

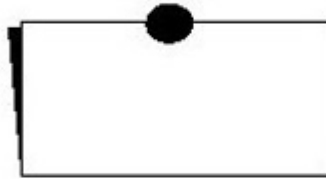
Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

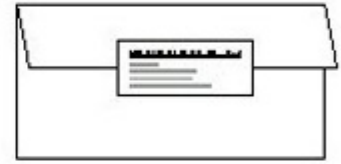
Double Postcard

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



Folded Self-Mailer (Invitation Fold)

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



Folded Self-Mailer

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



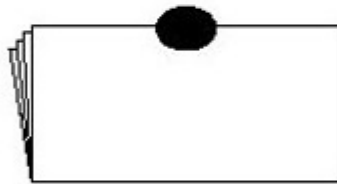
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
 Folded Edge Bottom
 Sheets Single
 Basis Weight 20 lb.



Folded Self-Mailer

Tabs 1 (middle)
 Folded Edge Bottom
 Sheets Multiple
 Basis Weight 24 lb.



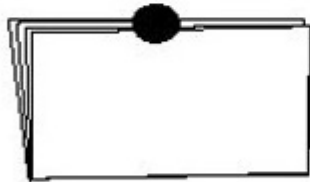
Booklet

Tabs 2 (start \leq 1 inch from edges)
 Spine Bottom
 Sheets Multiple with Cover
 Basis Weight 20 lb. (Cover)



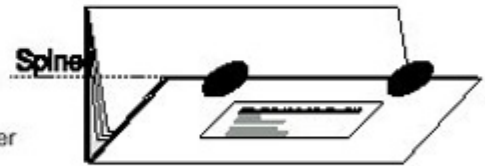
Folded Self-Mailer

Tabs 1 (middle)
 Folded Edge Bottom
 Sheets Single
 Basis Weight 28 lb.



Folded Booklet

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



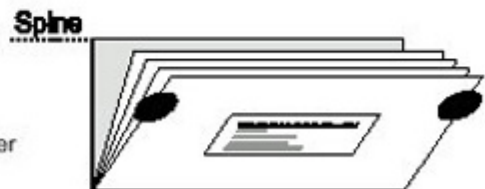
Folded Self-Mailer¹

Tabs 1 (middle)
 Folded Edge Right
 Sheets Single
 Basis Weight 75 lb.



Folded Booklet

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



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

Booklet

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

