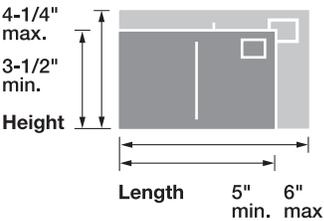
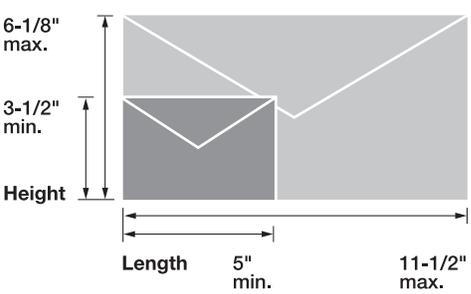


### Overview

Card Dimensions			
		minimum	maximum
	Length	5 inches	6 inches
	Height	3-1/2 inches	4-1/4 inches
	Thickness	0.007 inch	0.016 inch

Letter Dimensions			
		minimum	maximum
	Length	5 inches	11-1/2 inches
	Height	3-1/2 inches	6-1/8 inches
	Thickness	0.007 inch	1/4 inch

In addition to shape, the Postal Service classifies mailpieces by the way they are prepared. These classifications are based on how efficiently mailpieces can be processed on Postal Service equipment. The Postal Service classifies letters and cards into one of three categories: machinable, nonmachinable, and automation.

### Machinable Letters and Cards (201.1)

If you prepare your letters and cards so that they have an accurate address and can be processed on Postal Service equipment, your mail is “machinable” and eligible for “presort” rates.

Machinable mailpieces must meet specific standards, including size, shape, and weight.

Maximum weight: First-Class Mail and Standard Mail: 3.3 ounces.

Machinable letters must not meet any of the nonmachinable characteristics (201.2).

Shape: rectangular.

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
  - Maximum for First-Class Mail card rates: 6 inches long, 4-1/4 inches high, and 0.016 inch thick.
  - Maximum for letters and other cards: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.
- Length is the dimension parallel to the address as read (601.1.3).

### Nonmachinable Letters and Cards (201.2)

If your mailpiece does not meet the machinable standards, you may have to pay the presort rate plus a “nonmachinable surcharge.” Nonmachinable letters require extra steps to bundle the mail before they are placed into trays.

Maximum weight: First-Class Mail: 13 ounces; Standard Mail: less than 16 ounces.

Dimensions: see machinable letters and cards above.

Examples of a nonmachinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (a square envelope has an aspect ratio of 1, making it nonmachinable).
- It is over 4-1/4 inches high and/or 6 inches long and is less than 0.009 inch thick.
- It is polybagged, polywrapped, or enclosed in any plastic material.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It has a delivery address parallel to the shorter side of the mailpiece.
- It contains items such as pens, pencils, or keys that create an uneven thickness.

Additional restrictions apply to self-mailers and booklets. For a complete listing of nonmachinable criteria, see 201.2.1.

First-Class Mail letters (except card-size) 1 ounce or less and Presorted Standard Mail letters 3.3 ounces or less (including card-size) that meet one or more of the nonmachinable characteristics above are subject to the applicable nonmachinable surcharge:

First-Class Mail \$0.058, Standard Mail Regular \$0.042, or Standard Mail Nonprofit \$0.021.

**Automation  
Letters and Cards**  
(201.3)

If your letter-size mailpiece is machinable and displays the correct barcode, you may qualify for lower, “automation” rates. A letter or card meets automation standards and qualifies for automation rates if it meets the specific addressing, barcoding, and design standards.

For additional information, see:

- [Quick Service Guide 201a, Designing Letters and Cards for Automated Processing.](#)
- [Quick Service Guide 201b, Using Tabs, Wafer Seals, and Glue Strips.](#)

Maximum weight:

- First-Class Mail and Periodicals: 3.3 ounces.
- Standard Mail: 3.5 ounces.
- See [201.3.13.5](#) for heavy letter mail weighing over 3 ounces.

Shape: rectangular. Aspect ratio: (length divided by height) from 1.3 to 2.5 ([201.3.3](#)).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both.*
- Maximum for First-Class Mail card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Length is the dimension parallel to the address as read ([601.1.3](#)).

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the physical standards for automation letters and cards in [201.3.14](#).

**Quick Service  
Guides****First-Class Mail**

See Quick Service Guides:

- [230b Presorted Letters and Cards—Nonmachinable](#)
- [230c Presorted Letters and Cards—Machinable](#)
- [230d Automation Letters and Cards](#)

**Standard Mail**

See Quick Service Guides:

- [240a Presorted Letters—Nonmachinable](#)
- [240b Presorted Letters—Machinable](#)
- [240c Automation Letters](#)
- [240d Enhanced Carrier Route—Letters](#)
- [240e Enhanced Carrier Route—Automation Letters](#)

**Periodicals**

See Quick Service Guides:

- [707d Presorted Nonautomation Letters](#)
- [707f Automation Letters](#)

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.