

# FSM DIMENSIONAL STANDARDS TEMPLATE

(FOLDED SELF-MAILER)



A FOLDED SELF-MAILER IS FORMED OF PANELS CREATED WHEN A SINGLE OR MULTIPLE UNBOUND SHEETS OF PAPER ARE FOLDED TOGETHER AND SEALED TO FORM A LETTER-SIZE MAILPIECE.

### USE THIS TEMPLATE AS A GUIDELINE TO CHECK:

- GENERAL MAILABILITY: MINIMUM REQUIRED DIMENSIONS
- FSM: MAXIMUM DIMENSIONS
- MACHINABILITY: CHECK ASPECT RATIO

### PLEASE NOTE THE FOLLOWING MAJOR CHANGES:

- OPEN EDGE CAN NO LONGER BE AT THE BOTTOM OF THE MAILPIECE
- MAILING PANEL MUST BE IN THE MIDDLE OF A TRIFOLD FSM
- CLOSURE METHODS VARY DEPENDING ON FSM DESIGN.

**\*SAVE TIME AND MONEY BY CONTACTING NMS PRIOR TO DESIGNING YOUR MAILPIECE!**

### MACHINABLE SIZES:

TO MEET MACHINABLE REQUIREMENTS, THE TIP OF THE UPPER-RIGHT CORNER OF THE MAILPIECE MUST TOUCH THIS SHADED AREA AND MEET THE THICKNESS STANDARDS. MAILPIECES MORE THAN 4 1/4" HIGH OR 6" LONG MUST BE AT LEAST .009" THICK TO BE MACHINABLE.

MINIMUM SIZE

MINIMUM MAILABLE DIMENSIONS FOR PIECES 1/4" THICK OR LESS:  
3 - 1/2" HIGH, 5" LONG, .007" THICK

TO MEASURE SMALLER THICKNESSES NOTED ON THIS TEMPLATE, USE A MICROMETER, CONSULT A POSTAL MAILPIECE DESIGN ANALYST (MDA) AT THE POST OFFICE, OR BETTER YET... CALL NMS, INC.! 408.435.1770

ASPECT RATIO (LENGTH DIVIDED BY HEIGHT) MUST BE BETWEEN 1.3 AND 2.5 INCLUSIVE. FIRST-CLASS MAIL AND STANDARD MAIL LETTERS THAT ARE WITHIN THE DIMENSIONS OF THIS TEMPLATE, BUT NOT WITHIN ASPECT RATIO ARE NONMACHINABLE.

TO USE THIS TEMPLATE, PLACE LOWER-LEFT CORNER OF MAILPIECE HERE. SEE EXAMPLES ON REVERSE.

5" - MINIMUM MAILPIECE LENGTH

10 1/2" - MAXIMUM FSM LENGTH

DESIGNED AND PRINTED BY NMS, INC. - MARCH 2013

FREE DOWNLOADABLE TEMPLATE @ NATIONALMAILING.COM OR CONTACT US FOR CUSTOM BRANDED TEMPLATE OPTIONS AND PRICING!

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6" - MAXIMUM FSM HEIGHT

3 1/2" - MINIMUM MAILPIECE HEIGHT

MINIMUM SIZE