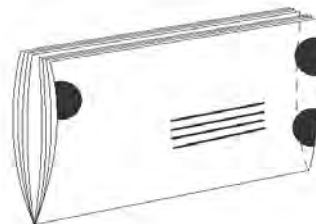


Tabbing for Booklets and Folded Self-Mailers





costs by \$30,000 a year. DID YOU KNOW? USPS doesn't add a fuel surcharge to any of its products or services. To report missing or stolen equipment, contact USPS Computer

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- Nonprofit Standard Mail Eligibility (Pub 417)
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- International Mail Manual (IMM)
- IMM Subject Index
- International Country Listings
- Country Price Groups and Weight Limits

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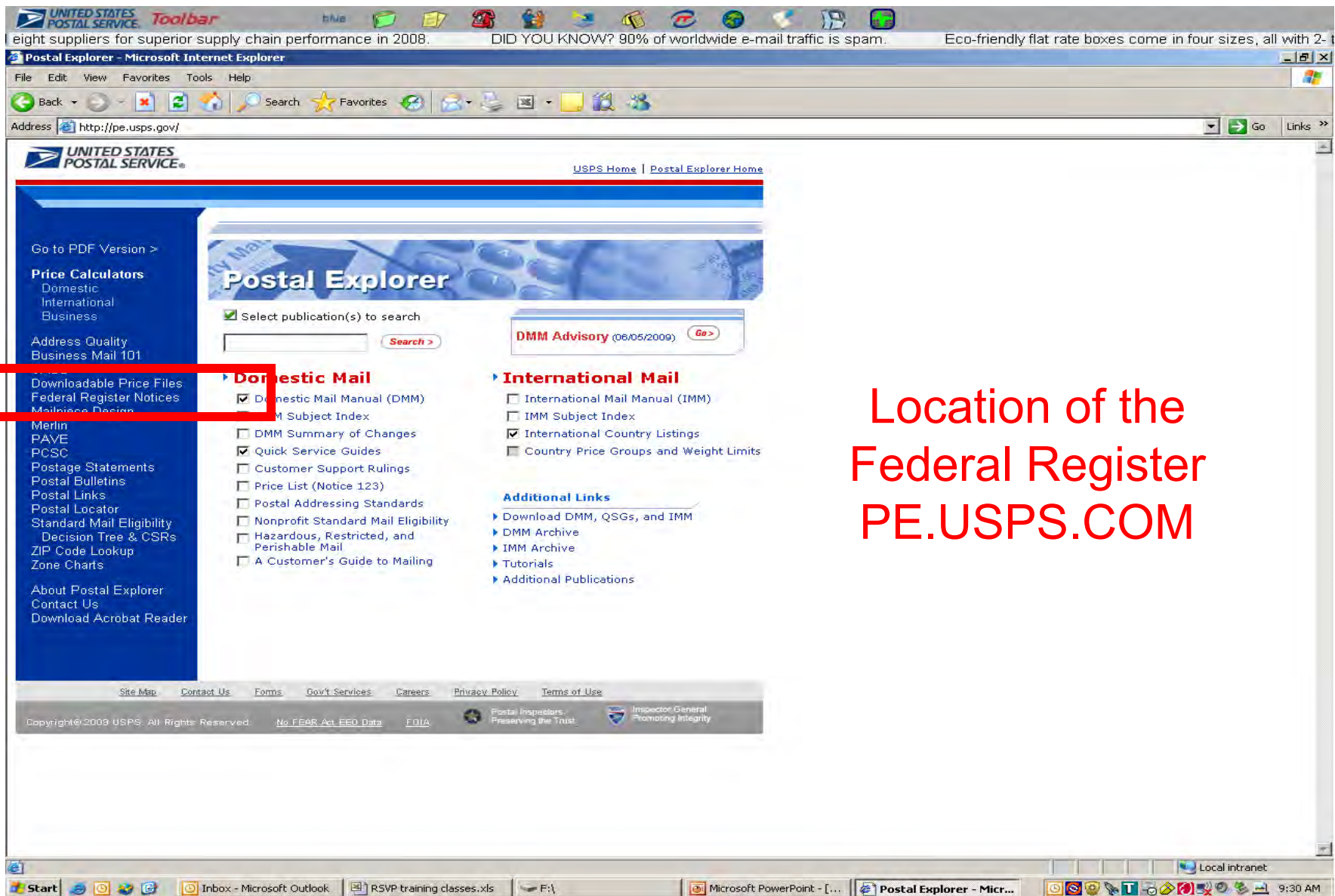
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eight suppliers for superior supply chain performance in 2008. DID YOU KNOW? 90% of worldwide e-mail traffic is spam. Eco-friendly flat rate boxes come in four sizes, all with 2-

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International Mail






- International Mail Manual (IMM)
- IMM Subject Index
- International Country Listings
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Applies to mailpieces claimed at machinable and automation prices.

- Physical standards for booklets:
 - | | <i>Minimum</i> | <i>Maximum</i> |
|-----------------------|----------------|------------------------------------|
| ▪ <i>Length</i> | 5 inches | 10-1/2 inches* |
| ▪ <i>Height</i> | 3-1/2 inches | 6 inches |
| ▪ <i>Thickness</i> | 0.009 inch | 0.25 inch |
| ▪ <i>Aspect Ratio</i> | 1.3 | 2.5 |
| ▪ <i>Weight</i> | | 3 ounces (changed on May 11, 2009) |
 - Booklets are defined as having a bound edge where pages are joined together. Pages may be joined together in the following ways:
 - With at least 2 staples in the manufacturing fold (aka saddle stitched)
 - Perfect bound
 - Pressed-glued
 - Or joined together by another binding method that produces a bound edge
 - * Some booklets have a maximum size of 9-1/2 inches



Can't find the new 1.5" or 2" tabs to be used on letter-size booklets?

We suggest an online search:

“Mailing Tabs”

There are several websites offering these tabs for sale in small quantities.



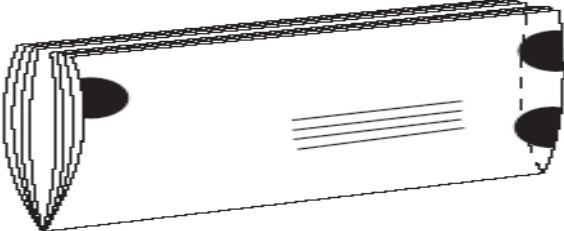
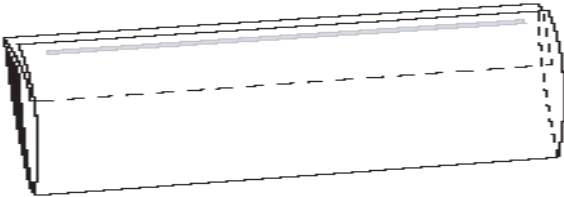
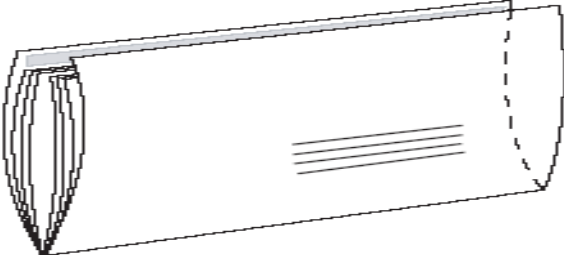
▪ **Book = Offset/Text/
Coated Paper**

▪ **Bond = Ledger/Mimeo/
Duplicator/
Rag Paper**

Paper basis weight is based on the weight of 500 sheets of:
 25 x 38 inch sheets of book-grade paper,
 17 x 22 inch bond-grade paper,
 20 x 26 inch sheets of cover-grade paper,
 24 x 36 inch sheets of newsprint.
 For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

| Book Wt. | Bond Wt | Cover Wt | Newsprint Wt. |
|------------|-----------|-----------|---------------|
| 39 | 15 | 21 | 35 |
| 40 | 16 | 22 | 36 |
| 50 | 20 | 27 | 45 |
| 55 | 22 | 30 | 50 |
| 60 | 24 | 33 | 55 |
| 70 | 28 | 40 | 64 |
| 75 | 30 | 41 | 68 |
| 80 | 31 | 44 | 73 |
| 90 | 36 | 50 | 82 |
| 100 | 40 | 56 | 91 |
| 110 | 44 | 60 | 100 |
| 128 | 50 | 70 | 116 |



| <p>SIMPLE SPINE BOOKLETS Maximum weight—3 ounces Maximum height—6 inches Maximum length—9.5 inches unless noted Cover paper weight—80-pound paper unless noted: see Exhibit 3.2</p> | |
|--|---|
| <p>Basic</p>  | <p>Cover: 5" to 9" long at least 50-pound paper Over 9" up to 10.5" at least 60-pound paper The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.</p> |
| <p>Internal Flap</p>  | <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> |
| <p>Cover-to-Cover</p>  | <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

Maximum weight—0.8 ounce

Maximum height—6 inches

Maximum length—10.5 inches

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

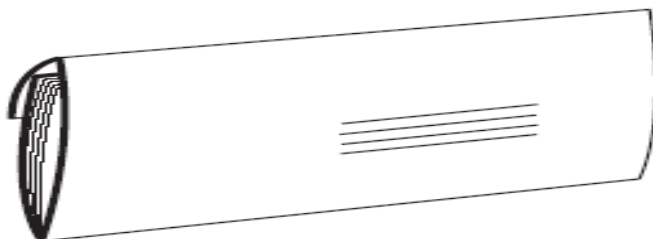
Cover-to-Cover



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

Seal with a continuous glue line as described in [3.11h](#).

External Flap



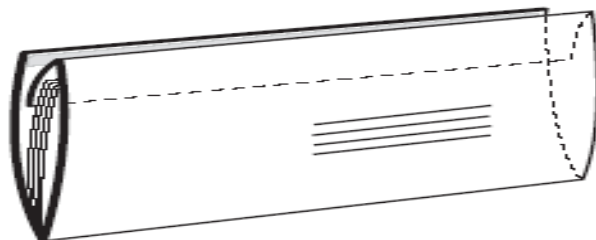
Addressed side of the cover extends over all pages on the back to create a flap.

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](#).

Internal Flap



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.

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

Seal with a continuous glue line as described in [3.11h](#).



MID-WEIGHT SIMPLE SPINE BOOKLETS

Weight—over 0.8 ounce up to 1.6 ounces

Maximum height—6 inches

Maximum length—10.5 inches

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

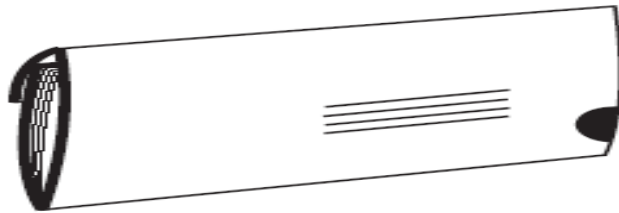
Cover-to-Cover



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



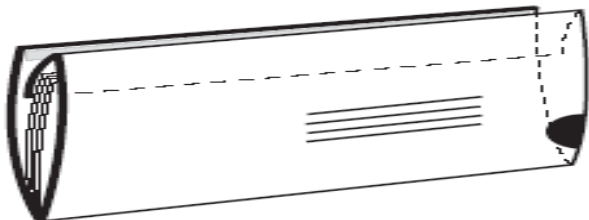
Addressed side of the cover extends over all pages on the back to create a flap.

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

Maximum height—6 inches

Maximum 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



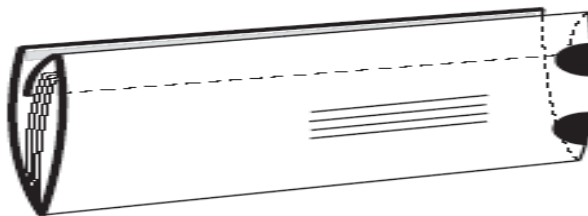
Addressed side of the cover extends over all pages on the back to create a flap.

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.



3.15.6 Wallet Style Booklets

A spine forms the bottom edge. Wallet style booklets must be from 5.2 inches to 8 inches long, 4 inches high; can weigh up to 2.5 ounces; and must be sealed with nonperforated tabs. Tab size and placement are dictated by the weight of the booklet.

Exhibit 3.15.6 Wallet Style Booklets

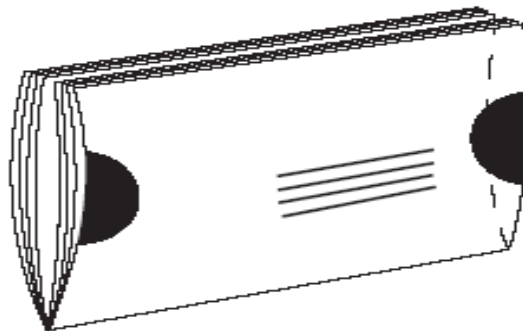
WALLET STYLE BOOKLETS

Maximum weight—2.5 ounces

Height—4 inches

Maximum 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.



OBLONG BOOKLETS

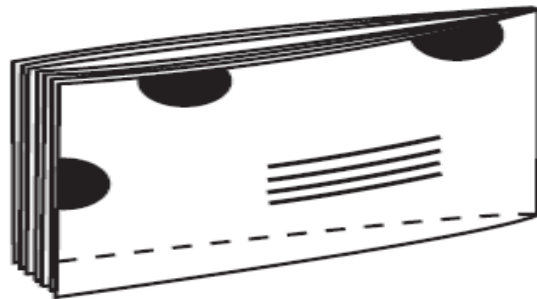
Maximum weight—3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

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

All Tab



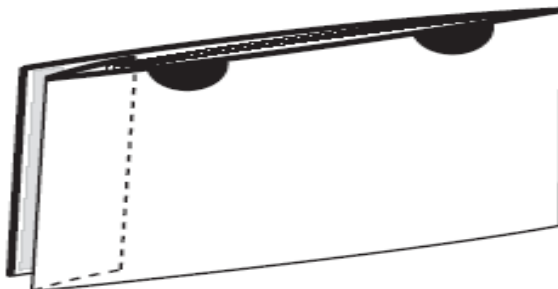
Cover:

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.



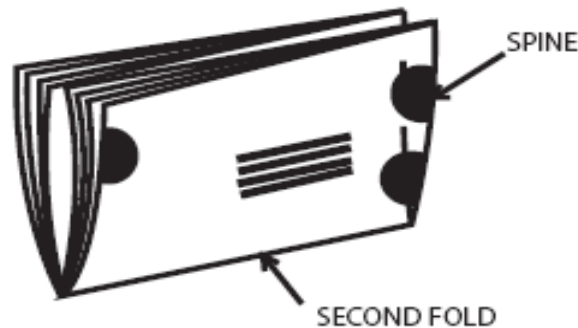
FOLDED BOOKLETS

Maximum weight—3 ounces

Maximum height—6 inches

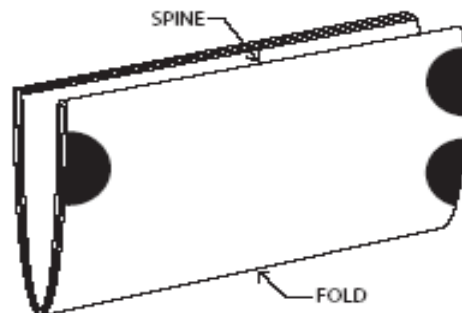
Maximum length—10.5 inches unless noted

Vertical Spine



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.

Horizontal Spine



Cover paper weight up to 9" L = 50lb;
over 9" L up to 10.5" = 60lb
Tabs up to 2oz = 1.5" nonperforated tabs;
over 2oz = 2" nonperforated tabs
Spine at top on address-side panel
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.



Booklets that do not comply with the standards will not be eligible for machinable or automation prices. Nonmachinable booklets will be assessed a surcharge for First-Class Mail, pay nonmachinable prices for Standard Mail or pay nonbarcoded prices for Periodicals.



Update on Folded Self-Mailer

- Upcoming proposed standards are the result of a collaborative testing effort with the mailing industry.
- Federal Register Proposed rules for Folded Self-Mailers publication is due out soon.
- There will be a 30-day comment period for mailers.
- These proposed rules give mailers the option to seal mailpieces closed with glue or tabs.
- Proposed standards will outline the varying tab closure method options.