



# POSTAGE CHEAT SHEET

ESTIMATED POSTAGE COST PER PIECE\*

FIRST CLASS PRESORT (500 piece minimum)					FIRST CLASS PRESORT-AUTOMATION			FIRST CLASS PRESORT-AUTOMATION		
	Minimum Size	Maximum Size	Minimum Thickness	Maximum Thickness		Minimum	Maximum		Minimum	Maximum
CARD SIZE**	3½"x5½"	4¼"x6"	0.007"	0.016"	1 oz	\$0.257	\$0.274	-	-	-
LETTER SIZE**	3½"x5½"	6⅞"x11½" <sup>†</sup>	0.009" if >4¼"x6"	0.250"	1 oz	\$0.378	\$0.424	3.5 oz	\$0.378	\$0.424
FOLDED SELF-MAILER**	3½"x5½"	6"x10½"	0.009"	0.250"	1 oz	\$0.378	\$0.424	3 oz	\$0.378	\$0.424
FLAT SIZE	>6⅞"x11½"	12"x15"	0.009"	0.750"	1 oz	\$0.474	\$0.705	2 oz	\$0.684	\$0.915
PRESORT STANDARD (200 piece minimum)					PRESORT STANDARD-AUTOMATION			PRESORT STANDARD-ENHANCED CARRIER		
	Minimum Size	Maximum Size	Minimum Thickness	Maximum Thickness		Minimum	Maximum		Minimum	Maximum
LETTER SIZE**	3½"x5½"	6⅞"x11½" <sup>†</sup>	0.009" if >4¼"x6"	0.250"	<3.5 oz	\$0.220	\$0.287	<3.5 oz	\$0.158	\$0.292
FOLDED SELF-MAILER**	3½"x5½"	6"x10½"	0.009"	0.250"	<3.0 oz	\$0.220	\$0.287	<3.0 oz	\$0.158	\$0.292
FLAT SIZE***	>6⅞"x11½"	12"x15"	0.009"	0.750"	<4.0 oz	\$0.340	\$0.598	<4.0 oz	\$0.156	\$0.295
NON-PROFIT (200 piece minimum)					PRESORT NON-PROFIT-AUTOMATION			PRESORT NON-PROFIT-ENHANCED CARRIER		
	Minimum Size	Maximum Size	Minimum Thickness	Maximum Thickness		Minimum	Maximum		Minimum	Maximum
LETTER SIZE**	3½"x5½"	6⅞"x11½" <sup>†</sup>	0.009" if >4¼"x6"	0.250"	<3.5 oz	\$0.105	\$0.172	<3.5 oz	\$0.083	\$0.210
FOLDED SELF-MAILER**	3½"x5½"	6"x10½"	0.009"	0.250"	<3.0 oz	\$0.105	\$0.172	<3.0 oz	\$0.083	\$0.210
FLAT SIZE***	>6⅞"x11½"	12"x15"	0.009"	0.750"	<4.0 oz	\$0.174	\$0.432	<4.0 oz	\$0.073	\$0.213

\*This is an estimate. Total cost depends upon address totals in mailing list.

\*\*Must meet aspect ratio. Effective January 21, 2018

\*\*\*Additional presort options based on mail list.

†6 x 10½ <3 oz for booklets.

NOTE: Oversized postcards larger than 4¼" x 6", but no larger than 6⅞" x 11½" will qualify for letter size postage rates.

Single Piece First Class Letter \$0.50 Stamp –  
Single Piece First Class Postcard \$0.35

Folded Self-Mailers (FSM) and specific non-envelope pieces must be designed to meet standards in order to receive automation letter discounts.

The formal definition of a Folded Self-Mailer — A folded self-mailer is formed of panels created when single or multiple unbound sheets of paper are folded together and sealed to form a letter-size mailpiece. Here are some helpful highlights:

- FSM maximum size is 6" x 10½"
- No tabs are allowed on the bottom edge
- All pieces require specific positioning of glue spots or 2-3 tabs based on mailpiece design
- The final folded panel creates the non-address side of the mailpiece which may affect the placement of the mailing panel
- The final fold must be at the bottom or for oblong pieces, the final fold is on the leading edge.

**Where print meets technology**

### **2018 Postal Holidays**

Monday, January 1  
New Year's Day

Monday, January 15  
Martin Luther King Jr. Birthday

Monday, February 19  
Washington's Birthday (observed)

Monday, May 28  
Memorial Day

Wednesday, July 4  
Independence Day

Monday, September 3  
Labor Day

Monday, October 8  
Columbus Day

Monday, November 12  
Veterans Day (observed)

Thursday, November 22  
Thanksgiving Day

Tuesday, December 25  
Christmas Day