

First-Class Mail Flats

Who Should Read This Fact Sheet?

Mailers who are sending flat-size mail (such as large envelopes) at Automation and Presorted First-Class Mail prices. To use these prices, you must mail at least 500 pieces at a time, prepared and sorted according to Postal Service guidelines.

What Are The New Address Requirements?

- Mailers must address each piece using a minimum of 8-point type. Each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- On all automation pieces, the characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces. (A blank character space can equal the width of the widest letter used in the type.)

SUE SMITH
MAJOR COMPANY INC
123 MAIN STREET STE 9
ANYTOWN US 12345-1234

Type is larger than 8 points and characters and lines are clearly separated, with no large gaps between address elements.

When Do These Changes Take Effect?

Mailings must comply no later than March 29, 2009.

Why Are These Changes Needed?

Clear, legible addresses ensure accurate sorting, redirection, and delivery; enable high-speed processing; and minimize service delays.

What Happens If My Mail Doesn't Comply?

Your mail must meet the published standards to qualify for Automation or Presorted First-Class Mail prices, including the new address requirements. If the standards are not met, you may pay additional postage or correct and re-enter your mail.

Where Can I Find More Information?

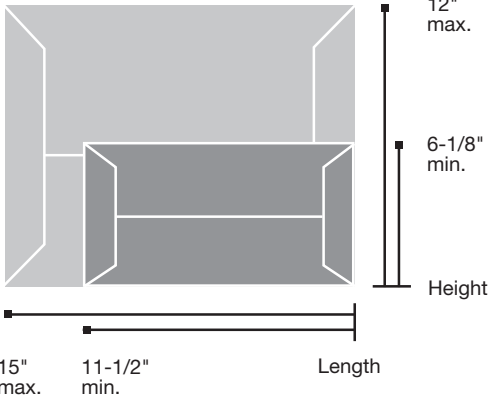
You can access the May 7 *Federal Register* notice on Postal Explorer at pe.usps.com. Click on "Federal Register" in the left frame, and scroll down to the entry titled, "New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail." The notice provides new address requirements for all types of flat-size mail — some of the information does not apply to First-Class Mail.

If you have questions about a particular mailpiece, your local Mailpiece Design Analyst can help. To find an Analyst, enter your ZIP Code in the lookup tool on Postal Explorer (click on "Postal Locator" in the left frame, then "Mailpiece Design Analyst").

NEW ADDRESS REQUIREMENTS

The *Domestic Mail Manual* also is available on Postal Explorer and provides all of the mailing standards and pricing options for First-Class Mail flats. We will add the new address requirements to *Domestic Mail Manual* section 302.2.4 when they take effect in March 2009.

Flats Dimensions



	Minimum*	Maximum
Length	11-1/2 inches	15 inches
Height	6-1/8 inches	12 inches
Thickness	1/4 inch	3/4 inch

* Nonautomation flats exceed at least one of these dimensions. Automation flats must be at least 5 inches high and 6 inches long. For flats, length is the longest dimension.