

USPS Standards for Letter-Size Booklets

On September 8, 2009, the United States Postal Service will implement the following changes for letter-size booklets.

Definition

Booklet: Multiple sheets of paper bound together on one edge to form a spine. A booklet may be perfect-bound or permanently fastened with staples or another method that creates a uniformly-thick mailpiece. Bound booklets may be folded for mailing if the final mailpiece remains uniform in thickness.

Booklet Size Specifications

	Height		Length		Thickness	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Booklet	3.5"	6"	5"	10.5"	.009"	.25"
Maximum weight of ALL pieces is 3 ounces.						

Tabs, Tape and Glue

Booklets are required to have 3 tabs and must be at least 1-1/2 inches in diameter. The Postal Service recommends 2-inch paper tabs for larger and heavier booklets. The tab placement standards are subject to 1/4-inch variance in either direction.

Tabs may be made of opaque paper, translucent paper, vinyl or plastic* and **must not contain perforations**. Cellophane tape may also be used as a closure. The following standards also apply:

- Translucent paper tabs should be made of paper with a minimum of 40# basis weight.
- Opaque paper tabs should be made of a minimum of 60# basis weight paper with a tear strength of at least 56 grams of force in the machine direction (MD) and 60 grams of force in the cross direction (CD).
- Tabs in the barcode clear zone must have a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink.
- Vinyl tabs and cellophane tape closures are not acceptable within the barcode clear zone.
- Tabs must be tight against the edge of the mailpiece. A maximum 1/32-inch overhang is recommended.
- 2-inch opaque paper tabs are strongly recommended for booklets over 2.5 ounces.
- Continuous glue lines may be used as cover-to-cover seals on some designs and must be placed along the entire length of the open edge and end no more than 3/4-inch from the open ends.

**Note: Presently, the plastic (clear) tabs are not an option due to their inability to bend when applying.*

Booklet Design and Sealing

Mailers may add additional tabs or seals than required by the new standards, however, machinable and automation pieces must not be sealed with tabs on the bottom edge. Booklets may be designed with the spine or fold at the bottom or on the leading edge and applicable sealing.

Non-machinable Pieces

A non-machinable price (for Standard Mail), a surcharge (for First-Class Mail), or a non-barcoded price (for Periodicals) applies to booklets that do not comply with the proposed standards and are too small to be mailed at flats prices. Such pieces are not eligible for automation or machinable letter prices.



Paper

Booklets require a minimum 40# text stock for some designs; 60 or 70# minimum for pieces longer than 9 inches. The use of paper that is 10 pounds heavier than the required minimum basis weight is recommended for better performance.

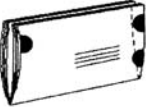

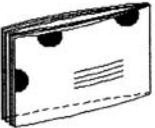
Note: All references to paper basis weight are for book-grade paper unless otherwise stated. (See USPS paper conversion rate below.)

USPS Paper Basis Weight Conversion Table

NOTE:
Paper basis weight is based on the weight of 500 sheets of:
25 x 38 inch sheets of book-grade paper,
17 x 22 inch bond-grade paper,
20 x 26 inch sheets of cover-grade paper,
24 x 36 inch sheets of newsprint.
For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

Book Wt.	Bond Wt.	Cover Wt.	Newsprint Wt.
39	15	21	35
40	16	22	36
50	20	27	45
55	22	30	50
60	24	33	55
70	28	40	64
75	30	41	68
80	31	44	73
90	36	50	82
100	40	56	91
110	44	60	100
128	50	70	116

Tab Placement

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	5" to 9" long	50-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
	Over 9", up to 10.5" long	60-pound		
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
 <p>Spine on the leading (shorter) edge</p>	5" to 9" long	60-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.
	Over 9", up to 10.5" long	70-pound		

