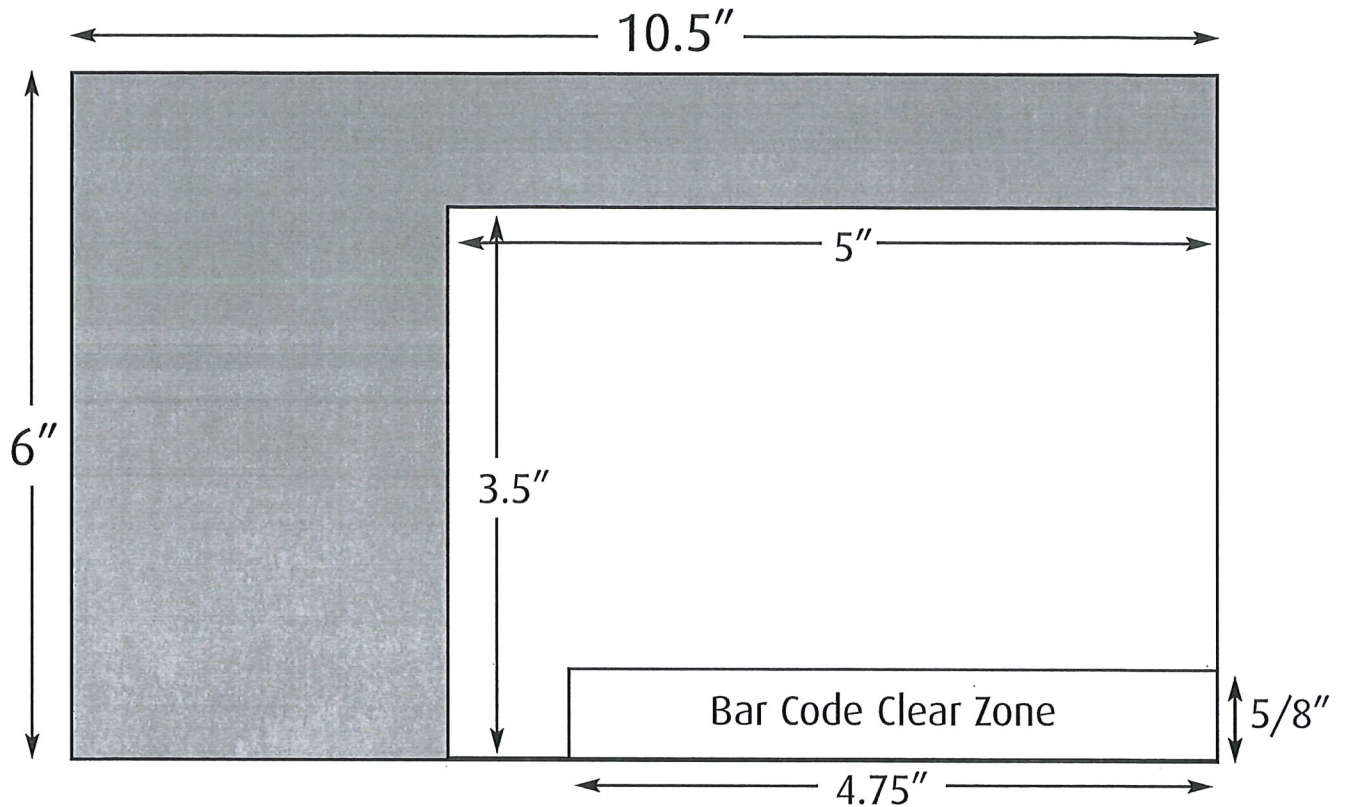


# Letter Mailing Specifications

Folded Self-mailers, Stiche d or Bound Mailers



Bar Code Clear Zone is where the postal bar code may be sprayed.  
**Do not place text in this zone**

<b>Minimum Size</b>	3.5" x 5"
<b>Maximum Size</b>	6" x 10.5"
<b>Automation Aspect Ratio</b>	Length divided by height must be between 1.3 and 2.5. <i>If outside this aspect ratio, cannot mail at automation rates and subject to surcharges.</i>
<b>Minimum Thickness</b>	9 pt
<b>Maximum Thickness</b>	1/4"
<b>Maximum Weight</b>	3 oz.
<b>Minimum Paper Weight</b>	
<b>Folded Self Mailers</b>	
Up to 1 oz.	70 lb.
1 oz. to 3 oz.	80 lb.
<b>Stitched Booklet Covers</b>	
Up to 9" long	50 lb.
Over 9" long	60 lb.

<b>Address Block Clear Area</b>	
Minimum	1 1/4" x 3 5/16"
Preferred	1 1/4" x 4"

<b>Address Block Position</b>	
Minimum from left or right	3/8"
Minimum from bottom	1/2"
Maximum from bottom to top of block	4"
Address block must run horizontal	

<b>Address Panel Placement</b>	
Final fold at bottom	
Perpendicular folds at right	
Final folded panel opposite address (mail panel) side	

<b>Bar Code Specs</b>	
Minimum distance to any type or printing, except address lines	1/8"
Minimum distance to address lines	1/25"
Minimum from bottom	5/8"
Maximum from bottom to top of bar code	3 7/8"

SPECIFICATIONS SUBJECT TO CHANGE.  
 CONTACT YOUR SEXTON REPRESENTATIVE WITH QUESTIONS.

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