

Automation Compatible Dimensions

	Letter		Flat		Post Card	
	Min	Max	Min	Max	Min	Max
Height	3-1/2"	6-1/8"	6 1/8"	12"	3-1/2"	4-1/4"
Length	5"	11-1/2"	11 1/2"	15"	5"	6"
Thickness	.007"	.25"	.25"	.75"	.007"	.016"
Weight - Std. 1st		3.3 oz. 3.3 oz.		16 oz. 13 oz.		
Aspect Ratio (L/H)	1.3	2.5			1.3	2.5

This chart covers the most common restrictions but as with most of life's rules there are some exceptions and exemptions. For example: For flats 6" to 7-1/2" high the minimum length drops to 5". For flats 7-1/2" to 9-1/2" high the minimum length is 5-3/8". Letterize pieces smaller than 4-1/4" x 6" can be as thin as .007". Standard letters between 3.3 and 3.5 ozs. can be automated at special rates. Please call if you have any questions.

For More Information or Questions Call:
(507) 373-6485 or (800) 345-2116

Permit Indicias



These are our Standard and Presorted First Class permit indicias.

Nonmachinable Surcharge

First Class letters that weigh 1 oz. or less and Standard Class letters that weigh 3.3 ozs. or less are subject to a nonmachinable surcharge if they have any of the following 9 characteristics: **a.** Aspect ratio not between 1.3 and 2.5. **b.** Wrapped in any plastic material. **c.** Has clasps, strings or buttons. **d.** Thickness is uneven (contains items such as pens, pencils, or keys that create uneven thickness). **e.** Too rigid, larger than 4-1/4" x 6" and thinner than .009". **f.** Delivery address parallel to shorter dimension. **g.** Folded edge is perpendicular to the address unless tabbed. **h.** Folded on shortest dimension or at the top regardless if it is tabbed. **i.** All First Class nonletter size mail weighing less than 1 oz. is subject to the surcharge. The surcharge does not apply to Standard Class nonletters.



Rate Guide

Effective May 12, 2008

STANDARD MAIL

(Requires a Quantity of 200 or More)

Regular Rate Non-Profit

Automation	Letters	Flats	Letters	Flats
Mixed AADC	0.257	0.553	0.159	0.356
AADC	0.244	0.483	0.146	0.303
3-Digit	0.241	0.451	0.143	0.267
5-Digit	0.225	0.366	0.127	0.206
Non-Automation				
AADC	0.258	0.436	0.160	0.350
Mixed AADC	0.260	0.489	0.162	0.420
Carrier Route				
Basic	0.234	0.255	0.159	0.185
High Density	0.190	0.210	0.119	0.137
Saturation	0.179	0.191	0.108	0.118

FIRST CLASS

(Requires a Quantity of 500 or More)

Automation	Letters	Flats	Cards
Mixed AADC	0.369	0.702	0.223
AADC	0.351	0.570	0.213
3-Digit	0.346	0.479	0.210
5-Digit	0.324	0.364	0.199
Non-Automation			
Single Piece	0.42	0.83	0.27
Presorted	0.394	0.727	0.242

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Fax: (507) 373-2716