



Basic Imprint Mail Information

Meter/Stamps	1-199 pieces
Standard Mail	200+ pieces Presorted Standard Permit/Indicia
First-Class Mail	200-499 pieces First-Class Mail Permit/Indicia 500+ pieces Presorted First-Class Mail Permit/Indicia

Commercial Letters and Postcards Overview

Mailpieces are classified by shape and by the way they are prepared. These classifications are based on how efficiently mailpieces can be processed on Postal Service equipment. The Postal Service classifies letters and cards into one of three categories: automation; machinable and nonmachinable. For the purposes of determining mailability or machinability, the length is the dimension parallel to the address as read.

Machinable Letters and Cards

If you prepare your letters and cards so that they have an accurate address and can be processed on Postal Service equipment, your mail is “machinable” and eligible for “presort” prices. Machinable mailpieces must meet specific standards, including size, shape, and weight.

Maximum weight: First-Class Mail, machinable letters and Standard Mail machinable letters: 3.3 ounces, Periodicals letters: 3.5 ounces.

Machinable letters must not meet any of the nonmachinable characteristics.

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
 - Maximum for First-Class Mail card prices: 6 inches long, 4-1/4 inches high, and 0.016 inch thick.
 - Maximum for letters and other cards: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.
 - Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 1/8 inch.
-

Nonmachinable Letters

Maximum weight: First-Class Mail and Periodicals nonmachinable letters 3.5 ounces; Standard Mail nonmachinable letters; less than 16 ounces.

- Presorted First-Class Mail letters are subject to a nonmachinable surcharge if they meet any of the characteristics. The nonmachinable characteristics do not apply to pieces mailed at card prices.
- Standard Mail letters that have one or more of the nonmachinable characteristics are subject to the nonmachinable letter prices.

Examples of a nonmachinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (a square envelope has an aspect ratio of 1, making it nonmachinable).
- It is more than 4-1/4 inches high or more than 6 inches long and is less than 0.009 inch thick.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It has a delivery address parallel to the shorter side of the mailpiece.
- It contains items such as pens, pencils, or keys that create an uneven thickness.
- Letters with nonpaper surfaces, other than envelope windows or attachments that are allowed under eligibility standards by class of mail.

These instructions are subject to change based on USPS guidelines.

For more information visit pe.usps.gov and refer to the Domestic Mail Manual (DMM).



Sample Indicias

First-Class Mail – 200-499 Addresses

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. _ _ _ _

Presorted First-Class Mail – 500+ Addresses

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. _ _ _ _

Standard Mail – 200+ Addresses

PRSR STD
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. _ _ _ _

Special Rate for Authorized Organizations – 200+ Addresses

NONPROFIT ORG.
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. _ _ _ _

or

NONPROFIT
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. _ _ _ _

Indicia content must be no smaller than .5" high and .5" wide.