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COMMERCIAL FIRST CLASS – LETTERS AND CARDS

Weight Not Over (Ounces)	Automation				Machinable
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted
1.0	0.383	N/A	0.412	0.428	0.459
2.0	0.383	N/A	0.412	0.428	0.459
3.0	0.383	N/A	0.412	0.428	0.459
3.5	0.383	N/A	0.412	0.428	0.459
Postcard	0.257	N/A	0.268	0.274	0.280

COMMERCIAL FIRST CLASS – FLATS

Weight Not Over (Ounces)	Automation				Machinable
	5-Digit	3-Digit	ADC	Mixed ADC	Non-Auto Presorted
1.0	0.486	0.605	0.644	0.727	0.799
2.0	0.636	0.755	0.794	0.877	0.949
3.0	0.786	0.905	1.944	1.027	1.099
4.0	0.936	1.055	1.094	1.177	1.249
For weights over 4.0 oz., call your AdMail representative.					

FIRST CLASS – RETAIL LETTERS & CARDS

Weight Not Over (Ounces)	Single Piece
1.0	0.55
2.0	0.70
3.0	0.85
3.5	1.00
Postcard	0.35

TABBING – Required for letter-sized automation rates

Specifications for Automation-Compatible Letter-Size Mailpieces

Self-Mailer®
Bi-Fold and Tri-Fold
2 tabs
Final fold edge must be on
bottom & away from mail panel

or

Self-Mailer®
Basic Oblong
2 tabs

or

Self-Mailer®
Basic Quarter-Fold
Pieces up to 1 oz.
2 tabs
Pieces over 1 oz.
3 tabs

or

Simple Spine Booklet
Bound Bottom Edge
3 tabs

or

Oblong Booklet
Folded Right Edge
3 tabs

*Note: Final thickness of folded mail piece must be a minimum of 0.009 inches to meet automation requirements.

SAMPLE INDICIAS

PRE-SORTED FIRST CLASS U.S. POSTAGE PAID ADMAIL	PRESORTED STANDARD U.S. POSTAGE PAID ADMAIL	Nonprofit Org U.S. Postage PAID Your Organization
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NOTE: To use indicias with your company
or organization name, mail must be verified
at the post office where your company permit
is held.

In addition, a return address or a ZIP Code needs
to appear on the address side of the mailpiece.

DIMENSION INFORMATION

Card Dimensions

Measurement	Minimum	Maximum
Length	5 inches	6 inches
Height	3 ½ inches	4 ¼ inches
Thickness	0.007 inch*	0.016 inch

*Min. is 0.009" if card is more than 4 ¼" high or 6" long.

Letter Dimensions*

Measurement	Minimum	Maximum
Length	5 inches	11 ½ inches
Height	3 ½ inches	6 ⅞ inches
Thickness	0.007 inch*	0.25 inch

*Min. is 0.009" if card is more than 4 ¼" high or 6" long.

Flat Dimensions

Measurement	Minimum*	Maximum
Length	11 ½ inches	15 inches
Height	6 ⅞ inches	12 inches
Thickness	0.25 inch	0.75 inch

*Flats exceed at least one of these dimensions.
**Automated Flat Minimums: 6.0"L, 5.0"H & .009"T

ASPECT RATIO

The dimension of
a mailpiece expressed
as a ratio of length
(direction parallel
to the address)
divided by height.

For example
A postcard that is 5 ½"
long by 3 ½" high has
an aspect ratio of 1.57.

An aspect ratio between
1.3 and 2.5 is required for
automation compatibility.

* **Folded Self Mailers** larger than 6" x 10 ½", are more than ¼" thick or over 3 oz. will be
processed as a flat. We can help you determine whether your mail piece design is
considered a Folded Self Mailer.

MARKETING MAIL (formerly STANDARD) – COMMERCIAL LETTERS

	Entry Discount	Enhanced Carrier Route (ECR)				Automation				NONMACH		Non Automation	MACH	
		Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC	5-Digit	3-Digit	ADC	AADC	Mixed ADC
Machineable: Less than 3.5 ounces NonAuto: Less than 4 ounces (Per piece price)	None	0.190	0.200	0.209	0.294	0.256	N/A	0.281	0.291	0.505	0.573	0.595	0.292	0.302
	DNDC	0.170	0.180	0.189	0.269	0.234	N/A	0.259	0.269	0.483	0.551	0.573	0.270	0.280
	DSCF	0.165	0.175	0.184	0.262	0.228	N/A	0.253	—	0.477	0.545	0.567	0.264	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
Machineable: More than 3.5 ounces NonMachineable: More than 4 ounces (Per pound price)	None	0.700	0.609	0.609	0.700	0.894	0.894	0.894	0.894	0.894	0.894	0.894	—	0.907
	DNDC	0.580	0.454	0.454	0.580	0.731	0.731	0.731	0.731	0.731	0.731	0.731	—	0.736
	DSCF	0.549	0.426	0.426	0.549	0.683	0.683	0.683	—	0.683	0.683	0.683	—	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
+ Per piece rate		—	+ 0.125	+ 0.080	+ 0.098	+ 0.125	+ 0.178	+ 0.296	+ 0.370	+ 0.405	+ 0.242	+ 0.334	+ 0.390	+ 0.425

MARKETING MAIL (formerly STANDARD) – COMMERCIAL FLATS

Entry Discount		Enhanced Carrier Route (ECR)				Automation					Non-Automation Presorted				
		Saturation	HD Plus	High Density	Basic	FSS	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC	
4.0 ounces or less (Per piece price)	None	0.224	0.232	0.250	0.300	N/A	0.405	0.523	0.597	0.632	0.469	0.561	0.617	0.652	
	DNDC	0.186	0.194	0.212	0.270	N/A	0.362	0.480	0.554	0.589	0.426	0.518	0.574	0.609	
	DSCF	0.179	0.187	0.205	0.262	N/A	0.352	0.470	0.544	—	0.416	0.508	0.564	—	
	DFSS	—	—	—	—	N/A	—	—	—	—	—	—	—	—	
	DDU	0.161	0.169	0.187	0.253	—	—	—	—	—	—	—	—	—	
More than 3.3 ounces (Per pound price)	None	0.609	0.609	0.609	0.700	N/A	0.894	0.894	0.894	0.894	0.907	0.907	0.907	0.907	
	DNDC	0.454	0.454	0.454	0.580	N/A	0.731	0.731	0.731	0.731	0.736	0.736	0.736	0.736	
	DSCF	0.426	0.426	0.426	0.549	N/A	0.683	0.683	0.683	—	0.694	0.694	0.694	—	
	DFSS	—	—	—	—	N/A	—	—	—	—	—	—	—	—	
	DDU	0.357	0.357	0.357	0.511	—	—	—	—	—	—	—	—	—	
+ Per piece rate		—	+ 0.072	+ 0.080	+ 0.098	+ 0.125	N/A	+ 0.178	+ 0.296	+ 0.370	+ 0.405	+ 0.242	+ 0.334	+ 0.390	+ 0.425

EDDM-Retail: \$ 0.187 (Standard Mail Saturation Flats accepted at Retail)

MARKETING MAIL (formerly STANDARD) – NON-PROFIT LETTERS

	Entry Discount	Enhanced Carrier Route (ECR)				Automation				NONMACH		Non Automation	MACH	
		Saturation	HD Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed AADC	5-Digit	3-Digit	ADC	AADC	Mixed AADC
Machineable: Less than 3.5 ounces NonMachineable: Less than 4 ounces (Per piece price)	None	0.111	0.117	0.124	0.209	0.138	N/A	0.163	0.173	0.387	0.455	0.477	0.174	0.184
	DNDC	0.091	0.097	0.104	0.184	0.116	N/A	0.141	0.151	0.365	0.433	0.455	0.152	0.162
	DSCF	0.086	0.092	0.099	0.177	0.110	N/A	0.135	—	0.359	0.427	0.449	0.146	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
Machineable: More than 3.5 ounces NonMachineable: More than 4 ounces (Per pound price)	None	0.436	0.436	0.436	0.530	0.775	0.775	0.775	0.775	0.775	0.775	0.775	—	0.775
	DNDC	0.281	0.281	0.281	0.410	0.604	0.604	0.604	0.604	0.604	0.604	0.604	—	0.604
	DSCF	0.253	0.253	0.253	0.379	0.562	0.562	0.562	—	0.562	0.562	0.562	—	—
	DDU	—	—	—	—	—	—	—	—	—	—	—	—	—
+ Per piece rate		—	+ 0.027	+ 0.035	+ 0.057	+ 0.083	+ 0.037	+ 0.155	+ 0.229	+ 0.264	+ 0.101	+ 0.193	+ 0.249	+ 0.284

MARKETING MAIL (formerly STANDARD) – NON-PROFIT FLATS

Entry Discount		Enhanced Carrier Route (ECR)				Automation					Non-Automation Presorted				
		Saturation	HD Plus	High Density	Basic	FSS	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC	
4.0 ounces or less (Per piece price)	None	0.136	0.144	0.166	0.216	N/A	0.231	0.349	0.423	0.458	0.295	0.387	0.443	0.478	
	DNDC	0.098	0.106	0.128	0.186	N/A	0.188	0.306	0.380	0.415	0.252	0.344	0.400	0.435	
	DSCF	0.091	0.099	0.121	0.178	N/A	0.178	0.296	0.370	—	0.242	0.334	0.390	—	
	DFSS	—	N/A	N/A	—	N/A	—	—	—	—	—	—	—	—	
	DDU	0.073	0.081	0.103	0.169	—	—	—	—	—	—	—	—	—	
More than 4.0 ounces (Per pound price)	None	0.436	0.436	0.436	0.530	N/A	0.775	0.775	0.775	0.775	0.775	0.775	0.775	0.775	
	DNDC	0.281	0.281	0.281	0.410	N/A	0.604	0.604	0.604	0.604	0.604	0.604	0.604	0.604	
	DSCF	0.253	0.253	0.253	0.379	N/A	0.562	0.562	0.562	—	0.562	0.562	0.562	—	
	DFSS	—	N/A	N/A	—	N/A	—	—	—	—	—	—	—	—	
	DDU	0.184	0.184	0.184	0.341	N/A	—	—	—	—	—	—	—	—	
+ Per piece rate		—	+ 0.027	+ 0.035	+ 0.057	+ 0.083	N/A	+ 0.037	+ 0.155	+ 0.229	+ 0.264	+ 0.101	+ 0.193	+ 0.249	+ 0.284