



Mailing Basics

First Class-Single Piece & Bulk Mail

First Class-Single Piece. Postage can be applied with Indicia, First Class stamp, or meter strip.

Bulk Mail-Mail that qualifies for discounted mailing. Postage can be applied with Indicia or Precancelled Stamp.

Discounts:

Pre-sorted
Machinable
Automation

Classes:

First Class
Marketing Mail (Previously known as "Standard" mail)
Marketing Mail Non-Profit

Mail piece category & size		Length	Height	Thickness
<i>Postcards (single sheet)</i>	<i>minimum</i>	5"	3.5"	0.007
	<i>maximum</i>	6"	4.25"	0.016
<i>Postcards (single sheet)</i>	<i>minimum</i>	6"	4.25"	0.016
	<i>maximum</i>	11.5"	6.125"	0.25
<i>Postcards (single sheet)</i>	<i>minimum</i>	11.5"	6.125"	0.25
	<i>maximum</i>	15"	12"	0.75

Address block area needs to be 4 x 2 1/2, preferably no print or with no distracting background.