PROCEDURES FOR USING THIS TEMPLATE

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 mailable: 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 0.8 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 0.8 ounces or less, the mailpiece will incur postage at the nonletter rate.

* Enhanced Carrier Route Standard Mail is not subject to this surcharge.
To use this template, place lower-left corner of mailpiece here. See examples on reverse.

Maximum mailpiece dimensions:

- Maximum Letter Length: 11 1/2" - Maximum Postcard Length
- Maximum Maliece Height: 11" - Maximum Postcard Length
- Maximum Mailpiece Height: 6" - Minimum Mailpiece Height

For mailpieces up to 6 ounces:
- Maximum Mailpiece Dimensions: 11 1/2" High, 6" Long, 0.25" Thick

For mailpieces over 6 ounces:
- Maximum Mailpiece Dimensions: 12" High, 6" Long, 0.25" Thick

To use this template to check:
- Maximum Mailpiece Dimensions
- Letters: maximum dimensions
- Postcard mail: maximum dimensions
- General Mailability: minimum required dimensions

Use this template to check:

To measure smaller thicknesses, note on this template.

To ensure the thickness of the mailpiece is equal to or less than the specified minimum, the thickness of the mailpiece must equal the thickness of the mailer.

To meet mechanical requirements, the tip of the upper corner of the mailpiece must touch the standard height.

Maximum dimensions:

- Standard Mail: 3 1/2" ounce of less

Mailability:

- Size restrictions for First-Class Mail 1 ounce of less

Older Mail: 2 1/2" ounce of less exceeding any letter-size

First-Class Mail 1 ounce of less exceeding any letter-size

To use this template, place lower-left corner of mailpiece here. See examples on reverse.

United States Postal Service

Letter - Size Mail Dimensional Standards Template