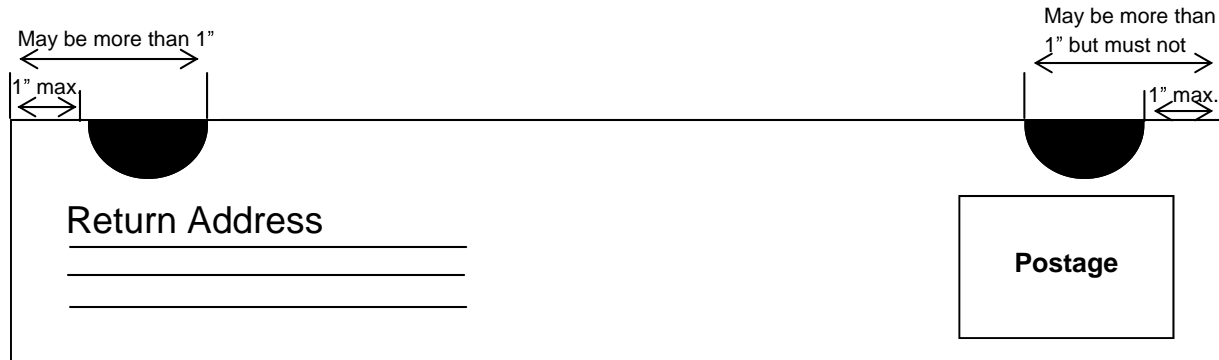


## Important Notes:

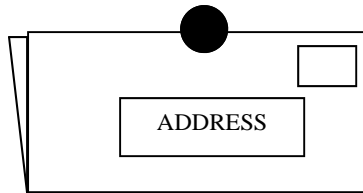
- Self mailers are classified as single sheets of paper or multiple sheets folded together without any binding or stitching
- The folding configuration of the piece determines the location and quantity of wafer seals required
- Tabs can be 1" in diameter and can be perforated

## Placement of Tabs and Wafer Seals (201.3.14)

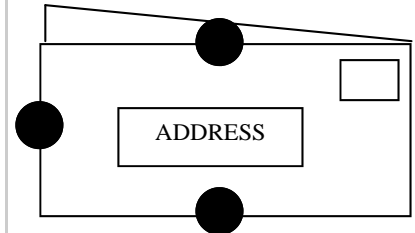


## Specifications for Automation-Compatible Letter-Size Mailpieces

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



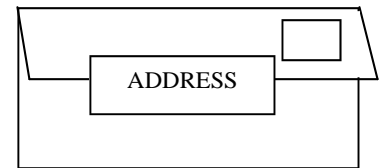
**Folded Self-Mailer**  
 Tabs 3 (left and open edges)  
 Folded Edge Right  
 Sheets Single  
 Basis Weight 75 lb.



**Folded Self-Mailer**  
 Tabs 2 (start  $\frac{1}{2}$  inch from edges)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 20 lb.



**Folded Self-Mailer**  
 (Invitation Fold) Tab  
 Address Label Folds Top and Bottom  
 Sheets Multiple  
 Basis Weight 20 lb.



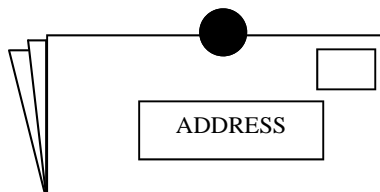
**Folded Self-Mailer**  
 Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Multiple  
 Basis Weight 24 lb.



**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 Single  
 Basis Weight 28 lb.



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.  
 See DMM 201.3.15 for illustrations and design details for booklets.

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