**Booklet Mailing Guidelines**

Booklets mailing at letter-sized postage rates may vary in size, but they must be rectangular with a Length to Height ratio between 1.3 and 2.5. Minimum size is 3.5" x 5" and maximum is 6" x 10.5". Booklets mailing at letter rates must be wafered sealed prior to mailing. Square booklets smaller than 6" x 6" are subject to additional non-automated postage fees. Booklets larger than 6" x 10.5" are subject to Flat Sized postage rates. The maximum size we offer is 12" x 12". Square booklets larger than 6" x 6" mail at Flat rates and are not subject to additional fees.

The blue line marks the “safe area”. It is 1/16“ inside the edge of your printed envelope. You should never put any wording, logos, or other important art closer than 1/16” from the edge, or it may get trimmed.

Please note that wafer seals are clear, so they won’t interfere with addressing.

Return Address should be 1/4” from the top and left side of the envelope.

Mailing Address Can NOT be higher than 2-3/4” from the bottom of the envelope.

Your address, return address and postage placement should read parallel with the longest edge of the booklet or other stapled piece.

Post Office Barcode Area: No text or graphics are allowed in this area that are greater than 7% grayscale because this is the area the post office uses for the barcodes.

Alternate Barcode Area: There is an alternate area for the postal barcode. If there is a horizontal space of at least 3-1/2”, the barcode can go underneath the addressing info.

Please allow for at least 1” for the indicia.