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COMMERCIAL FIRST CLASS – LETTERS AND CARDS

Weight Not Over (Ounces)	Automation				Non Auto Machinable
	5-Digit	3-Digit	AADC	Mixed AADC	Mixed AADC
1.0	0.498	N/A	0.537	0.576	0.893
2.0	0.498	N/A	0.537	0.576	0.893
3.0	0.498	N/A	0.537	0.576	0.893
3.5	0.498	N/A	0.537	0.576	0.893
Postcard	0.355	N/A	0.388	0.388	N/A

COMMERCIAL FIRST CLASS – FLATS

Weight Not Over (Ounces)	Automation				Machinable
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1.0	0.831	1.037	1.098	1.234	1.270
2.0	1.071	1.277	1.338	1.474	1.510
3.0	1.311	1.517	1.578	1.714	1.750
4.0	1.551	1.757	1.818	1.954	1.990

For weights over 4.0 oz., call your AdMail representative.

FIRST CLASS – RETAIL LETTERS & CARDS

Weight Not Over (Ounces)	Single Piece
1.0	0.66
2.0	0.90
3.0	1.14
3.5	1.38
Postcard	0.51

TABBING – Required for letter-sized automation rates

Specifications for Automation-Compatible Letter-Size Mailpieces

Self-Mailer®
 Bi-Fold and Tri-Fold
 2 tabs
 Final fold edge must be on bottom & away from mail panel

Self-Mailer®
 Basic Oblong
 2 tabs

Self-Mailer®
 Basic Quarter-Fold
 Pieces up to 1 oz.
 2 tabs
 Pieces over 1 oz.
 3 tabs

Simple Spine Booklet
 Bound Bottom Edge
 3 tabs

Oblong Booklet
 Folded Right Edge
 3 tabs

*Note: Final thickness of folded mail piece must be a minimum of 0.009 inches to meet automation requirements.

SAMPLE INDICIAS

PRE-SORTED FIRST CLASS U.S. POSTAGE PAID ADMAIL	PRESORTED STANDARD U.S. POSTAGE PAID ADMAIL	Nonprofit Org U.S. Postage PAID Your Organization
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NOTE: To use indicias with your company or organization name, mail must be verified at the post office where your company permit is held.

In addition, a return address or a ZIP Code needs to appear on the address side of the mailpiece.

DIMENSION INFORMATION

Card Dimensions

Measurement	Minimum	Maximum
Length	5 inches	9 inches
Height	3 ½ inches	6 inches
Thickness	0.007 inch*	0.016 inch

*Min. is 0.009" if card is more than 4 ¼" high or 6" long.

Letter Dimensions*

Measurement	Minimum	Maximum
Length	5 inches	11 ½ inches
Height	3 ½ inches	6 ⅞ inches
Thickness	0.007 inch*	0.25 inch

*Min. is 0.009" if card is more than 4 ¼" high or 6" long.

Flat Dimensions

Measurement	Minimum*	Maximum
Length	11 ½ inches	15 inches
Height	6 ⅞ inches	12 inches
Thickness	0.25 inch	0.75 inch

*Flats exceed at least one of these dimensions.
 **Automated Flat Minimums: 6.0"L, 5.0"H & .009"T

ASPECT RATIO

The dimension of a mailpiece expressed as a ratio of length (direction parallel to the address) divided by height.

For example
 A postcard that is 5 ½" long by 3 ½" high has an aspect ratio of 1.57.

An aspect ratio between 1.3 and 2.5 is required for automation compatibility.

* **Folded Self Mailers** larger than 6" x 10 ½", are more than ¼" thick or over 3 oz. will be processed as a flat. We can help you determine whether your mail piece design is considered a Folded Self Mailer.

MARKETING MAIL (formerly STANDARD) – COMMERCIAL LETTERS

Entry Discount	Enhanced Carrier Route (ECR)				Automation				NONMACH		Non Automation		MACH	
	Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC	5-Digit	3-Digit	ADC	AADC	Mixed ADC	
Machineable: 3.5 ounces or less	None	0.228	0.258	0.317	0.505	0.326	N/A	0.363	0.387	0.705	0.852	0.916	N/A	1.007
	DNDC	0.201	0.231	0.290	0.478	0.299	N/A	0.336	0.360	0.634	0.709	0.845	N/A	.936
NonAuto: Less than 4 ounces (Per piece price)	DSCF	0.193	0.223	0.282	0.470	0.291	N/A	0.328	—	0.614	0.761	810.825	N/A	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
Machineable: More than 4 oz. per piece price	None	0.640	0.640	0.756	0.756	0.896	0.896	0.896	0.896	0.896	0.896	0.896	—	0.896
	DNDC	0.640	0.640	0.756	0.756	0.896	0.896	0.896	0.896	0.896	0.896	0.896	—	0.896
NonMachineable: More than 4 ounces (Per pound price)	DSCF	0.640	0.640	0.756	0.756	0.896	0.896	0.896	—	0.896	0.896	0.896	—	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
+ Per piece rate	—	+ 0.300	+ 0.329	+ 0.389	+ 0.467	+ 0.705	+ 0.852	+ 0.916	+ 1.007	+ 0.705	+ 0.852	+ 0.916	—	+ 1.007

MARKETING MAIL (formerly STANDARD) – COMMERCIAL FLATS

Entry Discount	Enhanced Carrier Route (ECR)				Automation					Non-Automation Presorted				
	Saturation	HD Plus	High Density	Basic	FSS	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC	
4.0 ounces or less (Per piece price)	None	0.300	0.329	0.389	0.467	N/A	0.609	0.786	0.893	0.976	0.705	0.852	0.916	1.007
	DNDC	0.229	0.258	0.318	0.396	N/A	0.538	0.715	0.822	0.905	0.634	0.781	0.845	0.936
	DSCF	0.209	0.238	0.298	0.376	N/A	0.518	0.695	0.802	—	0.614	0.761	0.825	—
	DFSS	—	—	—	—	N/A	—	—	—	—	—	—	—	—
	DDU	0.196	0.225	0.285	0.363	—	—	—	—	—	—	—	—	—
More than 4 ounces (Per pound price)	None	0.640	0.640	0.756	0.756	N/A	0.896	0.896	0.896	0.896	0.896	0.896	0.896	0.896
	DNDC	0.500	0.500	0.500	0.665	N/A	0.896	0.896	0.896	0.896	0.896	0.896	0.896	0.896
	DSCF	0.450	0.450	0.450	0.641	N/A	0.896	0.896	0.896	—	0.896	0.896	0.896	—
	DFSS	—	—	—	—	N/A	—	—	—	—	—	—	—	—
	DDU	0.370	0.370	0.370	0.637	—	—	—	—	—	—	—	—	—
+ Per piece rate	—	+ 0.300	+ 0.329	+ 0.389	+ 0.467	N/A	+ 0.609	+ 0.786	+ 0.893	+ 0.976	+ 0.705	+ 0.852	+ 0.916	+ 1.007

EDDM-Retail: \$ 0.301 (Standard Mail Saturation Flats accepted at Retail-FLATS up to 3.3oz.)

MARKETING MAIL (formerly STANDARD) – NON-PROFIT LETTERS

Entry Discount	Enhanced Carrier Route (ECR)				Automation				NONMACH		Non Automation		MACH	
	Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC	5-Digit	3-Digit	ADC	AADC	Mixed ADC	
Machineable: Less than 3.5 ounces	None	0.143	0.167	0.169	0.357	0.171	N/A	0.206	0.226	0.480	0.627	0.691	0.208	0.782
	DNDC	0.116	0.140	0.142	0.330	0.144	N/A	0.179	0.199	0.409	0.556	0.620	0.181	0.711
NonMachineable: Less than 4 ounces (Per piece price)	DSCF	0.108	0.132	0.134	0.322	0.136	N/A	0.171	—	0.389	0.536	0.600	0.173	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
Machineable: More than 4 oz. per piece price	None	0.400	0.400	0.500	0.500	0.706	0.706	0.706	0.706	0.706	0.706	0.706	—	0.706
	DNDC	0.328	0.328	0.328	0.497	0.665	0.665	0.665	0.665	0.665	0.665	0.665	—	0.665
NonMachineable: More than 4 ounces (Per pound price)	DSCF	0.278	0.278	0.278	0.473	0.582	0.582	0.582	—	0.582	0.582	0.582	—	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
+ Per piece rate	—	+ 0.210	+ 0.237	+ 0.300	+ 0.378	+ 0.480	+ 0.627	+ 0.627	+ 0.691	+ 0.480	+ 0.627	+ 0.691	—	+ 0.782

MARKETING MAIL (formerly STANDARD) – NON-PROFIT FLATS

Entry Discount	Enhanced Carrier Route (ECR)				Automation					Non-Automation Presorted				
	Saturation	HD Plus	High Density	Basic	FSS	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC	
4.0 ounces or less (Per piece price)	None	0.173	0.237	0.300	0.378	N/A	0.357	0.511	0.609	0.681	0.438	0.563	0.627	0.708
	DNDC	0.127	0.148	0.219	0.307	N/A	0.288	0.442	0.540	0.612	0.369	0.494	0.558	0.639
	DSCF	0.115	0.136	0.207	0.287	N/A	0.268	0.422	0.520	—	0.349	0.474	0.538	—
	DFSS	—	N/A	N/A	—	N/A	—	—	—	—	—	—	—	—
	DDU	0.106	0.133	0.196	0.274	—	—	—	—	—	—	—	—	—
More than 4.0 ounces (Per pound price)	None	0.400	0.400	0.500	0.500	N/A	0.706	0.706	0.706	0.706	0.706	0.706	0.706	0.706
	DNDC	0.400	0.400	0.500	0.500	N/A	0.706	0.706	0.706	0.706	0.706	0.706	0.706	0.706
	DSCF	0.400	0.400	0.500	0.500	N/A	0.706	0.706	0.706	—	0.706	0.706	0.706	—
	DFSS	—	N/A	N/A	—	N/A	—	—	—	—	—	—	—	—
	DDU	0.198	0.400	0.500	0.500	N/A	—	—	—	—	—	—	—	—
+ Per piece rate	—	+ 0.2105	+ 0.237	+ 0.300	+ 0.378	N/A	+ 0.384	+ 0.561	+ 0.668	+ 0.751	+ 0.480	+ 0.627	+ 0.691	+ 0.782