MAIL PIECE TABBING REQUIREMENTS

8 ½" by 11 ½" single sheets of bond paper used as self mailers do not qualify for mailing if folded in half. The mail piece must be trifolded to meet minimum Postal thickness requirements.

Mail pieces to be mailed thru Postal & Parcel that will be tabbed need:

1) The leading edge, if open, needs one tab. The leading edge is the side to the right of the address as you look at the mail piece.

2) 2 tabs if the open edge is at the top. (see example)

3) If the open edge is at the bottom. 1 tab is required 2 are preferred. Tab placement is critical. (See example) Be very careful what type tab you use. The tab must be absorbent for Postal barcode requirement.

4) The address side should contain only the address of the recipient and the return address. Leave an open space in the upper right hand corner of 1 1/4" high and 3 ½" long for the postage.

5) Your paper should be white, pastel or light colored. Dark blues, greens, reds and fluorescents are not recommended paper colors for mailing purposes. Paper or card stock should be porous to absorb the ink. Shiny pages may cause ink to smear.

6) The 5/8" at the bottom of the address side of the mail piece should be clear for the Post Office to apply their bar code.

7) For clarification or assistance, please call Postal & Parcel 294-9362 or 294-7790.