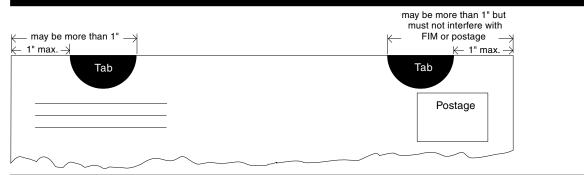
# www.FireSafeHelp.com



dale@FireSafeHelp.com 5921 Clark Road, Suite D • Paradise, CA 95969 530/872-0850

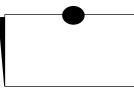
# Placement of Tabs and Wafer Seals



## Specifications for Automation-Compatible Letter-Size Mailpieces

#### **Double Postcard**

Tabs 1 (middle) Folded Edge Top or Bottom Sheets Single Basis Weight 75 lb.



#### **Folded Self-Mailer**

**Folded Self-Mailer** 

Folded Edge Bottom

Basis Weight 24 lb.

**Folded Self-Mailer** 

Folded Edge Bottom

Basis Weight 28 lb.

Folded Self-Mailer<sup>1</sup>

Folded Edge Right

Basis Weight 75 lb.

Tabs

Sheets

Tabs

Sheets

Tabs

Sheets

Tabs 2 (start  $\leq$  1 inch from edges) Folded Edge Top or Bottom Sheets Single Basis Weight 20 lb.

1 (middle)

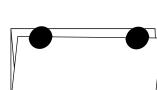
Multiple

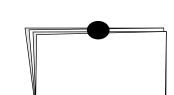
1 (middle)

1 (middle)

Single

Single





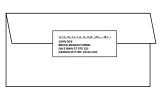


1. Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional (201.3.13.2c).

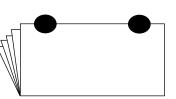
An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

#### Folded Self-Mailer (Invitation Fold)

Tab Address Label Folds Top and Bottom Sheets Multiple Basis Weight 20 lb.







### **Folded Booklet**

**Booklet** 

Tabs

Spine

Sheets

2 (start ≤1 inch Tabs from edges) Spine Top Folded Edge Bottom Sheets Multiple with Cover Basis Weight 20 lb. (Cover)

2 (start < 1 inch

Multiple with Cover

from edges)

Bottom

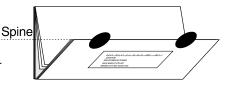
Basis Weight 20 lb. (Cover)

#### **Folded Booklet**

Spine Tabs 2 (start  $\leq$  1 inch from top edge) Spine Тор Folded Edge Bottom Sheets Multiple with Cover Basis Weight 20 lb. (Cover)

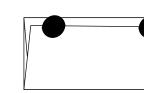
#### Booklet

Tabs 2 (start  $\leq$  1 inch from top and bottom edges) Right (open edge left) Spine Multiple with Cover Sheets Basis Weight 24 lb. (Cover)

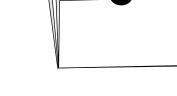


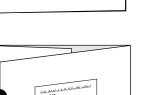












# Folded Self-Mailer

(Continuous Glue Strip) Open Edge Top Folded Edge Bottom Sheets Single Basis Weight 20 lb.