



New Standards for Letter-Sized Booklets

Effective September 8, 2009

The Postal Service has adopted new Mailing Standards to reflect changes to the design, preparation, and sealing of machinable and automation letter-size booklets. Booklets that do not comply with the new standards will not be eligible for machinable or automation letter prices. In order to qualify for machinable rates, mailpieces must meet automation requirements.

Definition of a booklet:

A booklet is defined as bound sheets or pages either:

- Perfect bound
- Saddle-stitched: at least two staples in the fold
- Pressed glue
- Any binding method that creates a nearly uniformly thick mailpiece.

Note: Spiral bindings are not machinable so booklets prepared with spiral bindings do not qualify for automation prices and do not have to be followed for this new ruling.

Overview of Physical Characteristics

Dimensions

All machinable and automation booklets should be a minimum of 6" and the maximum length 9-10.5", depending on the booklet design (see chart on back). The minimum thickness for booklets is 0.009" and the maximum thickness is 0.25" regardless of size. Thickness is measured at the SPINE of the mailpiece.

Weight Requirements

The maximum weight of 3 oz. has not changed and is applicable to all mailpieces prepared without envelopes. However, to improve machinability and prevent damage to the mailpiece during postal processing the USPS recommends reducing the length of 3 oz. booklets to a final trim size of 9".

Maximum Weights

Booklets and folded self-mailers: 3 ounces.

Machinable enveloped letters and cards: 3.3 ounces.

Automation enveloped letters and cards: 3.5 ounces.

Paper Weight

Requirements are shown on chart on back.

Cover stock requirements vary with 40-pound minimum basis weight for folded booklet designs and 60 or 70 pound minimum basis weight for pieces longer than 9". Lighter-weight paper tends to be easily damaged in processing equipment. The use of paper that is 10 pounds heavier than the required minimum basis weight is recommended for better processing performance. The USPS strongly recommends using a minimum of 70-pound paper as cover stock on mailpieces that approach maximum booklet dimensions.

Binding

The bottom edge of booklets must be a bound edge or fold unless the mailpiece is prepared as an oblong booklet. Oblong booklets must be prepared with a spine on the leading edge. Booklets with a spine on the trailing edge are non-machinable.


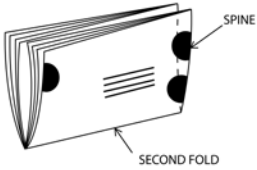
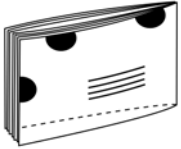
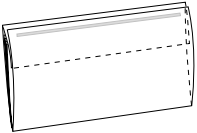
Tabbing/Sealing

Tabs used to seal booklets must not have perforations. Generally, booklets need three 1.5" tabs as closures. For larger or heavier booklets, the USPS recommends but does not require 2" tabs. Glue spots may be used in lieu of tabs and must be placed within 3/4" of the open edges. Continuous glue lines may be used as cover-to-cover seals and must be placed along the entire length of the open edge and end no more than 3/4" from the open ends.

(see illustration exhibit on reverse side)



Exhibit 3.15.4 Booklet Design

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	<p>5" to 9" long</p> <hr/> <p>Over 9", up to 10.5" long</p>	<p>50-pound</p> <hr/> <p>60-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	<p>5" to 10.5" long</p>	<p>40-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Folded Booklet Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Spine on the leading (shorter) edge</p>	<p>5" to 9" long</p> <hr/> <p>Over 9", up to 10.5" long</p>	<p>60-pound</p> <hr/> <p>70-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.</p>
 <p>Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge</p>	<p>5" to 9.5" long</p>	<p>80-pound</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1inch glue spots acceptable if placed within 3/4 inch of right and left edges.</p>

Handy Web-Links

www.usps.gov
www.provendirect.com