

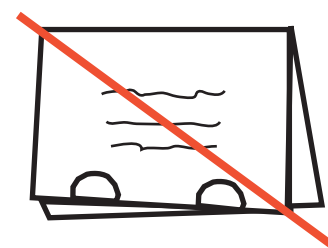
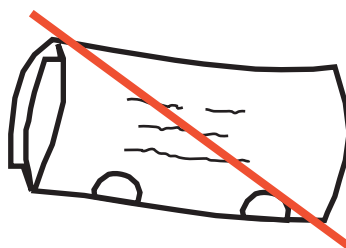
# Tabbing Regulations for Self-Mailers



Before reading further, you should know that these new regulations will only apply to letter-sized mail pieces. We're talking about pieces of mail that measure 6" x 11" or smaller.

Here are a few things that will disqualify your mailer right away:

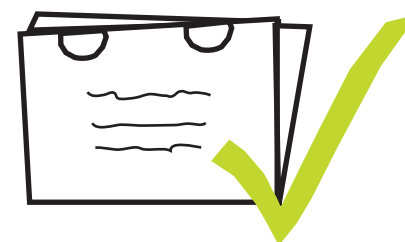
- self-mailers that use only 1 tab
- tabs at the bottom of your mailer
- perforated tabs
- self-mailers with a gate-fold
- paper that is too thin



Letter size bulk mail should should always be designed so it folds at the bottom and has tabs at the top.

Minimum paper thickness is either 28# bond or 70# text weight paper. If you're mailing a document that uses more than one sheet of paper, then the thickness requirement only applies to the outermost sheet of paper.

All letter-sized bulk mail pieces will require at least 2 tabs, and in some cases 3 tabs.



We know rules can be tedious, but the USPS has issued them in order to assure that your mail piece actually makes it through the mail without being destroyed. USPS uses complex and expensive sorting equipment to route mail to its correct location. These pieces of equipment can "eat" tabbed mail that is not prepared based on these new guidelines.

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