Commercial - Designing Flats for Automated Processing

Related QSGs	201c, Physical Standards for Discount Flats	Quick Service
neialeu QOUS	230e, First-Class Mail Automation Flats	Guide
	240f, USPS Marketing Mail Automation Flats	
	260a, Bound Printed Matter Flats	
	207f, Periodicals Barcoded (Automation) Flats	
Overview	Flat-size pieces meeting the applicable automation standards in 201.3.0 are entitled to automation or Periodicals machinable prices. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail. For eligibility and preparation standards for specific price options, see the appropriate Quick Service Guide above.	
Physical Standards	Shape: rectangular, with four square corners, or with finished corners that do not exce 0.125 inch (1/8 inch).	eed a radius of
(201.6.0)	Dimensions:	
	Minimum height is 5 inches. Maximum height is 12 inches.	
	Minimum length is 6 inches. Maximum length is 15 inches.	
	For bound or folded pieces, the edge perpendicular to the bound edge or folded e 12 inches.	edge may not exceed
	Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.	
	The length of a flat-size mailpiece is the longest dimension. The height is the dimension the length (201.4.2).	on perpendicular to
	Maximum weight:	
	First-Class Mail: 13 ounces.	
	Periodicals: 20 ounces for pieces prepared under 201.6.0.	
	USPS Marketing Mail: less than 16 ounces.	
	Bound Printed Matter: 20 ounces, (except under 705.15.0).	
	Uniform thickness: The contents must be uniformly thick so that any bumps, protrusion not cause more than 1/4 inch variance in thickness. The mailpiece must have a smooth shape and be free of creases, folds, tears, or other irregularities (201.6.5).	ns, or irregularities do both and regular
	Flexibility and deflection: automation flats must meet the flexibility standards in 201.6. standards in 201.4.6.	5 and deflection
	Polywrap films and similar coverings must meet the standards in 201.4.4. A list of approved polywrap and polywrap manufacturers is available on postalpro.usps.com. The wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the length of the mailpiece. The preferred seam placement is on the nonaddressed side of the mailpiece.	
	Prohibitions: Clasps, strings, buttons, or other protrusions; also staples, unless proper method (201.6.5).	rly used as a binding
Delivery Address (202.1.0)	Flats must have the address of the intended recipient, visible and legible, only on the searing postage. (Periodicals do not display postage and the address may appear or least 8-point type for addresses on flats prepared without delivery point barcodes. A printed in all capital letters is preferred. The individual characters in the address car individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear is preferred. Mailers preparing flats with Intelligent Mail barcode delivery point routin addresses in all capital letters and a minimum of 6-point type.	on either side.) Use at A sans-serif font anot overlap. The space between lines
Address Placement (202.2.0)	On all Periodicals, USPS Marketing Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address parallel or perpendicular to the top edge on the front or the back of the mailpiece and within the top half of the mailpiece. If there is a bound or folded edge, the address as read must be within the top half when the bound or folded edge is to the right. It cannot be upside down as read in relation to the top edge.	
	If the address is placed on a mailing wrapper, the address must be on a flat side, not of is used, the address must not appear on a component that rotates within the bag an throughout the addressed component's range of motion. See 207.3.3.12 for address Periodicals label carriers.	d must remain visible
Barcodes (202.5.0)	Barcodes must be at least 1/8 inch from any edge of the address side.	
	Address block barcodes must be in one of these four positions:	
	Above the address line containing the recipient's name.	
	Below the city, state, and ZIP Code line.	
	Above or below the keyline information.	

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Above or below the optional endorsement line.

201d Quick Service Guide

The surface the barcode is printed on must meet the reflectance standards in 204.1.3.

The minimum clearance between the barcode and any information line above or below it within the address block must be 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any printing must be at least 0.125 (1/8 inch).

Window Envelope Barcode Placement:

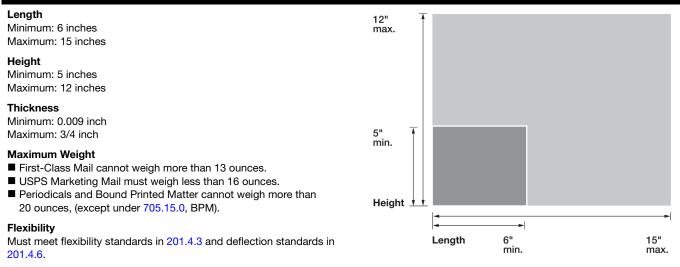
- 0.125 (1/8) inch—minimum clearance between the leftmost and rightmost bars and any printing or window edge.
- 0.028 inch minimum clearance between Intelligent Mail barcode and top and bottom edges of window.

For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

Address Label Barcode Placement:

- 0.125 (1/8) inch minimum clearance between the barcode and the left and right edges of the address label.
- 0.028 inch minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

First-Class Mail, USPS Marketing Mail, Bound Printed Matter, and Periodicals (201.3.0)



Polywrapped Pieces

Must meet all six properties in Exhibit 201.4.5.1.

If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.

The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

Flat-Size Booklet-Type Mailpieces (201.6.5.3)

The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.