

LETTER-SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE

USE this template to check for minimum size, proper height to length ratio and thickness.

STANDARD SIZES (Only for First-Class Mail and Single-Piece Third-Class Mail weighing one ounce or less):

THE TIP OF THE UPPER RIGHT CORNER OF THE MAILING PIECE MUST TOUCH THIS SHADED AREA TO BE MAILED AT REGULAR POSTAGE.

A SURCHARGE WILL BE ADDED TO NON-STANDARD MAIL

Maximum Postcard Dimensions — 4 1/4" by 6"

MINIMUM STANDARDS - Acceptable for mailing
3 1/2" by 5"
at least .007 inches thick (dotted lines)

Items .25 inches thick, or less not meeting any one of these requirements are nonmailable (items such as keys and identification devices are not subject to the minimum standards except for the thickness requirement).

TO USE TEMPLATE, PLACE LOWER LEFT CORNER OF MAILING PIECE HERE.

1/4 inch
Maximum
Thickness

6 1/8 inches
Maximum Height of LETTER-SIZE Mail

Check the thickness and height standards by sliding the piece through the 1/4-inch slot lengthwise. If piece does *not* pass through, CHARGE REGULAR POSTAGE PLUS SURCHARGE.

Nonstandard First-Class Mail and Third-Class Mail Size Limits. A Piece of First-Class Mail or Third Class Single Piece Rate Mail weighing 1 ounce or less is non-standard if it exceeds any of the following size limits:

- Its length exceeds 11-1/2 inches.
- Its height exceeds 6-1/8 inches.
- Its thickness exceeds 1/4 inch.
- Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5, inclusive.

6 1/8 inches

4 1/4 inches

3 1/2 inches

5 inches

6 inches

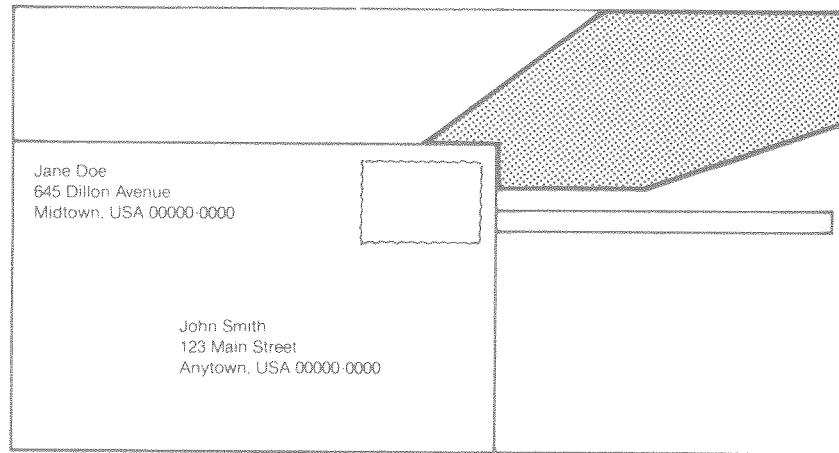
11 1/2 inches

KRC

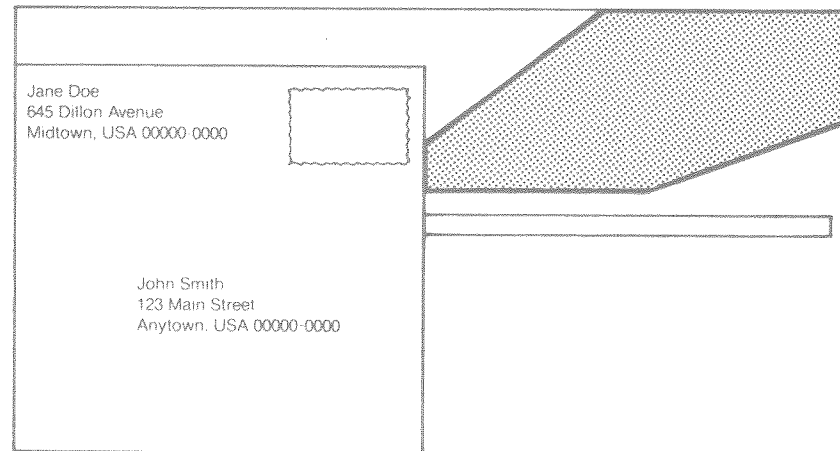
EXAMPLES OF USING TEMPLATE

PROCEDURE FOR USE OF TEMPLATE:

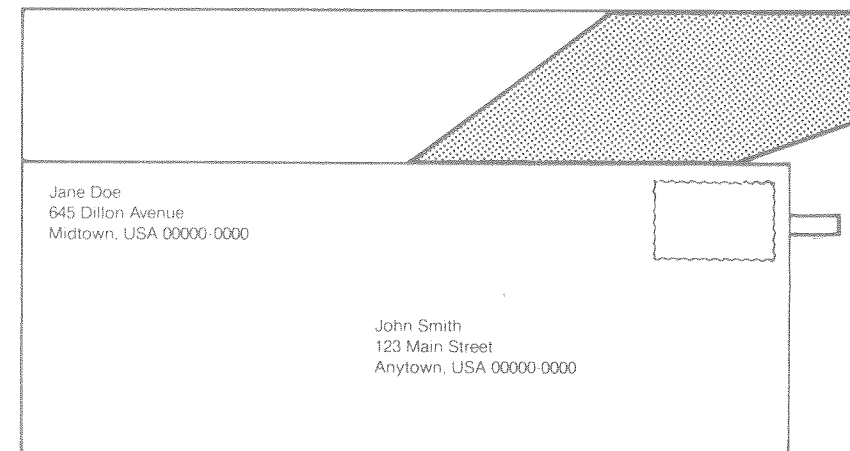
1. Align the mailing piece with the lower left corner of this template (just inside the lines).
2. The upper and right side of the pieces must touch or extend past BOTH the top and right-hand minimum lines. Otherwise, the piece cannot be accepted for mailing.
3. If the piece meets the minimum size, but the upper right corner falls outside the shaded area of the template, or is larger than the template, the piece may be mailed. CHARGE REGULAR POSTAGE PLUS SURCHARGE.
4. If the piece meets all other criteria, check the thickness. If the piece exceeds $\frac{1}{4}$ inch in thickness, CHARGE THE REGULAR POSTAGE PLUS SURCHARGE.



WITHIN RATIO



TOO HIGH
(Subject to Surcharge)



TOO LONG
(Subject to Surcharge)