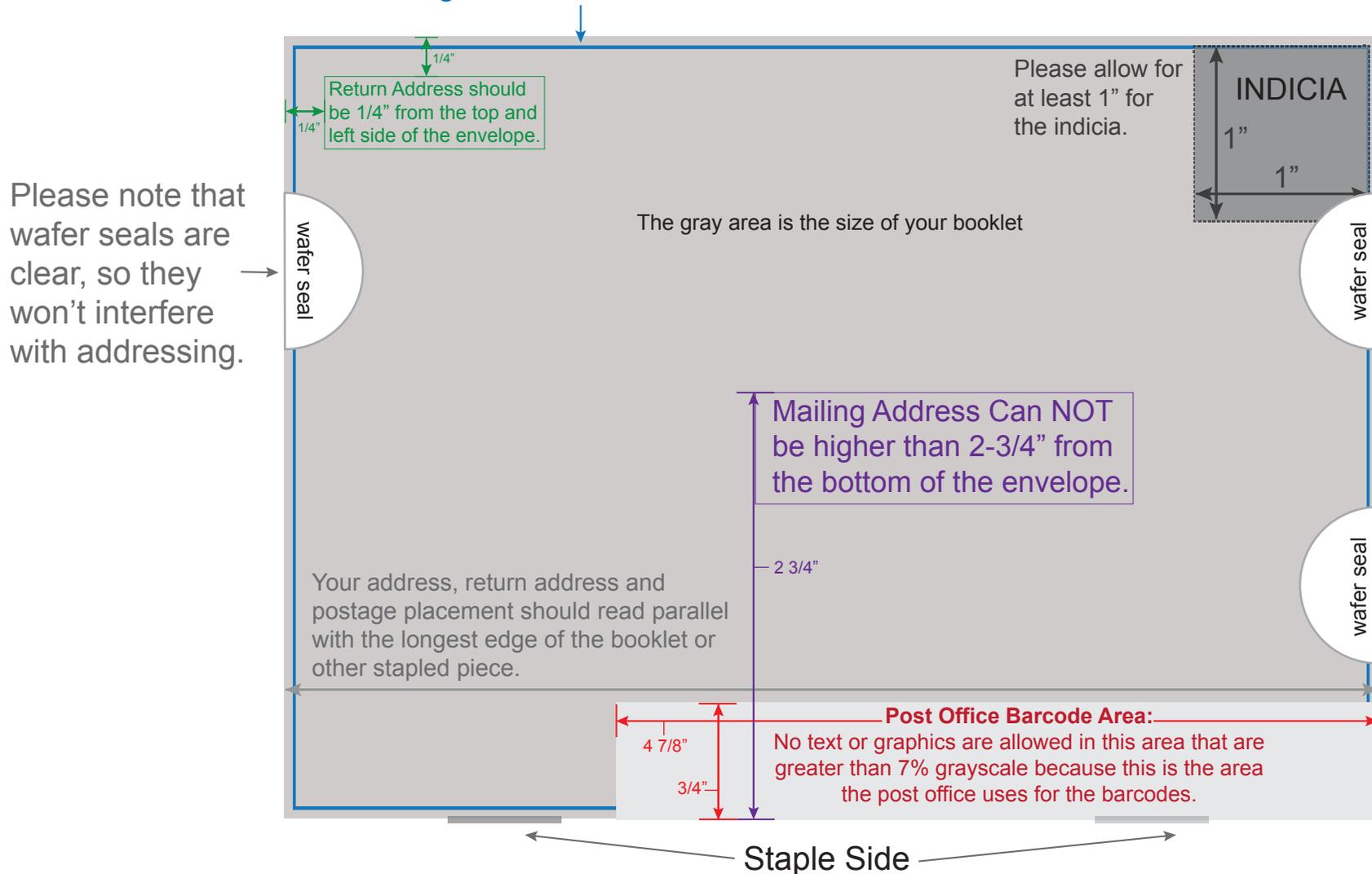


# Booklet Mailing Guidelines

Booklets mailing at letter-sized postage rates may vary in size, but they must be rectangular with a Length to Height ratio between 1.3 and 2.5. Minimum size is 3.5" x 5" and maximum is 6" x 10.5". Booklets mailing at letter rates must be wafered sealed prior to mailing. Square booklets smaller than 6" x 6" are subject to additional non-automated postage fees. Booklets larger than 6" x 10.5" are subject to Flat Sized postage rates. The maximum size we offer is 12" x 12". Square booklets larger than 6" x 6" mail at Flat rates and are not subject to additional fees.

The blue line marks the "safe area". It is 1/16" inside the edge of your printed envelope. You should never put any wording, logos, or other important art closer than 1/16" from the edge, or it may get trimmed.



**Alternate Barcode Area:** There is an alternate area for the postal barcode. If there is a horizontal space of at least 3-1/2", the barcode can go underneath the addressing info.

