

Self-Mailer Tabbing Standards

(WITHOUT Staples)

What is a Self-Mailer?

A folded Self-Mailer is formed of panels created when a single or multiple unbound sheets of paper are folded together and sealed to form a letter-size mailpiece.

All Self-Mailers require at least TWO 1" tabs

1" Translucent
Non-Perforated

Height: Min: 3 1/2"
Max: 6"

Length: Min: 5"
Max: 10 1/2"

Max. Weight: 3 oz.

Folded Self-Mailer

Tabs 2
Final Folded Edge Bottom
Sheets Single
Basis Weight 70 lb. < 1oz*



Tri-Folded Self-Mailer

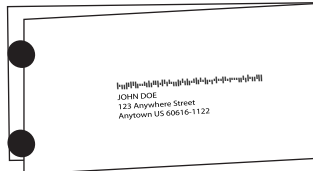
Tabs 2
Final Folded Edge Top and Bottom
Sheets Single
Basis Weight 70 lb. < 1oz*



Address Panel MUST be Middle Panel

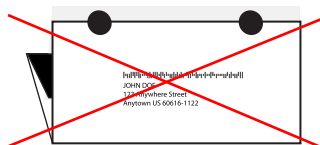
Folded Self-Mailer - Open Side

Tabs 2
Final Folded Edge Right
Sheets Single
Basis Weight 70 lb. < 1oz*

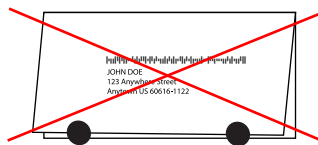


* Greater than 1 oz. requires a Basis Weight of 80 lb. and two 1 1/2" Tabs.

Incorrect Self-Mailer Formats



Address panel in a Tri-Folded Self-Mailer MUST be the center panel.



The final fold MUST be at the bottom, NOT the top.

Booklet Tabbing Standards

(WITH Staples)

What is a Booklet?

Booklets are mailpieces with a bound edge and include sheets fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that is automation-compatible and produces an end where pages are attached. Booklets are generally open on three sides before sealing, similar to a book.

All Booklets require at least THREE - 1 1/2" Tabs

1 1/2"
Translucent
Non-Perforated

Height: Min: 3 1/2"
Max: 6"

Length: Min: 5"
Max: 10 1/2"

Max. Weight: 3 oz.

If the Spine or Final Fold is...	with length..	The Cover Stock must be at least...
<p>Spine or final fold on the bottom (longer) edge</p>	5" to 9" long	50 pound
	Over 9", up to 10.5" long	60 pound
<p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	5" to 10.5" long	40 pound
<p>Spine on the leading (shorter) edge</p>	5" to 9" long	60 pound
	Over 9", up to 10.5" long	70 pound