

USPS Tabbing Requirements –Folded Self-Mailers

3.15 Folded Self-mailers

3.15.1 Definition

A folded self-mailer is a single, continuous sheet of paper with no binding, folded to create a letter-size mailpiece.

3.15.2 Paper Weight

Folded self-mailers generally must be made of paper with a minimum 50 pound basis weight or equivalent. The minimum basis weight is higher for some designs (see exhibit 3.15.4).

3.15.3 Physical Standards for Folded Self-mailers




Folded self-mailers must meet the following standards:





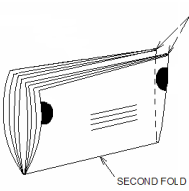
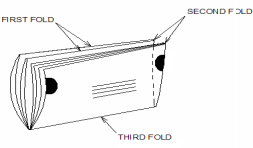
- a. Height: not more than 6 inches or less than 3.5 inches high.
- b. Length: not more than 10.5 inches or less than 5 inches long.
- c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see 201.3.1).

3.15.4 Folded Self-mailer Design and Sealing

Additional tabs or seals may be used. Do not place tabs or seals on the bottom edge of the mailpiece (see exhibit 3.15.4).

Exhibit 3.15.4 Folded Self-Mailer Design

If the final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And seal the mailpiece at these locations
 <p>On the leading (shorter) edge, with no other folds</p>	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or glue spots, or continuous glue line	One tab or glue spot on top edge; one tab or glue spot on trailing edge. Position the tabs or glue spots in the center of each edge. Or use continuous glue line to seal along the entire trailing edge.
 <p>On the leading (shorter) edge, with an intermediate fold on the trailing edge</p>				
 <p>On the leading (shorter) edge, with an intermediate fold on the trailing edge</p>	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or glue spots, or continuous glue line	One tab or glue spot on top edge; one tab or glue spot on the edge of the flap. Position the top tab or glue spot near the end of the flap. Position the tab or glue spot on the edge of the flap in the center. Or use continuous glue line to seal the entire

					open edge (flap).
	On the bottom (longer) edge, with no other folds	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.
	On the bottom (longer) edge, with an intermediate fold on the top edge (Tri-Fold)	5" to 10.5" long	50-pound for 8.5" x 11" sheets folded to 3.66" x 8.5" 70-pound for all others	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.
	On the bottom (longer) edge, with an intermediate fold on the top edge. (4-panel folded)	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge. Or use continuous glue line to seal the entire top edge.
	On the top (longer) edge, with a first fold on the bottom (longer) edge	5" to 10.5" long	70-pound	Two 1" non-perforated tabs or continuous glue line	Two tabs on the edge of the flap. Position the tabs no more than 1 inch from the left and right edge. Or use continuous glue line to seal along edge of the flap.
	On the bottom (longer) edge, with a first fold on the leading (shorter) edge	7" to 10.5" long	50-pound	Two 1" non-perforated tabs	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge.
	On the bottom (longer) edge, with intermediate folds on the leading (shorter) edge and the top (longer) edge	7" to 10.5" long	50-pound	Two 1" non-perforated tabs	One tab on leading edge; one tab on trailing edge. Position the tabs no more than 1 inch from top edge.