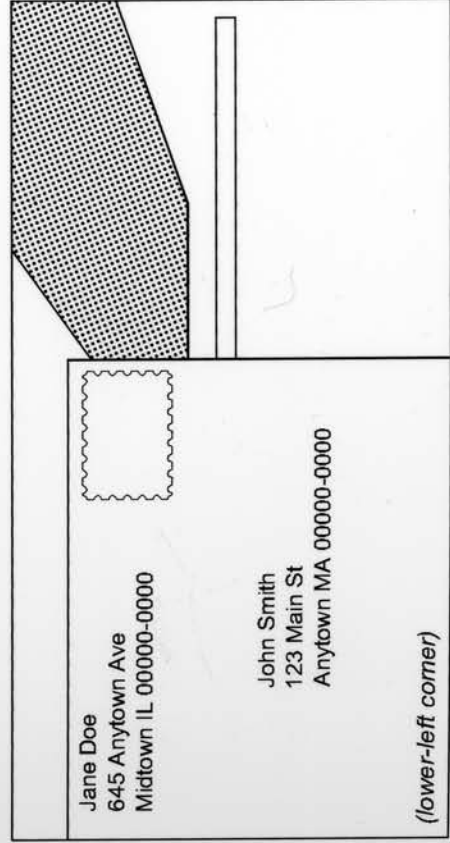
1. Align the mailpiece in the area where noted on the front of this template, with the delivery address parallel to the bottom edge as shown in the examples.
2. Check mailability: For a mailpiece that is 1/4" thick or less, if the upper-right corner of the mailpiece does not touch or extend past BOTH dotted lines for minimum mailpiece height and minimum mailpiece length, the mailpiece is nonmailable. Exception: a key or identification device has to meet only the minimum thickness requirement of .007". A postcard exceeding either the maximum postcard height or maximum postcard length will be subject to the appropriate letter-size rate.
3. Check machinable size: If the mailpiece meets the minimum size for mailability, but the upper-right corner extends outside the shaded area of the template, the mailpiece may be mailed, but is nonmachinable in that case:
 - For First-Class Mail 1 ounce or less, the mailpiece will incur a surcharge in addition to regular postage
 - For Standard Mail 3.3 ounces or less, the mailpiece will incur a surcharge in addition to regular postage
4. Check thickness: If the mailpiece meets all other criteria, check its thickness. If thickness exceeds 1/4":
 - For First-Class Mail 1 ounce or less, the mailpiece will incur a surcharge in addition to regular postage
 - For Standard Mail 3.3 ounces or less, the mailpiece will incur postage at the nonletter rate.

* Enhanced Carrier Route Standard Mail is not subject to this surcharge.

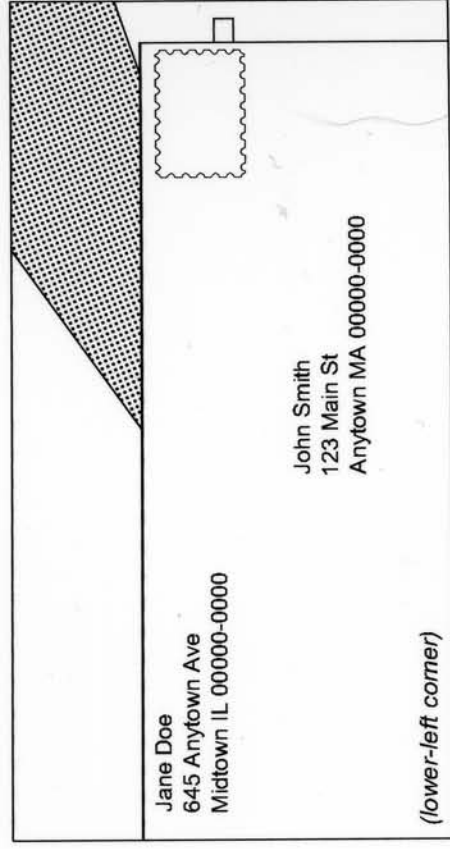


Within aspect ratio

(Not subject to surcharge if thickness standards are met)



Too high
(Subject to surcharge)



Too long
(Subject to surcharge)

LETTER - SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE



Use this template to check:

- General Mailability: minimum required dimensions
- Postcard Rate: maximum dimensions
- Letters: maximum dimensions
- Machinability: Size restrictions for First-Class Mail 1 ounce or less; Standard Mail 3.3 ounces or less

Maximum postcard dimensions: 4 - 1/4" high, 6" long, .016" thick

**Minimum mailable dimensions for pieces 1/4" thick or less:
3 - 1/2" high, 5" long, .007" thick**

To use this template, place lower-left corner of mailpiece here. See examples on reverse.

Machinable Sizes:
To meet machinable requirements, the tip of the upper-right corner of the mailpiece must touch this shaded area and meet the thickness standards (check for maximum thickness by passing the piece through the slot below). Mailpieces more than 4 - 1/4" high or 6" long must be at least .009" thick to be mailable.

1/4"
Maximum Thickness

To measure smaller thicknesses noted on this template, use a micrometer or consult a postal mailpiece design analyst.

First-Class Mail 1 ounce or less and Standard Mail 3.3 ounces or less (other than Enhanced Carrier Route pieces) that are within the dimensions on this template, but not within the machinable aspect ratio, will incur a nonmachinable surcharge. Aspect ratio (length divided by height) must be at least 1.3 but no more than 2.5.

First-Class Mail 1 ounce or less exceeding any letter-size maximum dimension will incur a nonmachinable surcharge. Standard Mail 3.3 ounces or less exceeding any letter-size maximum dimension will incur postage at the nonletter rate. See *Domestic Mail Manual* C050.2 and E610.5.2.

