



September 8, 2009

To our valued clients:

Recently the United States Postal Service has announced new standards for securing and sealing letter sized booklets. The change is set to take effect on September 8, 2009 and greatly affects the way that booklets need to be sealed and secured prior to entering the mainstream.

We should first explain the definition of a "letter sized mail piece" to better help you understand what type of piece this affects.

Per USPS specifications a Letter is classified by a mail piece with the following size limitations:

Minimum Size: 3-1/2" x 5-1/2" Minimum Thickness: 0.009"

Maximum Size: 6-1/8" x 11-1/2" Maximum Thickness: 0.25"

** If any one of these dimensions exceeds or fails to reach the minimum or maximum sizes, the piece gets re-classified and the sealing of the piece may not be affected. **

For example, a piece measuring 6" high by 11" long is classified as a Letter and will require sealing of some sort. If that same piece increases one dimension to 6-1/2" x 11", the piece is now classified as a Flat sized mail piece, and sealing requirements are not necessary, however postage rates increase.

Please contact Spectrum Graphic Services, we will perform the necessary research to obtain an accurate assessment of your mail piece, help determine what classification your mail piece design falls under, and what requirements are needed to effectively and efficiently send your mail through the USPS postal stream.

Once the classification of a mail piece is determined, we must now determine what subcategory that letter-sized piece falls into. Letter sized pieces can be classified as a Postcard, a Self-mailer or a Booklet. As we are all aware, postcards are a single piece and do not require any method of sealing. The requirements for sealing a self-mailer are remaining the same and are not affected by the new sealing standards; please contact our team for questions on how self-mailers need to be sealed.