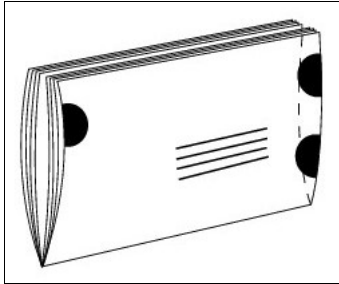
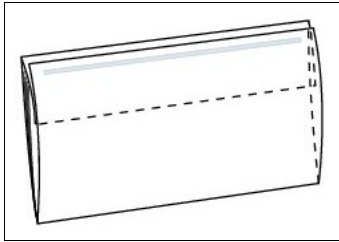
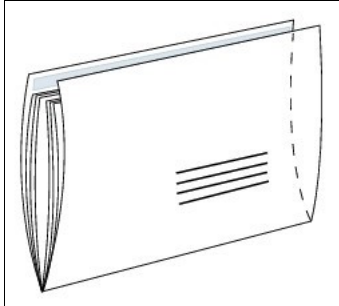
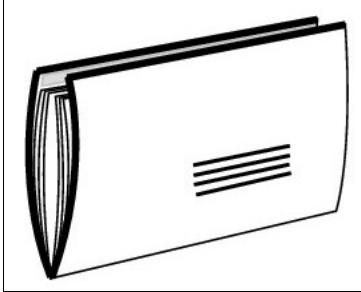
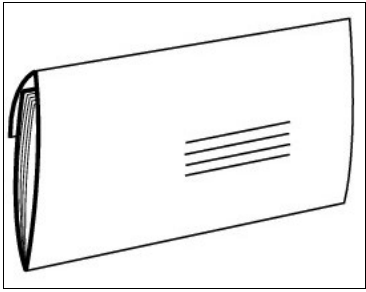
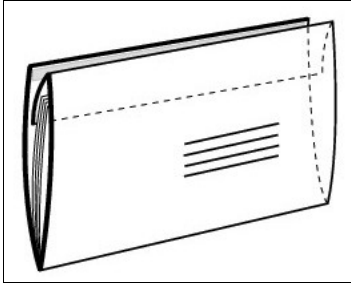


Important Notes:

- Booklets are mail pieces that contain multiple sheets that are bound together and meet specified sizes as defined below
- When determining the tabbing or gluing requirements for booklets pay particular attention to the basis weight of the paper
- Tabs are required to be at least 1.5" in diameter and cannot be perforated

SIMPLE SPINE BOOKLETS Max weight—3 ounces Max height—6 inches Max length—9.5 inches unless noted Cover paper weight—70-pound paper unless noted: see Exhibit 3.2 in Domestic Mail Manual	
Basic 	<p>Cover: 5" to 9" long at least 50-pound paper</p> <p>Over 9" up to 10.5" at least 60-pound paper</p> <p>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. Use nonperforated 1.5" tabs.</p>
Internal Flap 	<p>Cover: Minimum 80-pound paper</p> <p>Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.</p> <p>Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in 3.11f.</p>
Cover-to-Cover 	<p>Cover: Minimum 80-pound paper</p> <p>Cover extends no more than 5/8 inch beyond inner pages.</p> <p>Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in 3.11f.</p>

LIGHTWEIGHT SIMPLE SPINE BOOKLETS
 Max weight—0.8 ounce | Max height—6 inches | Max length—10.5 inches
 Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

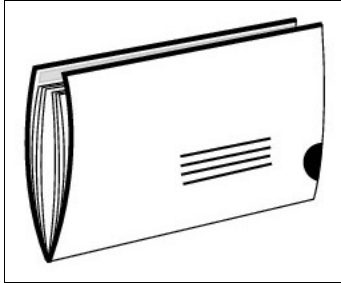
<p align="center">Cover-to-Cover</p> 	<p>Cover extends no more than 5/8 inch beyond inner pages. Seal with a continuous glue line as described in 3.11h.</p>
<p align="center">External Flap</p> 	<p>Addressed side of the cover extends over all pages on the back to create a flap. Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.</p> <p>Flap attaches to the outside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h.</p>
<p align="center">Internal Flap</p> 	<p>Addressed side of the cover extends over internal pages to create an inside flap. Flap length: at least 1.5" wide when measured down from the top edge.</p> <p>Flap attaches to the inside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in 3.11h.</p>

MID-WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 0.8 ounce up to 1.6 ounces | Max height—6 inches | Max length—10.5 inches

Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)

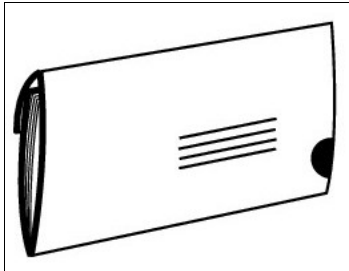
Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

External Flap



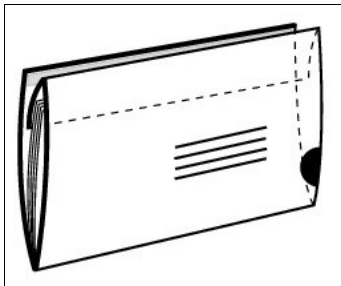
Addressed side of the cover extends over all pages on the back to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

Internal Flap



Addressed side of the cover extends over internal pages to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge.

Flap attaches to the inside of the non-addressed side of the cover.

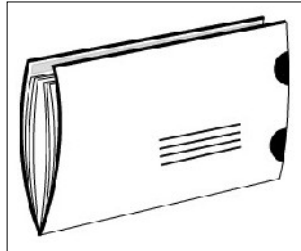
Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

HEAVY WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 1.6 ounces up to 3 ounces | Max height—6 inches | Max length—10.5 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)

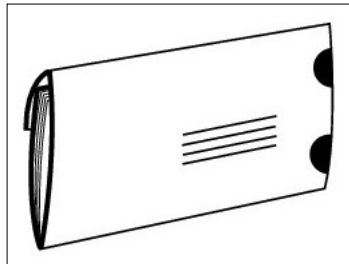
Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

External Flap

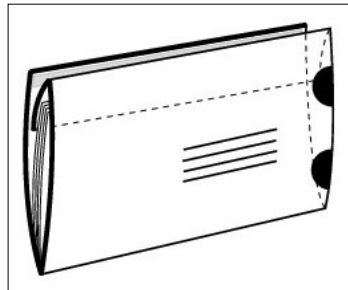


Addressed side of the cover extends over all pages on the back to create a flap.
Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

Internal Flap



Addressed side of the cover extends over internal pages to create a flap.

Minimum flap length: at least 1.5" wide when measured down from the top edge.

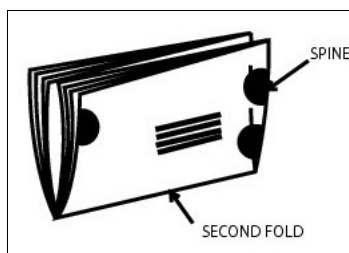
Flap attaches to the inside of the non-addressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

FOLDED BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches unless noted

Cover paper weight—40-pound paper

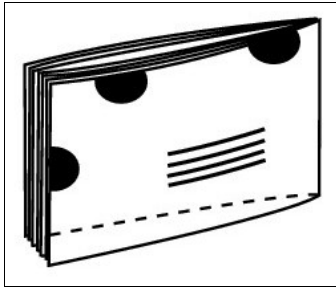


Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.

OBLONG BOOKLETS

Max weight—3 ounces | Max height—6 inches | Max length—10.5 inches

All Tab

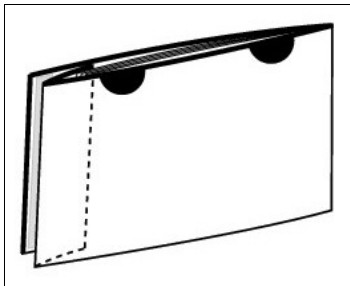


Cover:
5" to 9" long: 60-pound paper

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

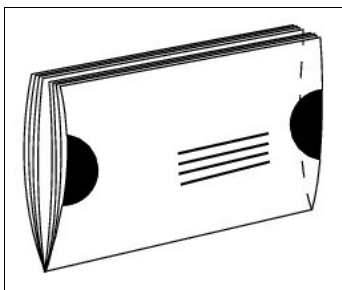
The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.

Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges.

WALLET STYLE BOOKLETS

Max weight—2.5 ounces | Height—4 inches | Max length—5.2 to 8 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)



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 1-1/4" 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.

Source: <http://pe.usps.gov>