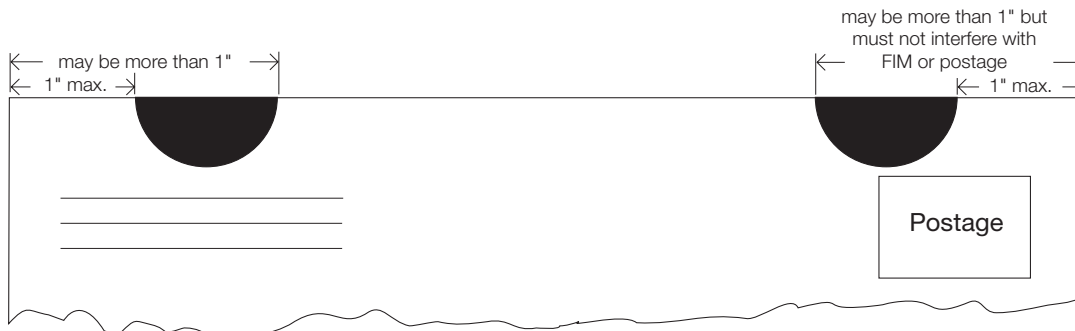


- Overview** Unenveloped letter-size mailpieces prepared for automation mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single-sheet self-mailers and postcards, and specific booklet designs.
- Physical Standards (201.3.11)** Number and location of tabs or wafer seals are specified for particular types of letter-size mail. In all cases, additional tabs may be used.
- Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) must not interfere with recognition of the barcode, rate marking, postage identification, or required address information. In all cases additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for water-based ink.
- Adequate adhesion is required.
- Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see below) and the sheet size below.
- Letter-Size Folded Self-Mailers (201.3.14)** Folded edge (bottom) must be parallel to the longest dimension (length) and address of the mailpiece.
- With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
  - Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
- With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).
- With folded edge on right (leading) edge: left (trailing) edge and other open edges must be secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight.
- Letter-Size Booklet-Type Mailpiece (201.3.15)** The mailpiece must be tabbed (secured) with non perforated 1-1/2" tabs, glue, or 1-1/2" wide tape. See DMM 201.3.15 for illustrations and design details for booklets.
- Postcard (201.3.16)** Minimum basis weight 75 pounds or greater. Double postcards must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.

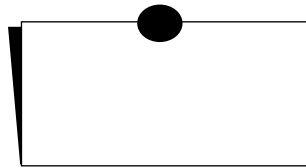
### Placement of Tabs and Wafer Seals (201.3.14)



### Specifications for Automation-Compatible Letter-Size Mailpieces

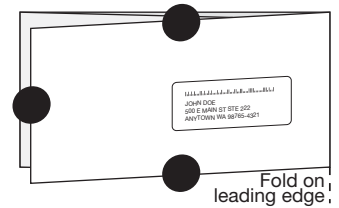
#### Double Postcard

Tabs 1 (middle)  
Folded Edge Top or Bottom  
Sheets Single  
Basis Weight 75 lb.



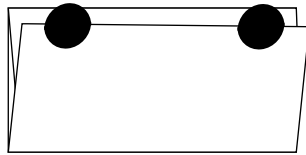
#### Folded Self-Mailer

Tabs 3 (left and open edges)  
Folded Edge Right  
Sheets Single  
Basis Weight 75 lb.



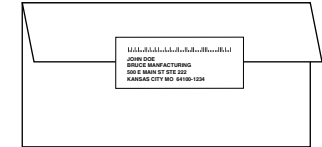
#### Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)  
Folded Edge Top or Bottom  
Sheets Single  
Basis Weight 20 lb.



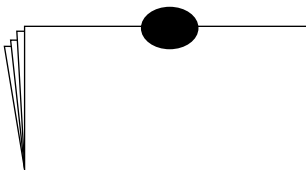
#### Folded Self-Mailer (Invitation Fold)

Tab Address Label  
Folds Top and Bottom  
Sheets Multiple  
Basis Weight 20 lb.



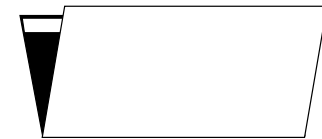
#### Folded Self-Mailer

Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Multiple  
Basis Weight 24 lb.



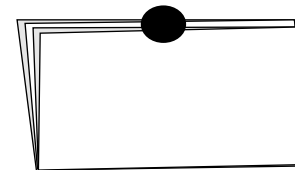
#### Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top  
Folded Edge Bottom  
Sheets Single  
Basis Weight 20 lb.



#### Folded Self-Mailer

Tabs 1 (middle)  
Folded Edge Bottom  
Sheets Single  
Basis Weight 28 lb.

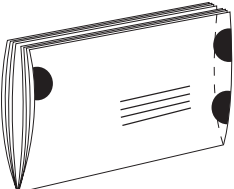
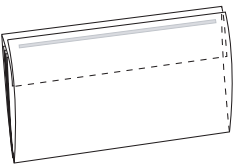
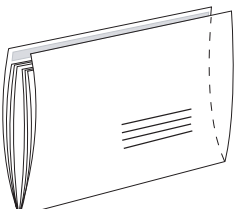
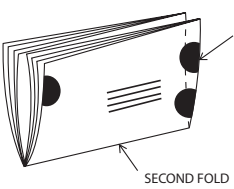
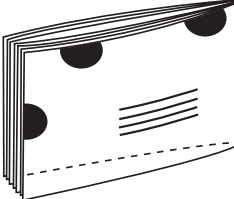


An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

See DMM 201.3.15 for illustrations and design details for booklets.



Exhibit 3.15.4 Booklet Design

If The Spine Or Final Fold Is...		Length	Cover Stock	Sealing	Tab In These Locations	
Simple Spine		Spine or final fold on the bottom (longer) edge.	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
Simple Spine		Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
Simple Spine		Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within 3/4 inch of right and left edges.
Folded		Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
Oblong		Spine on the leading (shorter) edge.	5" to 9" long Over 9", up to 10.5" long	60-pound 70-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.

**3.16 Postcard**

Any postcard must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length. Pieces claimed at First-Class Mail automation card prices also must meet the standards in 1.2.