To print this template at full size, you must print on 11 x 17 (tabloid) size paper.

Letter-Size Mail Standards Template

Use this template for Minimum size, proper height to length ratio and thickness. (Regulations are subject to change. Check with your local post office.)

Standard Sizes

(First-Class Mail not claimed at post card rate and weighing one ounce or less may be Subject to a Surcharge). The Tip of the upper right corner of the mailing piece must touch this shaded area to be mailed at regular postage.

Maximum Post Card Dimensions 4¼" x 6"

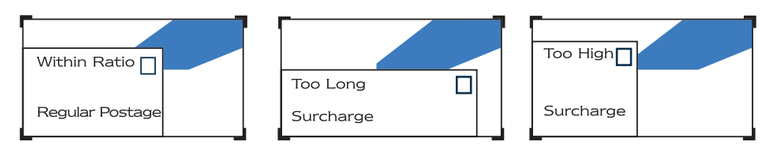
¼" Maximum Thickness

Minimum Standards

3½" x 5" is the minimum height and length required for mail pieces in order to be acceptable for mailing.
Mail pieces must be rectangular and at least .007 inches thick.
Items ¼" thick or less, not meeting any one of these requirements are nonmailable.
(Items such as keys and identification devices are not subject to the minimum standards except for the thickness requirements).

Nonstandard Sizes

a. It's length exceeds 11½".
b. It's height exceeds 6⅛".
c. It's thickness exceeds ¼".
d. It's aspect ratio (length divided by height) does not fall between 1.3 and 2.5.



Place Lower Left Corner of Mailing Piece Here.

Western States Envelope & Label
www.wsel.com

6⅛"
4¼"
3½"
5"
6"
11½"