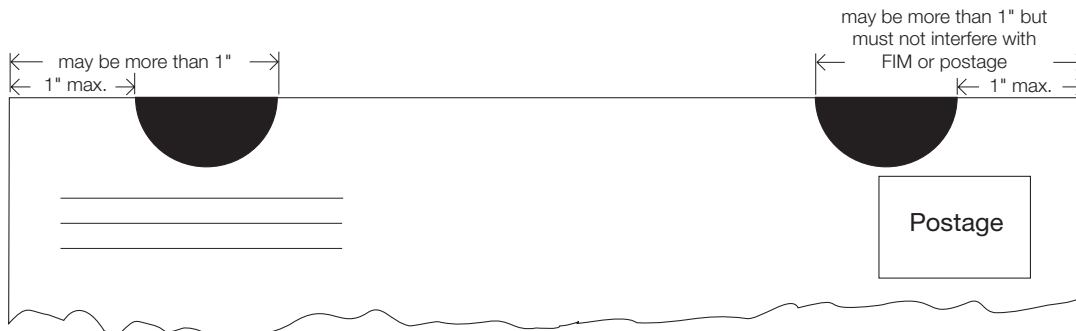


- Overview** Unenveloped letter-size mailpieces prepared for automation mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single-sheet self-mailers and postcards, and specific booklet designs.
- Physical Standards (201.3.11)** Number and location of tabs or wafer seals are specified for particular types of letter-size mail. In all cases, additional tabs may be used.
- Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) must not interfere with recognition of the barcode, rate marking, postage identification, or required address information. In all cases additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for water-based ink.
- Adequate adhesion is required.
- Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see below) and the sheet size below.
- Letter-Size Folded Self-Mailers (201.3.14)** Folded edge (bottom) must be parallel to the longest dimension (length) and address of the mailpiece.
- With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
  - Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
- With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).
- With folded edge on right (leading) edge: left (trailing) edge and other open edges must be secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight.
- Letter-Size Booklet-Type Mailpiece (201.3.15)** The mailpiece must be tabbed (secured) with non perforated 1-1/2" tabs, glue, or 1-1/2" wide tape. See DMM 201.3.15 for illustrations and design details for booklets.
- Postcard (201.3.16)** Minimum basis weight 75 pounds or greater. Double postcards must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.

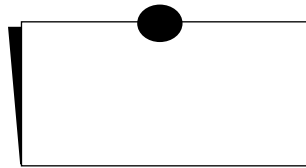
### Placement of Tabs and Wafer Seals (201.3.14)



### Specifications for Automation-Compatible Letter-Size Mailpieces

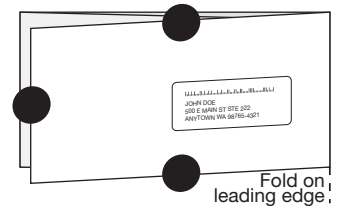
#### Double Postcard

Tabs 1 (middle)  
Folded Edge Top or Bottom  
Sheets Single  
Basis Weight 75 lb.



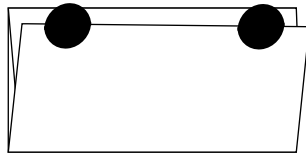
#### Folded Self-Mailer

Tabs 3 (left and open edges)  
Folded Edge Right  
Sheets Single  
Basis Weight 75 lb.



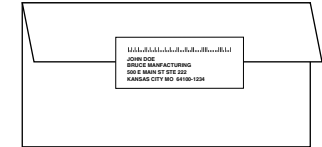
#### Folded Self-Mailer

Tabs 2 (start  $\leq$  1 inch from edges)  
Folded Edge Top or Bottom  
Sheets Single  
Basis Weight 20 lb.



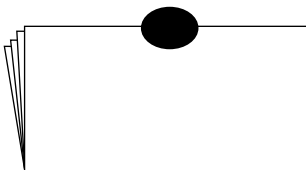
#### Folded Self-Mailer (Invitation Fold)

Tab Address Label  
Folds Top and Bottom  
Sheets Multiple  
Basis Weight 20 lb.



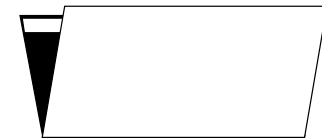
#### Folded Self-Mailer

Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Multiple  
Basis Weight 24 lb.



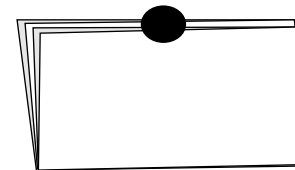
#### Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top  
Folded Edge Bottom  
Sheets Single  
Basis Weight 20 lb.



#### Folded Self-Mailer

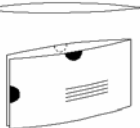
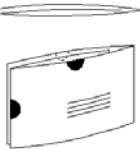
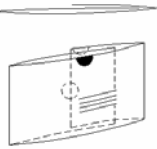
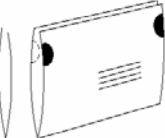
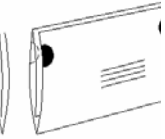
Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Single  
Basis Weight 28 lb.

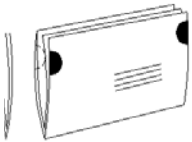
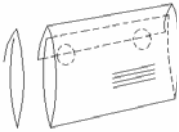
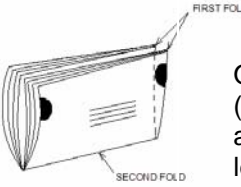
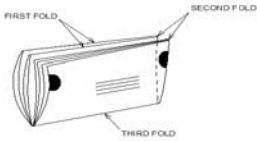


An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

See DMM 201.3.15 for illustrations and design details for booklets.

### Exhibit 3.15.4 Folded Self-Mailer Design

If the final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And seal the mailpiece at these locations
 <p>On the leading (shorter) edge, with no other folds</p>	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or glue spots, or continuous glue line	One tab or glue spot on top edge; one tab or glue spot on trailing edge. Position the tabs or glue spots in the center of each edge. Or use continuous glue line to seal along the entire trailing edge.
 <p>On the leading (shorter) edge, with an intermediate fold on the trailing edge</p>				
 <p>On the leading (shorter) edge, with an intermediate fold on the trailing edge</p>	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or glue spots, or continuous glue line	One tab or glue spot on top edge; one tab or glue spot on the edge of the flap. Position the top tab or glue spot near the end of the flap. Position the tab or glue spot on the edge of the flap in the center. Or use continuous glue line to seal the entire open edge (flap).
 <p>On the bottom (longer) edge, with no other folds</p>	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.
 <p>On the bottom (longer) edge, with an intermediate fold on the top edge (Tri-Fold)</p>	5" to 10.5" long	50-pound for 8.5" x 11" sheets folded to 3.66" x 8.5" 70-pound	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.

		for all others			
	On the bottom (longer) edge, with an intermediate fold on the top edge. (4-panel folded)	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.
	On the top (longer) edge, with a first fold on the bottom (longer) edge	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	Two tabs on the edge of the flap. Position the tabs no more than 1 inch from the left and right edge. Or use continuous glue line to seal along edge of the flap.
	On the bottom (longer) edge, with a first fold on the leading (shorter) edge	7" to 10.5" long	50-pound	Two 1" non-perforated tabs	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge.
	On the bottom (longer) edge, with intermediate folds on the leading (shorter) edge and the top (longer) edge	7" to 10.5" long	50-pound	Two 1" non-perforated tabs	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge.

*[Renumber current 3.14.2 as new 3.16 and revise as follows:]*

### 3.16 Booklets

#### 3.16.1 Definition

Booklets are multiple sheets of paper. Multiple sheets may be folded together to form a letter-sized booklet. Booklets may be perfect bound or permanently fastened with staples or another method that creates a uniformly thick mailpiece. Bound booklets may be folded for mailing if the final mailpiece remains uniform in thickness.

#### 3.16.2 Paper

Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see 3.16.4).

### 3.16.3 Physical Standards for Booklets

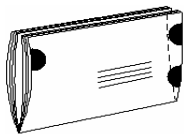
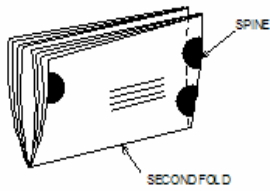
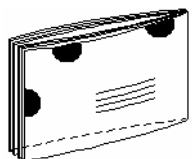
Booklets must meet the following standards:

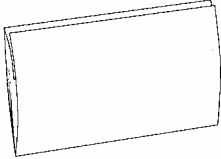
- Height: not more than 6 inches or less than 3.5 inches high.
- Length: not more than 10.5 inches or less than 5 inches long.
- Thickness: not more than 0.25 inches or less than 0.009 inches thick.
- Weight: not more than 3 ounces.
- Aspect ratio: within 1.3 to 2.5 (see 201.3.1).

### 3.16.4 Booklet Design and Sealing

Booklets may be designed with the spine or fold at the bottom or on the leading edge and applicable sealing (see exhibit 3.16.4).

#### Exhibit 3.16.4 Booklet Design

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	5" to 9" long	50-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
	Over 9", up to 10.5" long	60-pound		
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
 <p>Spine on the leading (shorter) edge</p>	5" to 9" long	60-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.
	Over 9", up to 10.5" long	70-pound		

	Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge	5" to 9" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within $\frac{3}{4}$ inch of right and left edges.
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*[Renumber current 3.14.3 as new 3.17.]*

*[Renumber current 3.14.4 as new 3.7.]*

*[Renumber current 3.15 as new 3.18.]*

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We will publish an appropriate amendment to 39 CFR 111 if our proposal is adopted.

**Neva R. Watson,**  
*Attorney, Legislative.*  
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