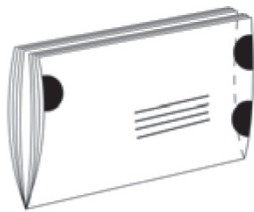
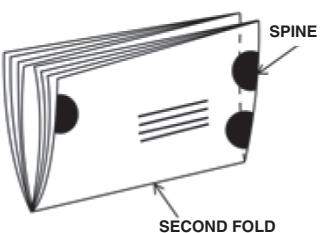
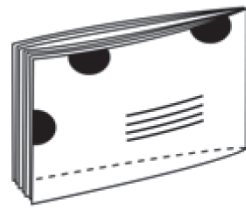
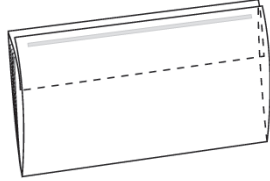


New Lettersize or other folded Booklet Design Standards

Effective September 8, 2009

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
Spine or fold on the bottom (longer) edge 	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" nonperforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.
Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge 	5" to 10.5" long	40-pound		
Spine on the leading (shorter) edge 	5" to 9" long Over 9", up to 10.5" long	50-pound 70-pound	Three 1.5" nonperforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.
Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge 	5" to 9.5" long	80-pound		