LETTER-SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE

UNITED STATES POSTAL SERVICE®

USE THIS TEMPLATE TO CHECK FOR MINIMUM SIZE, PROPER HEIGHT TO LENGTH RATIO AND THICKNESS.

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

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

A SURCHARGE WILL BE ADDED TO NON-STANDARD SIZE MAIL.

MAXIMUM POSTCARD DIMENSIONS - 4 1/4" BY 6"

Minimum Size

MINIMUM PIECE DIMENSIONS —

3 1/2" by 5" and at least .007 inches thick

To be mailable, piece edges must touch or extend beyond dotted lines.

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.

Pieces .25 inch thick or less not meeting any one of these requirements are NONMAILABLE. (Pieces such as keys and identification devices are not subject to the minimum standards except for the thickness requirement.)

Minimum Size

Nonstandard First-Class Mail Size Limits. A piece of First-Class Mail weighing 1 ounce or less is nonstandard if it exceeds any of the following size limits:

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

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

6 1/8 inches

4 1/4 inches

3 1/2 inches

5 inches

6 inches

11 1/2 inches

Notice 3A/AUG 1998

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