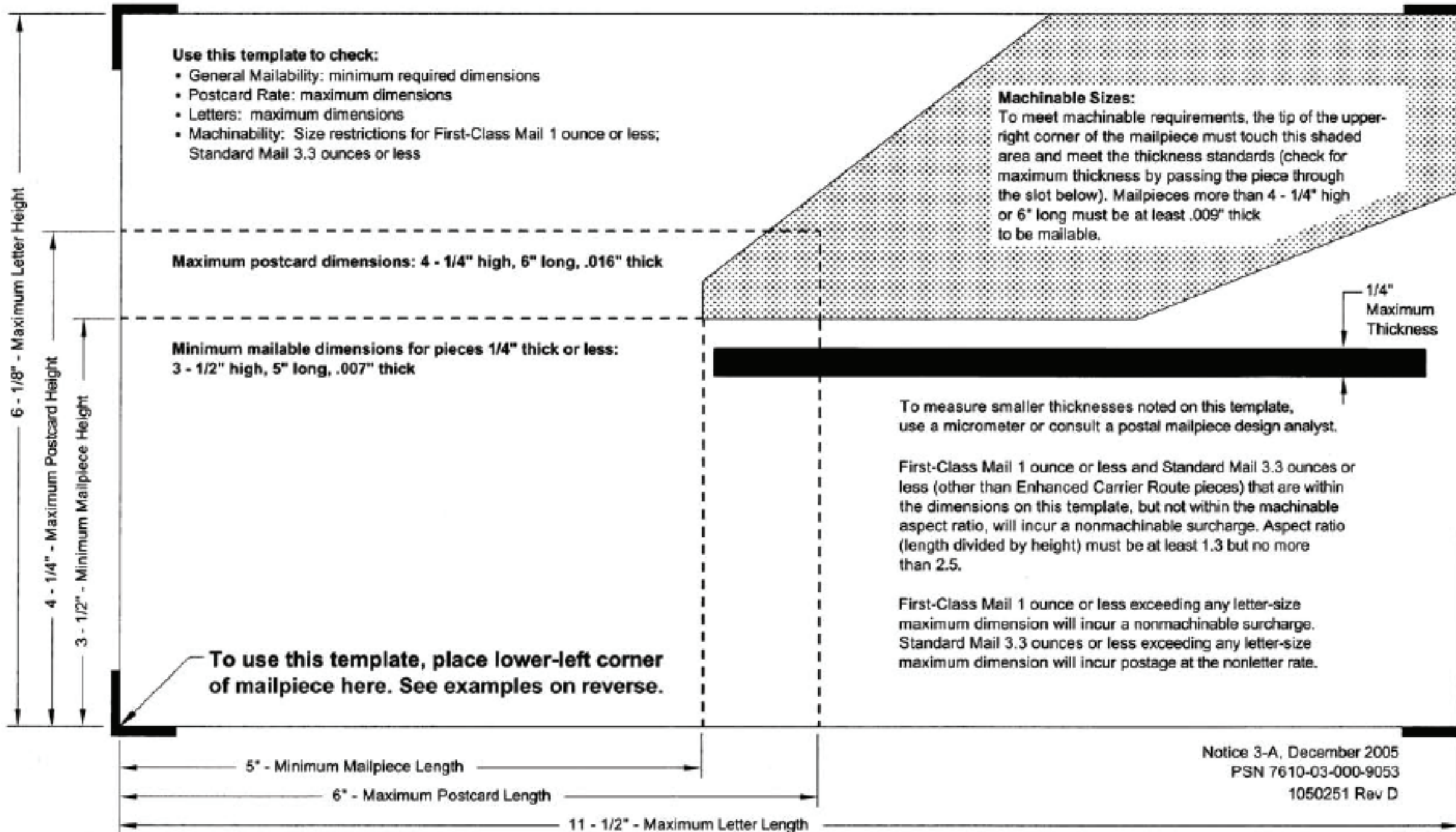
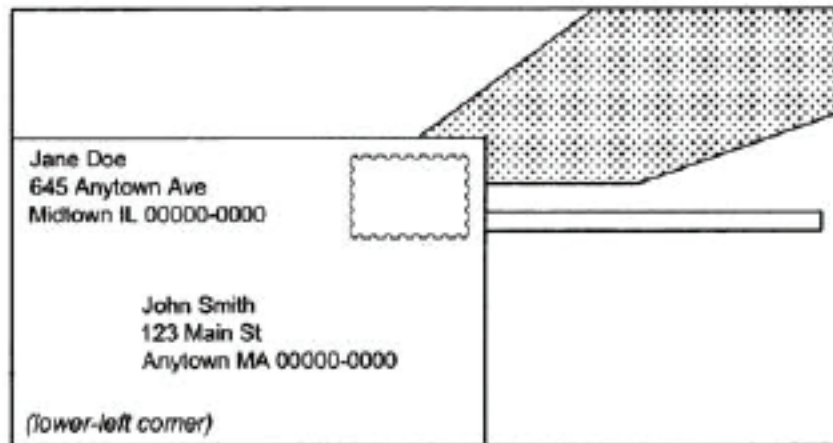


LETTER - SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE

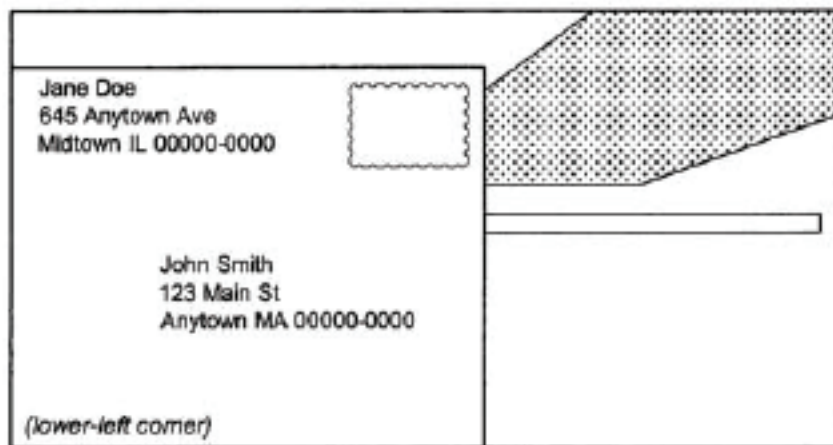


PROCEDURES FOR USING THIS TEMPLATE



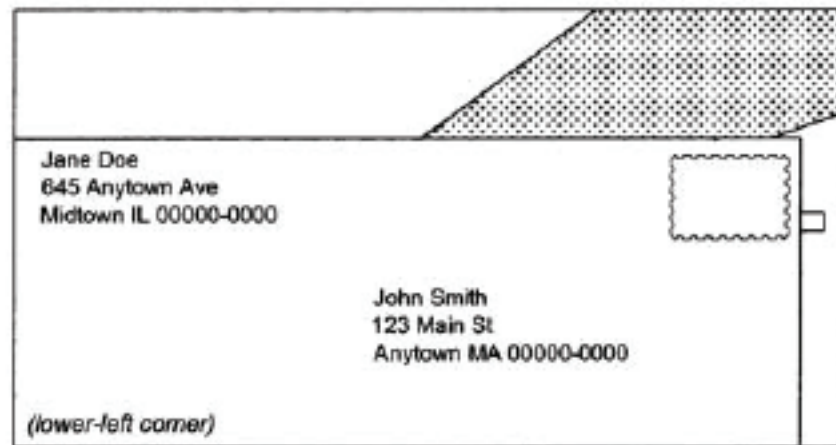
Within aspect ratio

(Not subject to surcharge if thickness standards are met)



Too high

(Subject to surcharge)



Too long

(Subject to surcharge)

1. Align the mailpiece in the area where noted on the front of this template, with the delivery address parallel to the bottom edge as shown in the examples.
2. Check mailability: For a mailpiece that is 1/4" thick or less, if the upper-right corner of the mailpiece does not touch or extend past BOTH dotted lines for minimum mailpiece height and minimum mailpiece length, the mailpiece is nonmailable. Exception: a key or identification device has to meet only the minimum thickness requirement of .007". A postcard exceeding either the maximum postcard height or maximum postcard length will be subject to the appropriate letter-size rate.
3. Check machinable size: If the mailpiece meets the minimum size for mailability, but the upper-right corner extends outside the shaded area of the template, the mailpiece may be mailed, but is nonmachinable. In that case:
 - For First-Class Mail 1 ounce or less, the mailpiece will incur a surcharge in addition to regular postage.
 - For Standard Mail 3.3 ounces or less, the mailpiece will incur a surcharge in addition to regular postage.*
4. Check thickness: If the mailpiece meets all other criteria, check its thickness. If thickness exceeds 1/4":
 - For First-Class Mail 1 ounce or less, the mailpiece will incur a surcharge in addition to regular postage.
 - For Standard Mail 3.3 ounces or less, the mailpiece will incur postage at the nonletter rate.

* Enhanced Carrier Route rate: Line-of-Travel mail ("ECRLOT") is not subject to machinability standards.