

# Postal Rates Reference Chart

Effective 5/11/09

200 Piece Minimum for permit, presorted and automated mailings  
 Delivery 2 - 9 days \*\*not guaranteed

## Standard Letter Size Rates

min. Size: 3-1/2" x 5" max Size: 6"-1/8" x 11-1/2" thickness: .009" to .25"

Weights	Non-Auto Mach Mixed AADC	Non-Auto Mach AADC	Automaton Mixed AADC	Non-Auto AADC	Non-Auto 3 Digit	Non-Auto 5 Digit
1.0 - 3.3 Ounces	0.273	0.256	0.270	0.253	0.251	0.233
3.3087 Ounces or above Plus per Pound	See Non Flat Machinables Rates		0.725 PLUS 0.120	0.725 PLUS 0.103	0.725 PLUS 0.101	0.725 PLUS 0.083

## Standard Flat Size Rates

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

Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automaton Mixed ADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
1.0 - 3.3 Ounces	0.558	0.509	0.464	0.367	0.496	0.486	0.418	0.346
3.3087 Ounces or above Plus per Pound	0.725 PLUS 0.408	0.725 PLUS 0.359	0.725 PLUS 0.314	0.725 PLUS 0.217	0.725 PLUS 0.346	0.725 PLUS 0.336	0.725 PLUS 0.268	0.268 PLUS 0.196

## Non-Flat Machinable

Pieces that are rigid or exceed maximum Flat Dimensions

Weights	Mxd ADC/BMC	ADC/BMC	SCF	5 Digit
3.3 oz. or Less	1.515	0.996	0.598	0.565
3.3087 Ounces or above Plus per Pound	0.99 PLUS 1.311	0.99 PLUS 0.792	0.775 PLUS 0.438	0.775 PLUS 0.405

## Non-Profit Letter Size Rates

min. Size: 3-1/2" x 5" max Size: 6"-1/8" x 11-1/2" thickness: .009" to .25"

Weights	Non-Auto Mach Mixed AADC	Mxd AADC	Automation Mixed AADC	Automation AADC	Automation 3 Digit	Automation 5 Digit
1.0 - 3.3 Ounces	0.172	1.155	0.169	0.152	0.150	0.132
3.3087 Ounces or above Plus per Pound	See Non Flat Machinables Rates		0.628 PLUS 0.039	0.628 PLUS 0.022	0.628 PLUS 0.020	0.628 PLUS 0.002

## Non-Profit Flats

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

Weights	Non-Auto Mixed ADC	Non-Auto ADC	Non-Auto 3 Digit	Non-Auto 5 Digit	Automaton Mixed ADC	Automation ADC	Automation 3 Digit	Automation 5 Digit
1.0 - 3.3 Ounces	0.424	0.375	0.330	0.233	0.362	0.352	0.284	0.212
3.3087 Ounces or above Plus per Pound	0.628 PLUS 0.294	0.628 PLUS 0.245	0.628 PLUS 0.200	0.628 PLUS 0.103	0.628 PLUS 0.232	0.628 PLUS 0.222	0.628 PLUS 0.154	0.628 PLUS 0.082

## Non-Profit Not Flat Machinable

Pieces that are rigid or exceed maximum Flat Dimensions

Weights	Mxd ADC/BMC	ADC/BMC	3 Digit	5 Digit
3.3 oz. or Less	1.334	0.877	0.526	0.497
3.3087 Ounces or above Plus per Pound	.871 PLUS 1.154	0.871 PLUS 0.697	0.682 PLUS 0.385	0.682 PLUS 0.356

## Data File Specifications

ABS Graphics can work with virtually any type of file but some will require formatting.

Preferred:

Comma Delimited (\*.csv)

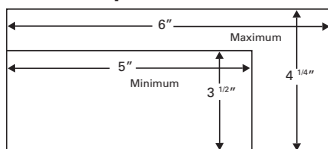
Excel (\*.xls)

Fixed Length

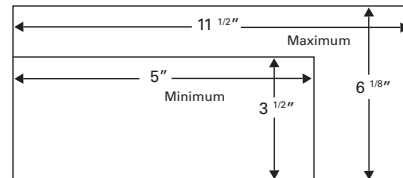
**Please NO Label Layouts (Word)**

EMAIL DATA FILESTO: [absmail@absgraphics.com](mailto:absmail@absgraphics.com)

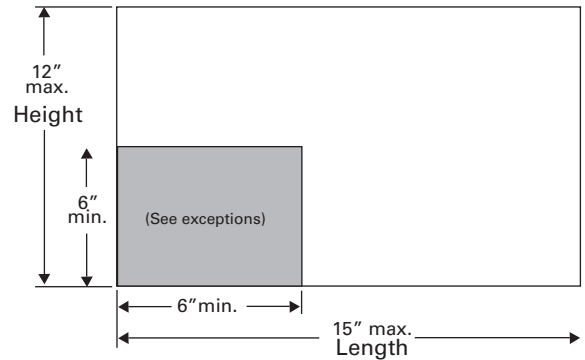
## Postcard Specs



## Letter Specs



## Flat Specs



## Exceptions:

May be a minimum of 5" in length if height is 6" to 7-1/2"

OR

May be a minimum of 5-3/8" in length if height is more than 7-1/2" but no more than 9-1/2"



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# Postal Rates Reference Chart

Effective 5/11/09

500 Piece Minimum for presorted and automated mailings  
 200 Piece Minimum for a single piece permit imprint (indicia).  
 Delivery 1 - 3 days \*\*not guaranteed

## 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	Non-Automation Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.28	0.245	0.230	0.220	0.218	0.205

## First Class Letter Size Rates

min. Size: 3-1/2" x 5" max Size: 6"-1/8" x 11-1/2" thickness: .009" to .25"

Weights	Single Piece Full Rate	Non-Automation Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.44	0.414	0.382	0.360	0.357	0.335
Weight not over 2 ounce	0.61	0.539	0.507	0.485	0.482	0.460
Weight not over 3 ounce	0.78	0.644	0.632	0.610	0.607	0.585
Weight not over 3.5 ounce*	0.95	0.789	0.757	0.735	0.732	0.710

Weight not over 3.5 ounce See Flats

\*Weight cannot exceed 3.3 oz. For automation discounts

\*\*Nonmachinable letters are subject to a nonmachinable surcharge of \$0.20 per piece for single piece

## First Class Flat Size Rates

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

Weights	Single Piece Full Rate	Non-Automation Presorted	Automated Mixed AADC	Automated AADC	Automated 3 Digit	Automated 5 Digit
Weight not over 1 ounce	0.88	0.757	0.725	0.603	0.542	0.380
Weight not over 2 ounce	1.05	0.927	0.895	0.773	0.712	0.550
Weight not over 3 ounce	1.22	1.097	1.065	0.943	0.882	0.720
Weight not over 4 ounce	1.39	1.267	1.235	1.113	1.052	0.890
Weight not over 5 ounce	1.56	1.437	1.405	1.283	1.222	1.060
Weight not over 6 ounce	1.73	1.607	1.575	1.453	1.392	1.230
Weight not over 7 ounce	1.90	1.777	1.745	1.623	1.562	1.400
Weight not over 8 ounce	2.07	1.947	1.915	1.793	1.732	1.570
Weight not over 9 ounce	2.24	2.117	2.085	1.963	1.902	1.740
Weight not over 10 ounce	2.41	2.287	2.255	2.133	2.072	1.910
Weight not over 11 ounce	2.58	2.457	2.425	2.303	2.242	2.080
Weight not over 12 ounce	2.75	2.627	2.595	2.473	2.412	2.250
Weight not over 13 ounce	2.92	2.797	2.765	2.643	2.582	2.420

## Priority Mail

Weights	Flat Rate Envelope	Reg Flat Rate Box	Large Flat Rate Box
Any as long as it fits in Postal provided package	4.950	10.350	13.950

## Design Tips:

1. Keep it letter size!
2. Avoid square designs
3. Mail must be rectangular! No rounded corners or diecut 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 - 1.5"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 into 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. ASK! There are no bad questions

## Tabbing (Wafer Seal) Requirements:

1 or 2 wafer seals required on all folded letter-size pieces for automation postage discounts

**\*\*\*no tabs required for flat mail\*\*\***

Folded Edge on bottom, open on the top: **1 Wafer Seal**

Folded Edge on top, open on the bottom: **2 Wafer Seals**

All letter size booklets (stitched): **2 Wafer Seals**

**\*\*\*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 is polybagged, polywrapped, or enclosed in any plastic material.
- c. If it has clasps, strings, buttons, or similar closure devices.
- d. If it contains items such as pens, pencils, or 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" high or 6" long (letter size) and the thickness is less than 0.009 inch.



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