

LETTER-SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE



USE THIS TEMPLATE AS A GUIDELINE TO CHECK:

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

*CONTACT YOUR NMS REP FOR FINAL REVIEW OF YOUR MAILPIECE PRIOR TO GOING TO PRINT.

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.

MAXIMUM POSTCARD DIMENSIONS - 4 1/4" HIGH, 6" LONG, .016" THICK

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

6" - MAXIMUM POSTCARD LENGTH

11 1/2" - MAXIMUM LETTER LENGTH

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

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