

# DX|Print&Mail

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## Direct Mail Quick Reference Guide

USPS rates effective January 27, 2019

Rates and rules subject to USPS regulations



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OR TOUR OF OUR FACILITIES

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## Inside This Guide

### USPS Physical Standards

Postcards and Letters .....	pg 1
Address Side of Cards .....	pg 2
Folded Self-Mailers .....	pg 3
Flaps .....	pg 5
Booklets .....	pg 6

### USPS Physical Standards

Commercial Flats .....	pg 10
Envelope Types and Sizes .....	pg 13
Postage Rates (effective January 27, 2019)	
Marketing Mail. ....	pg 14
Non-Profit Marketing Mail .....	pg 17
First-Class Mail .....	pg 20

# Physical Standards for Postcards and Letters

## Machinable Letters and Cards

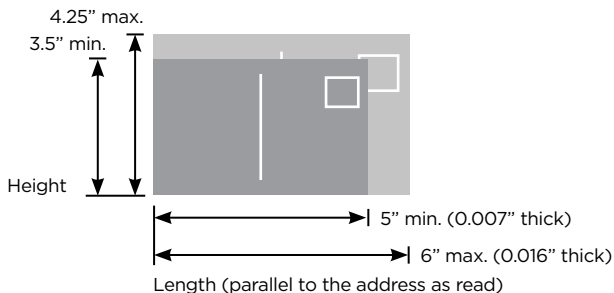
If you prepare your letters and cards so that they have an accurate address and can be processed on United States Postal Service (USPS) equipment, your mail is “machinable” and eligible for “presort” prices. Machinable mailpieces must meet specific standards, including size, shape, and weight.

Machinable letter-size mail is:

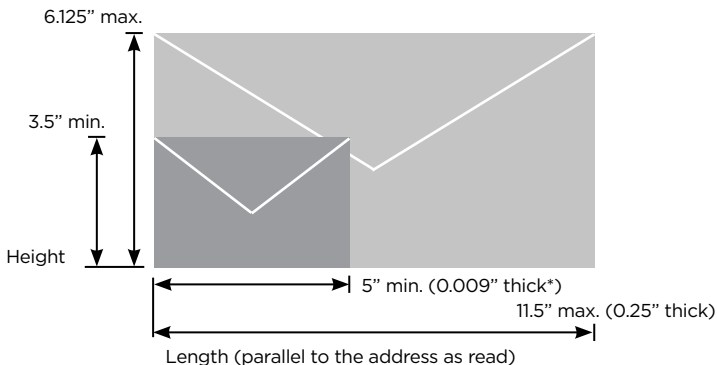
- Not less than 5” long, 3.5” high, and 0.007” thick.
- \*0.007” thick if no more than 4.25” high and 6” long; or 0.009” thick if more than 4.25” high or 6” long, or both.
- Not more than 11.5” long, or more than 6.125” high, or greater than 0.25” thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125”.
- Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive.

The maximum weight for Presorted First-Class Mail and USPS Marketing Mail machinable letters and cards is 3.5 oz. (0.2188 pound).

## First-Class Card Dimensions



## Letter and Card Dimensions



The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

### Address Side of Cards

Vertically divided cards: The address side of a card is the side bearing the delivery address and postage. The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.

The delivery address, postage, and any USPS marking or endorsement must appear in the right portion.

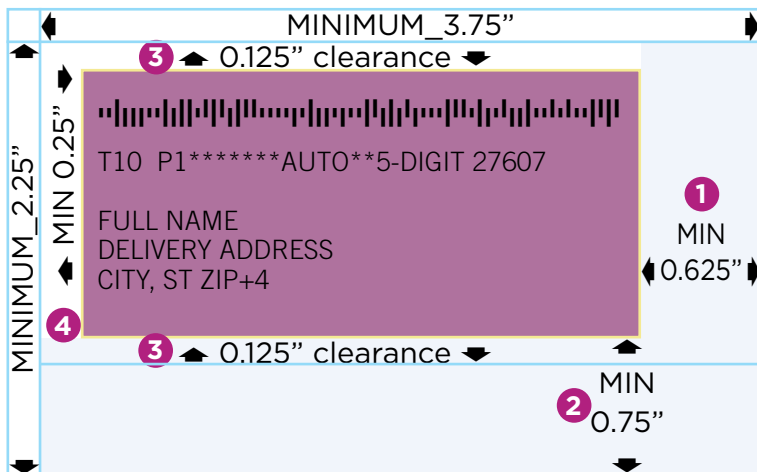
Horizontally divided cards: The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule.

The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address.

The illustration at right displays DX | Print & Mail's required dimensions and clearance and is applicable for any size postcard. Please note these are slightly different from the required dimensions and clearance of the USPS.

A **MINIMUM** of 3.75" from right trim and 2.25" from bottom trim is needed for addressing postcard using standard addressing fields as shown (not including indicia).

- 1 Right margin at least 0.625"
- 2 Bottom margin at least 0.75"
- 3 Recipient block should have a minimum of 0.125" clearance top and bottom from any other elements
- 4 Recipient block should have a minimum of 0.25" left clearance from any other elements





## Nonmachinable Letters

A letter-size piece is nonmachinable if it has an exterior surface that is not made of paper or if it does not meet the standards of machinable letters. Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments do not render mailpieces nonmachinable if allowed by eligibility standards according to the class of mail and if not prohibited. In addition, a letter-size piece is nonmachinable if it weighs more than 3.5 oz..

Maximum weight: First-Class Mail and Periodicals nonmachinable letters 3.5 oz.; USPS Marketing Mail nonmachinable letters; less than 16 oz..

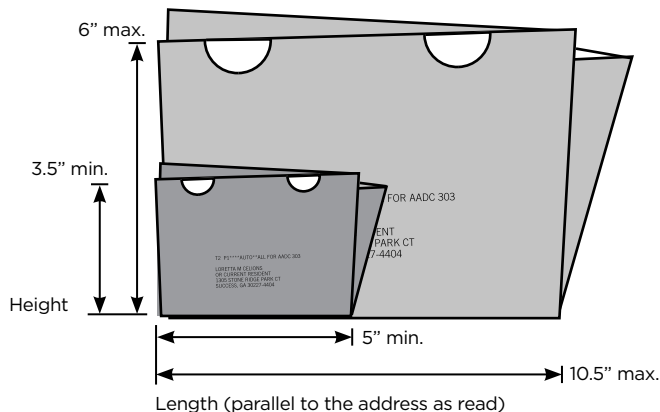
Examples of a nonmachinable letter include:

- 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 4.25" high or more than 6" long and is less than 0.009" 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

## Folded Self-Mailers

A folded self-mailer is formed of panels that are created when one or more unbound sheets of paper are folded together and sealed to make a **letter-size mailpiece**. The number of sheets in the mailpiece and the number of times the sheets are folded determine the number of panels. Sheets that are bound by one or more staples are not considered folded self-mailers.

### Folded Self-Mailer Dimensions



Folded self-mailers have the following characteristics:

Thickness: A minimum of 0.007"; (0.009" if the height exceeds 4.25" or if the length exceeds 6"); the maximum thickness is 0.25"  
Maximum Weight: 3 oz.

Rectangular, with four square corners and parallel opposite sides

Aspect ratio: within 1.3 to 2.5.

Maximum number of panels: 12

Quarter-folded self-mailers made of a minimum 70# paper basis weight or equivalent may have as few as 4 panels. Quarter-folded self-mailers made of 55# or greater newsprint must have at least 8 panels and may contain up to 24 panels.

### Panels

Panels are created when a sheet of paper is folded. Each two-sided section (front and back) created by the fold is considered one panel. The final folded panel creates the back (non-address) side of the mailpiece. The open edge of the back panel must be at the top or within 1" of the top or trailing edge of the mailpiece. For horizontal folded tri-fold or multi-fold pieces, the addressed panel may be the final folded panel if the leading edge is sealed.



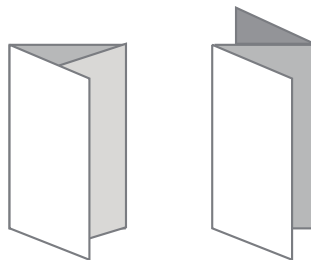
**The final folded edge must be the bottom of a folded self-mailer unless prepared as an oblong. The final folded edge of an oblong folded self-mailer must be the leading (right) edge.**

Internal shorter panels must be covered by a full-size panel, and count toward the maximum number of panels.

Folding methods and the subsequent number of panels created when folding a single sheet of paper are:



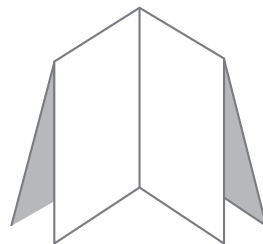
**Bi-fold:** folded once forming two panels.



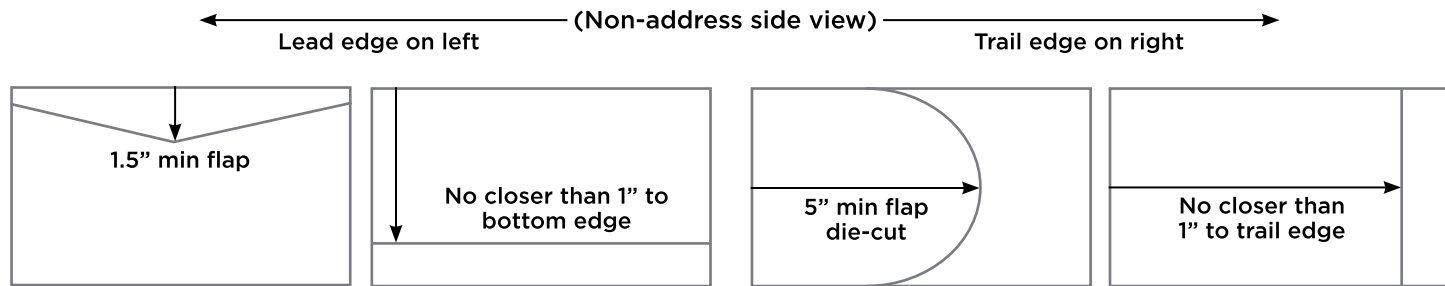
**Tri-fold:** folded twice forming three panels.



**Oblong:** paper folded once to form two rectangular panels with one elongated dimension and parallel opposite sides. The final folded edge is on the leading (shorter) edge.



**Quarter-fold:** folded twice with each fold at a right angle (perpendicular) to the preceding fold, creates four panels.



## Flaps

Flaps are formed when the final exterior panel is folded over and affixed to the unaddressed side of the mailpiece. Flaps must meet the following conditions:

The folded edge of a flap must be flush with the top edge of the mailpiece and end 1" or more above the bottom edge. Flaps must be at least 1.5" when measured from the top of the mailpiece.

Flaps must be secured by a sealing method.

Flaps with die-cut shapes must be firmly secured with tabs, glue line, glue spots or elongated glue lines. A 0.125" wide continuous glue line that seals the contour of the die-cut is strongly recommended.

Flaps on oblong pieces must be at least 5" long at the longest point when measured from the leading edge and must end no more than 1" from the trailing edge.



The USPS requires mailers to demonstrate that they have updated their mailing list within 95 days before the mailing date. Non-compliance will result in additional postage fees. **NCOA\* is our default method of compliance.**

Mailings that are addressed to "Current Resident," "Or Current Resident," Current Occupant," or "Or Current Occupant" are exempt from this requirement.

\*NCOA is an address correction service that matches a mailer's list against the USPS COA database. If there are any matches, updated information is provided back to the mailer or mailing agent.

## Letter-Size Booklet-Type Mailpiece

Booklets must have a bound edge (spine.) Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces a spine where pages are attached together are considered booklets. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards. The mailpiece must be secured with at least three nonperforated 1.5" tabs, glue, or 1.5" wide tape.

### Dimensions:

Height: not more than 6" or less than 3.5" high

Length: not more than 10.5" or less than 5" long

Thickness: not more than 0.25" or less than 0.009" thick

Weight: not more than 3 oz.

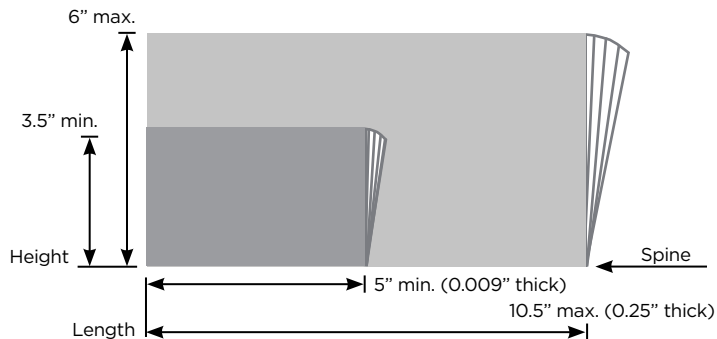
Aspect ratio: within 1.3 to 2.5

Booklets must have a minimum cover weight of 70# paper basis weight or equivalent.

Staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

Oblong booklets with the spine on the trailing edge would not be considered machinable.

## Letter-Size Booklet Dimensions



### For Your Information

#### A return address is required for:

- Mail with a company permit imprint
- Mail with precanceled stamps
- Non-profit mail (return address must match permit address exactly)
- Periodicals in envelopes or wrappers
- Priority Mail



## Simple Spine Booklets

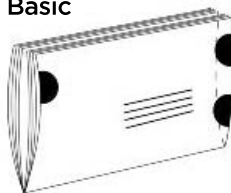
The spine forms the bottom edge of the mailpiece. The length or method used to seal the booklet determines the weight of the paper forming the cover.

Maximum weight: 3 oz.

Maximum height: 6"

Maximum length: 9.5" unless noted

### Basic



Cover:

5" to 9" long at least 50# paper

Over 9" up to 10.5" at least 60# paper

The front cover may be up to a maximum of 0.25" shorter than pages and rear cover.

### Internal Flap

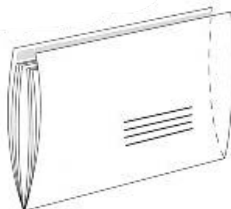


Cover:

Minimum 80# paper

Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.

### Cover-to-Cover



Cover:

Minimum 80# paper

Cover extends no more than .625" beyond inner pages.

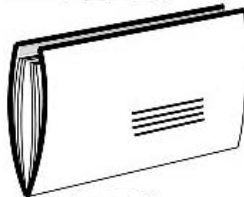
**Lightweight Simple Spine Booklets**

Maximum weight: 0.8 oz.

Maximum height: 6"

Maximum length: 10.5"

Cover paper weight: 70# paper basis weight or equivalent unless noted

**Cover-to-Cover**

Cover extends no more than .625" beyond inner pages.

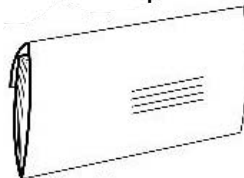
**Mid-Weight Simple Spine Booklets**

Weight: over 0.8 oz. up to 1.6 oz.

Maximum height: 6"

Maximum length: 10.5"

Cover paper weight: 70# paper basis weight or equivalent unless noted

**External Flap**

Addressed side of the cover extends over all pages on the back to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1" from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

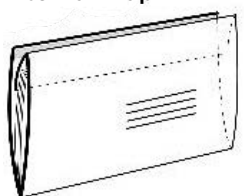
**Heavy-Weight Simple Spine Booklets**

Weight: over 1.6 oz. up to 3 oz.

Maximum height: 6"

Maximum length: 10.5"

Cover paper weight: 70# paper basis weight or equivalent unless noted

**Internal Flap**

Addressed side of the cover extends over internal pages to create an inside flap.

Flap length: at least 1.5" wide when measured down from the top edge.

Flap attaches to the inside of the nonaddressed side of the cover.



### Wallet-Style Booklets

A spine forms the bottom edge. Wallet style booklets must be from 5.2" to 8" long, 4" high; can weigh up to 2.5 oz.; and must be sealed with nonperforated tabs.

Maximum weight: 2.5 oz.

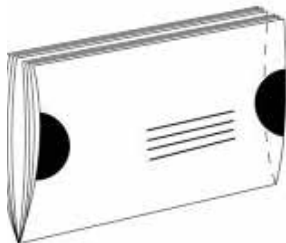
Maximum height: 4"

Maximum length: 8"

Cover:

Entire booklet 60# paper, OR

Cover 70# paper, inner pages 50# paper.



### Oblong Booklets

Oblong booklets have a spine on the leading (shorter) edge.

Maximum weight: 3 oz.

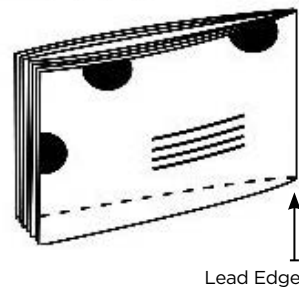
Maximum height: 6"

Maximum length: 10.5"

Cover:

5" to 9" long: 60# paper

Over 9" up to 10.5" long: 70# paper



**Oblong booklets with the spine on the trailing edge would not be considered machinable.**

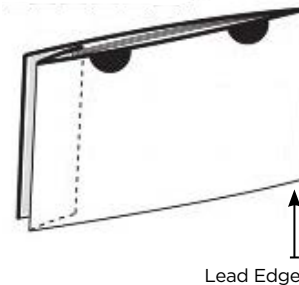
### Oblong Booklets - Internal Flap

Cover:

5" to 9" long: 60# paper

Over 9" up to 10.5" long: 70# paper

The front OR back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.



# Physical Standards for Commercial Flats

The USPS classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for periodicals.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation flats must have an Intelligent Mail barcode with a delivery point routing code.

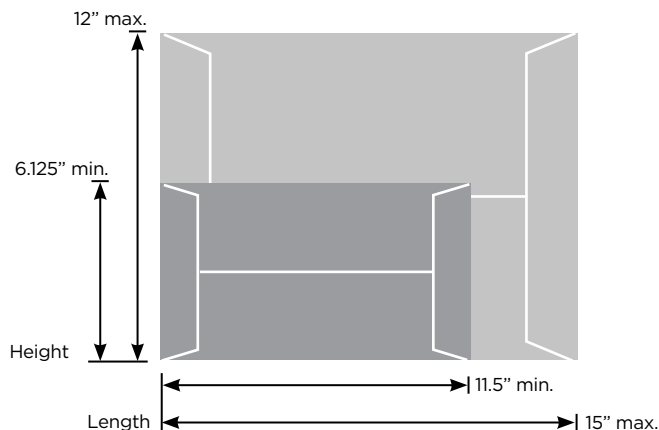
Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125".

Flexibility and deflection: flat-size pieces must meet flexibility (see page 11) and deflection criteria (see page 12). Flat-size pieces mailed at high density, high density plus, saturation, and basic carrier route prices are not required to meet deflection standards. All other flats not meeting deflection standards are subject to additional postage.

Uniform thickness: the contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 0.25" variance in thickness. When determining variance in thickness, exclude the outer edges of a mailpiece (1" from each edge) when the contents do not extend to the edges.

Mailpieces that do not meet the standards for flexibility, or uniform thickness must pay parcel prices.

## Flat Dimensions



The length of a flat-size mailpiece is the longest dimension  
Thickness: Minimum 0.25"; Maximum 0.75"

## Flexibility

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that contain one or more boxes are not flats. Customers may perform the following test on their own mailpieces.

### Flex test all flats as follows:

- Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
- Press down on the piece at a point 1" from the outer edge, in the center of the piece's length, exerting steady pressure.
- The piece is not flexible if it cannot bend at least 1" vertically without being damaged.
- The piece is flexible if it can bend at least 1" vertically without being damaged and it does not contain a rigid insert.

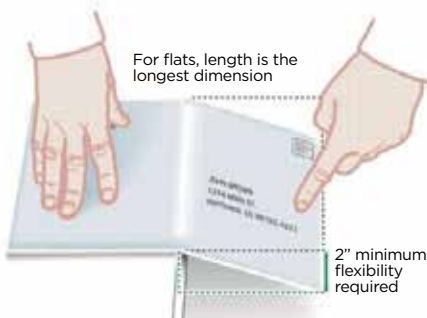
FLEX TEST  
Length runs parallel to surface



### Flex test flats 10" or longer as follows:

- Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
- Press down on the piece at a point 1" from the outer edge, in the center of the piece's width, exerting steady pressure.
- Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1" vertically without being damaged.

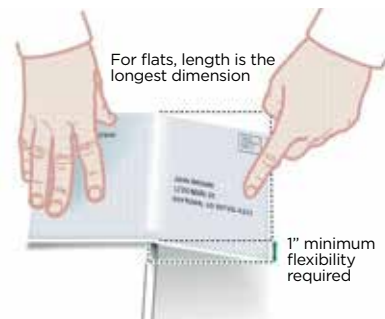
FLEX TEST  
Flats 10" or longer that contain a rigid insert,  
perpendicular to surface



### Flex test flats less than 10" as follows:

- Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
- Press down on the piece at a point 1" from the outer edge, in the center of the piece's width, exerting steady pressure.
- Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1" vertically without being damaged.

FLEX TEST  
Flats less than 10" that contain a rigid insert;  
perpendicular to surface



**Test deflection as follows for pieces 10" or longer:**

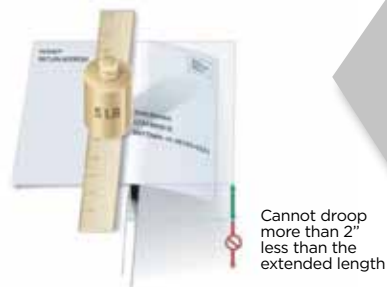
- Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece 5" off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.
- Place a flat 12" ruler (or other similar flat object 12" or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5# weight does not extend past the edge.
- Place a certified 5# weight on the center of the ruler to hold the piece in place.
- Determine the vertical deflection in inches.
- Turn the piece around 180 degrees and repeat the process.
- The piece is mailable as a flat if it does not droop more than 3" vertically at either end.

DEFLECTION TEST – Pieces 10" or longer  
Length is the longest dimension

**Test deflection as follows for pieces less than 10":**

- Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece one-half of its length off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.
- Place a flat 12" ruler (or other similar flat object 12" or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5# weight does not extend past the edge.
- Place a certified 5# weight on the center of the ruler to hold the piece in place.
- Determine the vertical deflection in inches.
- Turn the piece around 180 degrees and repeat the process.
- The piece is mailable as a flat if it does not droop more than 2" less than the extended length at either end.

DEFLECTION TEST – Pieces less than 10" long  
Length is the longest dimension



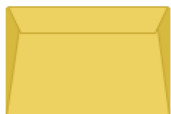
*For Example...*

A piece 8" long would be extended 4" horizontally off a flat surface. It must not droop more than 2" vertically at either end.

# Envelope Types and Sizes



Commercial



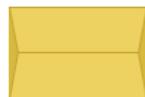
Booklet



Catalog



Baronial



Announcement



- Commercial and side seam flap styles are preferred for machine insertion
- Booklet envelopes open on the long side and are used for machine inserting
- Catalog envelopes open on the short side and are hand-inserted
- For machine inserting, flaps should be shorter than 2"



## Commercial

Type	Size (inches)*	Postal Class
5	3.125 x 5.5	Letter
6 1/4	3.5 x 6	Letter
6 3/4	3.625 x 6.5	Letter
7	3.75 x 6.75	Letter
7 3/4	3.875 x 7.5	Letter
8 5/8	3.625 x 8.625	Letter
9	3.875 x 8.875	Letter
10	4.125 x 9.5	Letter
11	4.5 x 10.375	Letter
12	4.75 x 11	Letter
14	5 x 11.5	Letter

## Booklet / Catalog

Type	Size (inches)	Postal Class
1	6 x 9	Letter
1 3/4	6.5 x 9.5	Flat
3	7 x 10	Flat
6	7.5 x 10.5	Flat
9 3/4	8.75 x 11.25	Flat
10 1/2	9 x 12	Flat
12 1/2	9.5 x 12.5	Flat
13 1/2	10 x 13	Flat
14 1/2	11.5 x 14.5	Flat
15	10 x 15	Flat
15 1/2	12 x 15.5	Flat

## Baronial / Announcement

Type	Size (inches)	Postal Class
4 Bar	3.625 x 5.125	Letter
5 1/2 Bar	4.375 x 5.75	Letter
6 Bar	4.75 x 6.5	Letter
Lee	5.25 x 7.25	Letter
A-2	4.375 x 5.75	Letter
A-6	4.75 x 6.5	Letter
A-7	5.25 x 7.25	Letter
A-8	5.5 x 8.125	Letter
A-9	5.75 x 8.75	Letter
A-10	6 x 9.5	Letter

\*"Size (inches)" is measured height by length

## USPS Postage Pricing, Effective January 27, 2019

## Marketing Mail

<b>Letters/Cards</b> <b>3.5 oz. or less</b> <b>(min. 200 pieces)</b> Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Entry Point	Carrier Route				Automation			Nonautomation Machinable	
		Saturation	HD Plus	High Density	Basic	5-Digit	AADC	Mixed AADC	AADC	Mixed AADC
	None	.0190	0.200	0.209	0.294	0.256	0.281	0.291	0.292	0.302
	DNDC	0.170	0.180	0.189	0.269	0.234	0.259	0.269	0.270	0.280
	DSCF	0.165	0.175	0.184	0.262	0.228	0.253	-	0.264	-
	DDU	-	-	-	-	-	-	-	-	-
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007"										

<b>Letters/Cards</b> <b>Nonautomation</b> <b>4 oz. or less</b> <b>(min. 200 pieces)</b> Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Entry Point	Carrier Route				Nonmachinable			
		Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
	None	0.224	0.232	0.250	0.300	0.505	0.573	0.595	0.668
	DNDC	0.186	0.194	0.212	0.270	0.483	0.551	0.573	0.646
	DSCF	0.179	0.187	0.205	0.262	0.477	0.545	0.567	-
	DDU	-	-	-	-	-	-	-	-
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007"									

DNDC - Destination Network Distribution Center | DSCF - Destination Sectional Center Facility | DDU - Destination Delivery Unit | EDDM - Every Door Direct Mail



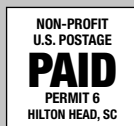
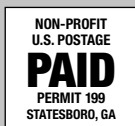
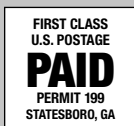
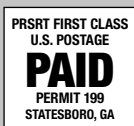
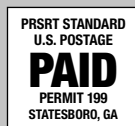
# USPS Postage Pricing, Effective January 27, 2019

## Marketing Mail

Letters/Cards Nonautomation More than 4 oz. (min. 200 pieces)		Entry Point	Carrier Route				Nonmachinable			
			Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Per Pound Rate	None	0.609	0.609	0.609	0.700	0.907	0.907	0.907	0.907
		DNDC	0.454	0.454	0.454	0.580	0.736	0.736	0.736	0.736
		DSCF	0.426	0.426	0.426	0.549	0.694	0.694	0.694	-
		DDU	-	-	-	-	-	-	-	-
	+	Per Pc.	0.072	0.080	0.098	0.125	0.242	0.334	0.390	0.425
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007" <b>For mailpieces over 4 oz. use per pound + per piece to determine rate</b>										

DNDC - Destination Network Distribution Center | DSCF - Destination Sectional Center Facility | DDU - Destination Delivery Unit | EDDM - Every Door Direct Mail

### DX | Print & Mail Permit Imprints



## USPS Postage Pricing, Effective January 27, 2019

## Marketing Mail

<b>Flats - 4 oz. or less (min. 200 pieces)</b> Height: 6.125" min. 12" max. Length: 11.5" min. 15" max. Thickness: 0.25" min. 0.75" max. Flats must exceed at least one of these dimensions: length - 11.5", height - 6.125", thickness - 0.25"	Entry Point	Carrier Route					Automation				Nonautomation			
		EDDM	Saturation	HD Plus	HD	Basic	5 Digit	3 Digit	ADC	Mixed ADC	5 Digit	3 Digit	ADC	Mixed ADC
	None	0.225	0.224	0.232	0.250	0.300	0.405	0.523	0.597	0.632	0.469	0.561	0.617	0.652
	DNDC	0.187	0.186	0.194	0.212	0.270	0.362	0.480	0.554	0.589	0.426	0.518	0.574	0.609
	DSCF	0.180	0.179	0.187	0.205	0.262	0.352	0.470	0.544	-	0.416	0.508	0.564	-
	DDU	0.162	0.161	0.169	0.187	0.253	-	-	-	-	-	-	-	-

DNDC - Destination Network Distribution Center | DSCF - Destination Sectional Center Facility | DDU - Destination Delivery Unit | EDMM - Every Door Direct Mail

<b>Flats - more than 4 oz. (min. 200 pieces)</b> Height: 6.125" min. 12" max. Length: 11.5" min. 15" max. Thickness: 0.25" min. 0.75" max. Flats must exceed at least one of these dimensions: length - 11.5", height - 6.125", thickness - 0.25"		Entry Point	Carrier Route					Automation				Nonautomation			
			EDDM	Saturation	HD Plus	HD	Basic	5 Digit	3 Digit	ADC	Mixed ADC	5 Digit	3 Digit	ADC	Mixed ADC
	Per Pound Rate	None	0.609	0.609	0.609	0.609	0.700	0.907	0.907	0.907	0.907	0.907	0.907	0.907	0.907
		DNDC	0.454	0.454	0.454	0.454	0.580	0.736	0.736	0.736	0.736	0.736	0.736	0.736	0.736
		DSCF	0.426	0.426	0.426	0.426	0.549	0.694	0.694	0.694	-	0.694	0.694	0.694	-
		DDU	0.357	0.357	0.357	0.357	0.511	-	-	-	-	-	-	-	-
	+	Per Piece	0.073	0.072	0.080	0.098	0.125	0.178	0.296	0.370	0.405	0.242	0.334	0.390	0.425

# USPS Postage Pricing, Effective January 27, 2019

## Non-Profit Marketing Mail

<b>Letters/Cards</b> <b>4 oz. or less</b> <b>(min. 200 pieces)</b> Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Entry Point	Carrier Route				Automation			Nonautomation Machinable	
		Saturation	HD Plus	High Density	Basic	5-Digit	AADC	Mixed AADC	AADC	Mixed AADC
	None	0.111	0.117	0.124	0.209	0.138	0.163	0.173	0.174	0.184
	DNDC	0.091	0.097	0.104	0.184	0.116	0.141	0.151	0.152	0.162
	DSCF	0.086	0.092	0.099	0.177	0.110	0.135	-	0.146	-
	DDU	-	-	-	-	-	-	-	-	-
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007"										

<b>Letters/Cards</b> <b>Nonautomation</b> <b>4 oz. or less</b> <b>(min. 200 pieces)</b> Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Entry Point	Carrier Route				Nonmachinable			
		Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
	None	0.136	0.144	0.166	0.216	0.387	0.455	0.477	0.550
	DNDC	0.098	0.106	0.128	0.186	0.365	0.433	0.455	0.528
	DSCF	0.091	0.099	0.121	0.178	0.359	0.427	0.449	-
	DDU	-	-	-	-	-	-	-	-
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007"									

## USPS Postage Pricing, Effective January 27, 2019

## Non-Profit Marketing Mail

Letters/Cards Nonautomation More than 4 oz. (min. 200 pieces)		Entry Point	Carrier Route				Nonmachinable			
			Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC
Height: 3.5" min. 6.125" max.* Length: 5" min. 11.5" max.* Thickness: 0.009" min.** 0.25" max.	Per Pound Rate	None	0.436	0.436	0.436	0.530	0.775	0.775	0.775	0.775
		DNDC	0.281	0.281	0.281	0.410	0.604	0.604	0.604	0.604
		DSCF	0.253	0.253	0.253	0.379	0.562	0.562	0.562	-
		DDU	-	-	-	-	-	-	-	-
	+	Per Pc.	0.027	0.035	0.057	0.083	0.101	0.193	0.249	0.284
*Booklets and self-mailers: Maximum length is 10.5" - Maximum height is 6" **Minimum thickness for letters less than 4.25" x 6" is 0.007"										
For mailpieces over 4 oz. use per pound + per piece to determine rate										

DNDC - Destination Network Distribution Center | DSCF - Destination Sectional Center Facility | DDU - Destination Delivery Unit | EDDM - Every Door Direct Mail

## Determining Length and Height

Letter-size pieces: For the purpose of determining mailability or machinability, the length is the dimension parallel to the delivery address as read; the height is the dimension perpendicular to the length.

Flat-size pieces: The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

## The Importance of Aspect Ratio

In order for your letter-size mailpiece to qualify for automated or machinable rates, it must meet the required aspect ratio between 1.3 and 2.5. To determine this, divide the length of your mailer by the height.

# USPS Postage Pricing, Effective January 27, 2019

## Non-Profit Marketing Mail

<b>Flats – 4 oz. or less (min. 200 pieces)</b> Height: 6.125" min. 12" max. Length: 11.5" min. 15" max. Thickness: 0.25" min. 0.75" max. Flats must exceed at least one of these dimensions: length - 11.5", height - 6.125", thickness - 0.25"	Entry Point	Carrier Route					Automation				Nonautomation			
		EDDM	Saturation	HD Plus	HD	Basic	5 Digit	3 Digit	ADC	Mixed ADC	5 Digit	3 Digit	ADC	Mixed ADC
	None	0.137	0.136	0.144	0.166	0.216	0.231	0.349	0.423	0.458	0.295	0.387	0.443	0.478
	DNDC	0.099	0.098	0.106	0.128	0.186	0.188	0.306	0.380	0.415	0.252	0.344	0.400	0.435
	DSCF	0.092	0.091	0.099	0.121	0.178	0.178	0.296	0.370	-	0.242	0.334	0.390	-
	DDU	0.074	0.073	0.081	0.103	0.169	-	-	-	-	-	-	-	-

DNDC - Destination Network Distribution Center | DSCF - Destination Sectional Center Facility | DDU - Destination Delivery Unit | EDMM - Every Door Direct Mail

<b>Flats – more than 4 oz. (min. 200 pieces)</b> Height: 6.125" min. 12" max. Length: 11.5" min. 15" max. Thickness: 0.25" min. 0.75" max. Flats must exceed at least one of these dimensions: length - 11.5", height - 6.125", thickness - 0.25"		Entry Point	Carrier Route					Automation				Nonautomation			
			EDDM	Saturation	HD Plus	HD	Basic	5 Digit	3 Digit	ADC	Mixed ADC	5 Digit	3 Digit	ADC	Mixed ADC
	Per Pound Rate	None	0.436	0.436	0.436	0.436	0.530	0.775	0.775	0.775	0.775	0.775	0.775	0.775	0.775
		DNDC	0.281	0.281	0.281	0.281	0.410	0.604	0.604	0.604	0.604	0.604	0.604	0.604	0.604
		DSCF	0.253	0.253	0.253	0.253	0.379	0.562	0.562	0.562	-	0.562	0.562	0.562	-
		DDU	0.184	0.184	0.184	0.184	0.341	-	-	-	-	-	-	-	-
	+	Per Piece	0.028	0.027	0.035	0.057	0.083	0.037	0.155	0.229	0.264	0.101	0.193	0.249	0.284

## USPS Postage Pricing, Effective January 27, 2019

## First-Class Mail

Single Piece	Weight (Not Over)	Stamp Rate	Meter Rate
<b>Postcards:</b> Length: Min 5" Max 6"; Height: Min 3.5" Max 4.25"; Thickness: Min 0.007" Max 0.016"	1 oz.	0.35	0.35
<b>Letters/Cards:</b> Length: Min 5" Max 11.5"; Height: Min 3.5" Max 6.125"; Thickness: Min 0.009" Max 0.25"  Minimum thickness for letters less than 4.25 x 6 is 0.007"  Maximums vary for self-mailers and booklets, see pages 3 and 6.	1 oz.	0.55	0.50
	2 oz.	0.70	0.65
	3 oz.	0.85	0.80
	3.5 oz.	1.00	0.95
	Nonmachinable surcharge	0.15	0.15
<b>Flats:</b> Length: Min 11.5" Max 15"; Height: Min 6.125" Max 12"; Thickness: Min 0.25" Max 0.75"  Flats must exceed at least one of these dimensions: length - 11.5", height - 6.125", thickness 0.25"	1 oz.	1.00	1.00
	2 oz.	1.15	1.15
	3 oz.	1.30	1.30
	4 oz.	1.45	1.45
	5 oz.	1.60	1.60
	6 oz.	1.75	1.75
	7 oz.	1.90	1.90
	Additional Ounce	0.15	0.15

*For Your Information*

The price of First-Class Mail includes forwarding service to a new address for up to 12 months and return service if the mailpiece is undeliverable.



# USPS Postage Pricing, Effective January 27, 2019

## First-Class Mail

Letters/Cards 3.5 oz. or less (min. 200 pieces)	Automation				Machinable	Non-Machinable
	Weight (Not Over)	5-Digit	AADC	Mixed AADC	Presorted	Presorted
	3.5 oz.	0.383	0.412	0.428	0.459	0.609
	Non-machinable surcharge 0.150					
	Postcard	0.257	0.268	0.274	0.280	-

Flats (min. 200 pieces)	Automation					Non-Auto
	Weight (Not Over)	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
	1 oz.	0.486	0.605	0.644	0.727	0.799
	2 oz.	0.636	0.755	0.794	0.877	0.949
	3 oz.	0.786	0.905	0.944	1.027	1.099
	4 oz.	0.936	1.055	1.094	1.177	1.249
	5 oz.	1.086	1.205	1.244	1.327	1.399
	6 oz.	1.236	1.355	1.394	1.477	1.549
	7 oz.	1.386	1.505	1.544	1.627	1.699
	8 oz.	1.536	1.655	1.694	1.777	1.849
	9 oz.	1.686	1.805	1.844	1.927	1.999
	10 oz.	1.836	1.955	1.994	2.077	2.149
	11 oz.	1.986	2.105	2.144	2.227	2.299
	12 oz.	2.136	2.255	2.294	2.377	2.449
	13 oz.	2.286	2.405	2.444	2.527	2.599

# DX|Print&Mail

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