Postal Rates Reference Chart

Current Rates as of 1/26/2014

First Class: Delivery 2 to 4 days (Not Guaranteed)
500 piece minimum for presorted and automated mailings – 200 piece minimum for single piece permit imprint (indicia)

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Post Card Rates: min. size: 3-1/2" x 5"   max. size: 4-1/4" x 6"   thickness: .007" to .016"

Weights	Single Piece Full Rate	Machinable Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.34	0.293	0.278	0.265	0.265	0.251

First Class Letter Size Rates: min. size: 3-1/2" x 5"   max. size: 6-1/8" x 11-1/2"   thickness: .007" to .25"

Weights	Single Piece Full Rate	Machinable Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.49	0.460	0.435	0.406	0.406	0.381
Weight not over 2 ounces	0.70	0.460	0.435	0.406	0.406	0.381
Weight not over 3 ounces	0.91	0.720	0.695	0.666	0.666	0.641
Weight not over 3.5 ounces*	1.12	0.850	0.825	0.796	0.796	0.771

Weight over 3.5 ounces see flats   *weight cannot exceed 3.5 ounces for automation discounts

**Nonmachinable letters are subject to a nonmachinable surcharge of $0.20 per piece plus Machinable Presorted rate

First Class Flat Size Rates: min. size: 6-1/8" x 11-1/2"   max. size: 12" x 15"   thickness: .009" to .75"

Weights	Single Piece Full Rate	Non-Automation Presorted	Automated Mixed ADC	Automated ADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.98	0.815	0.782	0.691	0.634	0.451
Weight not over 2 ounces	1.19	1.023	0.990	0.899	0.842	0.659
Weight not over 3 ounces	1.40	1.231	1.198	1.107	1.050	0.867
Weight not over 4 ounces	1.61	1.439	1.406	1.315	1.258	1.075
Weight not over 5 ounces	1.82	1.647	1.614	1.523	1.466	1.283
Weight not over 6 ounces	2.03	1.855	1.822	1.731	1.674	1.491
Weight not over 7 ounces	2.24	2.063	2.030	1.939	1.882	1.699
Weight not over 8 ounces	2.45	2.271	2.238	2.147	2.090	1.907
Weight not over 9 ounces	2.66	2.479	2.446	2.355	2.298	2.115
Weight not over 10 ounces	2.87	2.687	2.654	2.563	2.506	2.323
Weight not over 11 ounces	3.08	2.895	2.862	2.771	2.714	2.531
Weight not over 12 ounces	3.29	3.103	3.070	2.979	2.922	2.739
Weight not over 13 ounces	3.50	3.311	3.278	3.187	3.130	2.947

Priority Mail Retail

Weights	Flat Rate Envelope	Flat Rate Padded Envelope	Small Flat Rate Box	Medium Flat Rate Box	Large Flat Rate Box
Maximum weight: 70 lbs.	5.600	5.950	5.800	12.350	17.450

Priority Mail Commercial Base (Need to be a permit holder to qualify for Commercial Base)

Weights	Flat Rate Envelope	Flat Rate Padded Envelope	Small Flat Rate Box	Medium Flat Rate Box	Large Flat Rate Box
Maximum weight: 70 lbs.	5.050	5.700	5.250	11.300	15.800

**Non Machinable Criteria (letters only)

a. If the aspect ratio (length divided by height) is less than 1.3 or more than 2.5. *ex. square pieces.*

b. If it has an exterior surface that is not made of paper.

c. If it has clasps, strings, buttons, or similar closure devices.

d. If it contains items such as pens, pencils, loose keys or coins that cause the thickness of the mailpiece to be uneven.

e. If it is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).

f. If it is a mailpiece more than 4-1/4 inches high or 6 inches long (letter size) and the thickness is less than 0.009 inch.

g. Has a delivery address parallel to the shorter dimension of the mailpiece.

h. Is a self-mailer or booklet that is not prepared according to regulations.

Data File Specifications
directFX can work with virtually any type
of file but some will require additional formatting.

Preferred:
Comma Delimited (*.csv)   Fixed Length
Excel (*.xls or *.xlsx)   *Please NO Label Layouts (Word)*

Design Tips:
1. Keep it letter size!
2. Avoid square designs
3. Mail must be rectangular! – no rounded corners or die-cut shapes
4. Keep the folded edge at the bottom
5. Keep return address out of the OCR read area (see USPS template 67)
6. Make sure there is no copy in the barcode clear zone
7. 9 point stock (.009") for automation discounts
8. Leave room for the address block – 2" x 4" preferred
9. Avoid dark or bright backgrounds or designs in the address area
10. Allow 1/4" clearance on each side for anything inserting to an envelope
11. Avoid open end envelopes – they will likely require hand inserting
12. Use gummed flapped envelopes for any machine inserting
13. Make sure you use the proper indicia for the class of mail you want
14. Address block must be on top half of piece when spin is on the right for all classes except first class flats
15. Have coating for address panel knocked out for mailing greater than 50k and all envelopes that will be inkjetted
16. When possible use windowed envelopes
17. ASK! – there are no stupid questions

Postal Rates Reference Chart

Current Rates as of 1/26/2014

Standard Class – Regular and Nonprofit: Delivery 2 to 9 days (Not Guaranteed)
200 piece minimum for permit, presorted and automated mailings

Standard Letter Size Rates: min. size: 3-1/2" x 5"   max. size: 6-1/8" x 11-1/2"   thickness: .007" to .25"

Weights	Non-Auto Mach Mixed AADC	Non-Auto Mach AADC	Non-Mach Mixed ADC	Non-Mach ADC	Automation Mixed AADC	Automation AADC	Automation 3 Digit	Automation 5 Digit
3.3 ounces or less	0.309	0.291	0.664	0.576	0.301	0.279	0.279	0.261
3.3 ounces or above	–	–	0.438	0.387	0.140	0.118	0.118	0.100
Plus per pound	–	–	0.782	0.782	0.782	0.782	0.782	0.782

Standard Flat Size Rates: min. size: 6-1/8" x 11-1/2"   max. size: 12" x 15"   thickness: .009" to .75"

Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automation Mixed ADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
3.3 ounces or less	0.602	0.551	0.497	0.429	0.553	0.524	0.472	0.386
3.3 ounces or above	0.438	0.387	0.333	0.265	0.393	0.364	0.312	0.226
Plus per pound	0.782	0.782	0.782	0.782	0.782	0.782	0.782	0.782

Non-Profit Letter Size Rates: min. size: 3-1/2" x 5"   max. size: 6-1/8" x 11-1/2"   thickness: .007" to .25"
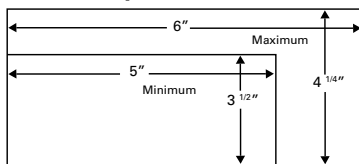
Weights	Non-Auto Mach Mixed AADC	Non-Auto Mach AADC	Non-Mach Mixed ADC	Non-Mach ADC	Automation Mixed AADC	Automation AADC	Automation 3 Digit	Automation 5 Digit
3.3 ounces or less	0.191	0.173	0.546	0.458	0.183	0.161	0.161	0.143
3.3 ounces or above	–	–	0.313	0.262	0.044	0.022	0.022	0.004
Plus per pound	–	–	0.676	0.676	0.676	0.676	0.676	0.676

Non-Profit Flats: min. size: 6-1/8" x 11-1/2"   max. size: 12" x 15"   thickness: .009" to .75"
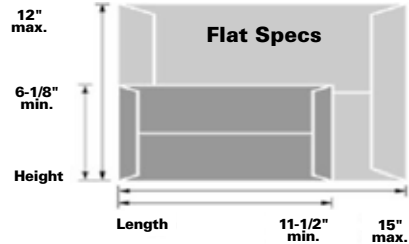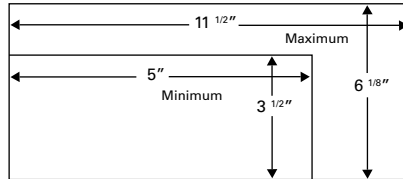
Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automation Mixed ADC	Automation AADC	Automation 3 Digit	Automation 5 Digit
1.0 to 3.3 ounces	0.451	0.400	0.346	0.278	0.404	0.375	0.323	0.237
3.3087 ozs. or above	0.313	0.262	0.208	0.140	0.266	0.237	0.185	0.099
Plus per pound	0.676	0.676	0.676	0.676	0.676	0.676	0.676	0.676

If specs fall out of the following dimensions, please see the Mailing manager for approval.

Postcard Specs

6" Maximum
5" Minimum
3 1/2"
4 1/4"

Letter Specs (See booklet & FSM design for max size)

11 1/2" Maximum
5" Minimum
3 1/2"
6 1/8"

Flat Specs

12" max.
6-1/8" min.
Height
Length
11-1/2" min.
15" max.

Definition: Booklet letter with stitching **Self-mailer** folded letter without stitching

Common Booklet Designs
Up to 3 ounces

Folded Booklets
Maximum height—6 inches
Maximum length—10.5 inches
Vertical Spine

SPINE
SECOND FOLD

Cover paper weight—40-pound paper. Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.

Simple Spine Booklets
Maximum height—6 inches
Maximum length—10.5 inches
Basic

Cover: 5" to 9" long at least 50-pound paper. Over 9" up to 10.5" at least 60-pound paper. The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.

Common (FSM) Folded Self-mailer
Max 6"x10.5" - Min 3.5"x5"

	Under 1 ounce	Over 1 ounce but less than 3 ounces
Basic FSM (final fold at bottom edge)	Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
	Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
Quarter Fold FSM (First fold at lead edge; final fold on bottom edge)	Paper weight min 70lb Tabs: 2 1" nonperforated tabs Glue: N\A Max panels: 12	Paper weight min 80lb Tabs: 3 1.5" nonperforated tabs Glue: N\A Max panels: 12
	Paper weight min 70lb Tabs: 2 1" nonperforated tabs Glue: N\A Max panels: 12	
Basic FSM Oblong (final fold at lead edge)	Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: 4 3/8" spots Max panels: 12
	Paper weight min 70lb Tabs: 2 1" nonperforated tabs *Glue: 3 3/8" spots Max panels: 12	Paper weight min 80lb Tabs: 2 1.5" nonperforated tabs *Glue: N\A Max panels: 12

* if using glue dots address panel and non-address panel must be secured together

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