

Customer Mailing Information Guidelines

Size Specifications:

POSTCARD

min: 3.5 x 5 x .007

max: 4.25 x 6 x .016

LETTERS

min: 3.5 x 5 x .007

max: 6.125 x 11.5 x .75

FLATS

min: 5 x 6 x .009

max: 12 x 15 x .75

BOOKLETS

min: 3.5 x 5 x .007

max: 6 x 10.5 x .25

Indicias:

Mailing indicias should be no smaller than .75" square and need to be in black ink on with a white background.

PRSRT STD
US POSTAGE
PAID
HAYWARD, CA
PERMIT #3335

PRSRT STD
US POSTAGE
PAID
HAYWARD, CA
PERMIT #3335

Mail Panel Specs

MINIMUM AREA REQUIRED FOR INKJET MAILING: 2"x4"

The inkjet area should be a white area on the piece or no more than a 5% screen of color. If there isn't enough contrast the USPS will not be able to read the address or barcode.

ON FOLDED FLAT PIECES the final fold should be on the bottom of the mailing panel with no open pages on the bottom.

Mailing Information for Carrier Route

Carrier route information as shown below must be placed near the indicia, in black ink. If on a dark background, place the information in a white rectangle or create a small mailing panel on your piece with the carrier route information and indicia. See samples to the right.

Sample 1:
Residential Customer
Carrier Route Mail panel
on white area

PRSRT STD
US POSTAGE
PAID
HAYWARD, CA
PERMIT #3335

*****ECRWSSDDM*****

RESIDENTIAL CUSTOMER

Sample 2:
Postal Customer Carrier
Route Mail panel on dark area

PRSRT STD
US POSTAGE
PAID
HAYWARD, CA
PERMIT #3335

*****ECRWSSDDM*****

POSTAL CUSTOMER