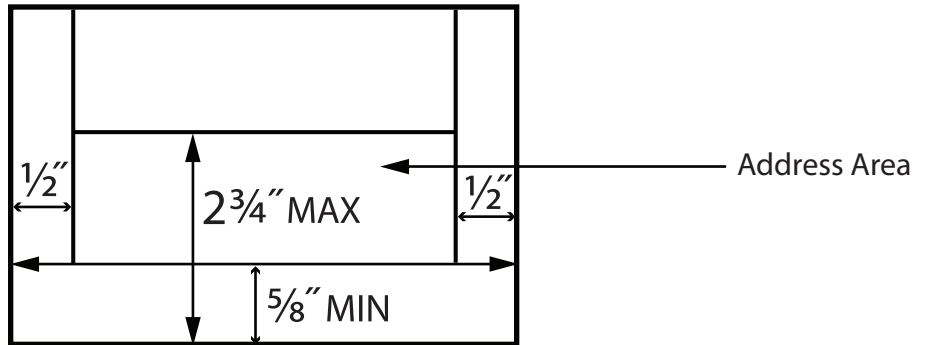


Address Placement for Letters and Postcards

The address can be no higher than $2\frac{3}{4}$ of an inch from the bottom.

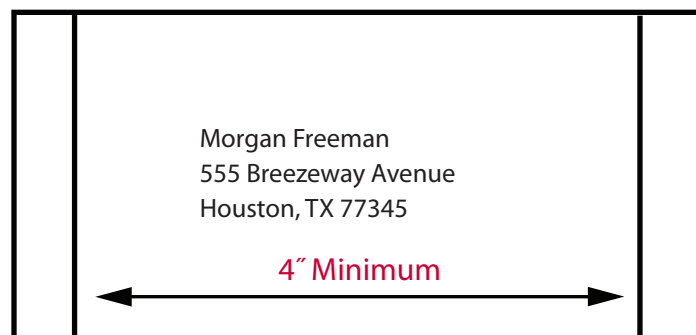
The address must have a $\frac{1}{2}$ " of space before starting and ending on the right and left edges of the piece.



There must be $\frac{5}{8}$ of an inch of space from the bottom where the address ends.

Additional Address Placement for Postcards

***Postcards must have at least 4 inches of space for the address area**



Mail Piece Dimensions

SHAPE		LENGTH	HEIGHT	THICKNESS
POSTCARD	MINIMUM	5 INCH	3 ½ INCH	7PT
	MAXIMUM	6 INCH	4 ¼ INCH	0.16 INCH
LETTER	MINIMUM	5 INCH	3 ½ INCH	9PT
	MAXIMUM	11 ½ INCH	6 1/8 INCH	0.25 INCH
FLATS	MINIMUM	11 ½ INCH	6 1/8 INCH	9PT
	MAXIMUM	15 INCH	12 INCH	0.75 INCH

Mail Tips

Presort mail offers you the best postage rate available

Presort Standard mail requires a minimum of 200 pieces

Presort First Class mail requires a minimum of 500 pieces

- In-house data processing with the most up-to-date mailing software and the expertise to help you minimize your postage costs.
- Certified Mail Piece Design Analyst available to answer your design questions that can help to lower postage costs.
- National Change of Address (NCOA) processing to help insure the accuracy of your mail lists.
- Use of the new Intelligent Mail Barcode, with the ability to track pieces through the mail stream.
- Drop shipment processing that reduces postage costs and puts pieces in mail boxes more quickly.