

## Letter-Size Piece with Attached Release Card

Mailings of letter-size mailpieces with a release card attached to the outside of each piece must include eight pieces, as part of the mailing, addressed to "USPS Engineering — Letter Mail Technology" with the attention line "Release Card Sample", using the street address in 608.8.1. A letter-size mailpiece, with an attached release card, must have the following characteristics:

- a. Be between 4 and 6 inches high (inclusive) and between 8 and 9-1/2 inches long (inclusive).
- b. No address element, including any address block barcode, may be closer than 1-1/2 inch to the right edge of the mailpiece.
- c. The surface smoothness of all letter-size pieces must be at least 190 Sheffield Units.
- d. Enveloped letters must be made of paper with a minimum 60-pound book grade paper and have a maximum thickness of 1/8 (0.125) inch. Window envelopes must have only one closed panel address window, no larger than 1-1/2 x 4-1/4 inches.
- e. Card-type letters, not mailed at card prices, have a maximum thickness of 0.025 inch as mailed.
- f. All letter-size pieces other than enveloped letters and card-type pieces (such as folded self-mailers and booklets) have a maximum thickness of 0.10 inch as mailed.
- g. Content insert shift must be no more than 5/8 inch horizontally and no more than 1/4 inch vertically.
- h. Release cards must meet the standards in 3.13.5.

### 3.13.5 Standards for Release Cards

A release card, at least 0.007 inch thick and no more than 0.012 inch thick, attached to a letter-size mailpiece must:

- a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.
- b. Be between 2 and 2-1/2 inches (inclusive) high, and between 3 and 3-1/2 inches (inclusive) long. A card may be affixed with either edge parallel to the length of the mailpiece.
- c. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.
- d. Be affixed, on either side, 1 inch (+/- 1/8 inch) from the bottom of the mailpiece and must not interfere with readability of the address, barcode, or postage information. The right edge of a card affixed to the back of the mailpiece must be placed between 5 and 6 inches from the leading edge of the mailpiece.
- e. Be affixed to a liner (backing) and meet the following adhesion standards:
  1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time, at 300 inch/minute at 90 degrees per ASTM test D3330F.

2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30-minute conditioning time, at 300 inch/minute at 90 degrees per ASTM test D3330F

### **Standards for Release Cards**

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- a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.
- b. Be between 2 and 2-1/2 inches (inclusive) high, and between 3 and 3-1/2 inches (inclusive) long. A card may be affixed with either edge parallel to the length of the mailpiece.
- c. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.
- d. Be affixed, on either side, 1 inch (+/- 1/8 inch) from the bottom of the mailpiece and must not interfere with readability of the address, barcode, or postage information. The right edge of a card affixed to the back of the mailpiece must be placed between 5 and 6 inches from the leading edge of the mailpiece.
- e. Be affixed to a liner (backing) and meet the following adhesion standards:
  1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time, at 300 inch/minute at 90 degrees per ASTM test D3330F.
  2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30-minute conditioning time, at 300 inch/minute at 90 degrees per ASTM test D3330F

### **Flats with Attached Release Cards**

Mailings of flat-size mailpieces with a release card attached to the outside of each piece must include eight pieces, as part of the mailing, addressed to "USPS Engineering — Flat Mail Technology" with the attention line "Release Card Sample", using the street address in 608.8.1. Flat-size mailpieces, with attached release cards, must be between 6 and 12 inches (inclusive) high, between 8 and 15 inches (inclusive) long, between 0.02 and 0.75 inch (inclusive) thick as mailed, and meet the following conditions:

- a. Flats must be at least the minimum size for the price claimed. Nonautomation and carrier route flats must have one dimension larger than maximum letter-size dimension. Automation flats with attached release cards must be at least 6 inches high, 8 inches long, and at least 0.02 inch thick.
- b. Enveloped flats must be made of a minimum 60-pound book grade paper.
- c. Window envelopes must have only one closed panel address window.
- d. Bound flats must have a cover with a minimum thickness of 0.003 inch.
- e. Release cards must meet the standards in 1.7.5.

### Standards for Release Cards

A release card, at least 0.007 inch thick and no more than 0.012 inch thick, attached to a flat-size mailpiece must:

- a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.
- b. Be between 2 and 2-1/2 inches high, and between 3 and 3-1/2 inches long. A card may be affixed with either edge parallel to the length of the mailpiece.
- c. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.
- d. Be affixed, on either side, a minimum of 4-1/2 inches from the bottom of an enveloped or card-type mailpiece or from the binding of a bound flat and must not interfere with the readability of the address, barcode, or postage information.
- e. Be affixed to a liner (backing) and meet the following adhesion standards:
  1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time at 300 inch/minute at 90 degrees per ASTM test D3330F.
  2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30 minute conditioning time, at 300 inch/minute at 90 degrees per ASTM test D3330F

letters: USPS ENGINEERING – Letter Mail Technology  
ATTN: “Release Card Sample”  
8403 Lee Hwy  
Merrifield, VA 22082-8101

Flats USPS ENGINEERING – Flat Mail Technology  
ATTN: “Release Card Sample”  
8403 Lee Hwy  
Merrifield, VA 22082-8101