# SHARE MAIL<sup>™</sup> LAYOUT GUIDELINES

### ENVELOPE DIMENSIONS

Length:	$5" - 11\frac{1}{2}"$ Height: $3\frac{1}{2}" - 6^{1}/8"$		
Thickness:	.009" – .25"		
Weight:	Combined envelope + insert $\leq$ one ounce		
Aspect Ratio:	1.3 – 2.5 (Length divided by height)		
Shape:	Rectangular (No square envelopes)		
Paper Weight:	40 lb. book-grade paper minimum		
Paper:	Non-glossy only. White paper is preferred; pastels acceptable. No dark colors; no reverse printing		

#### ADDITIONAL STANDARDS

Wraps & Closures: No poly wrapping, poly bagging, or shrink wrapping; no clasps, strings, buttons, or similar closure devices or protrusions that damage the mail or mail processing equipment.

Enclosed Items: Rigid odd-shaped items (e.g. pens, keys, etc.) are prohibited. Odd-shaped items (e.g. coins, tokens, etc.) are only permitted if firmly affixed to and wrapped within the contents of the mailpiece. Reasonably flexible items (e.g. gift cards, credit cards, etc.) are permitted.

Flexibility Standards: The contents must bend easily when subjected to a transport belt tension of 40 lbs, around an 11"-diameter drum.

## Facing Identification Mark (FIM)

## POSTCARD DIMENSIONS

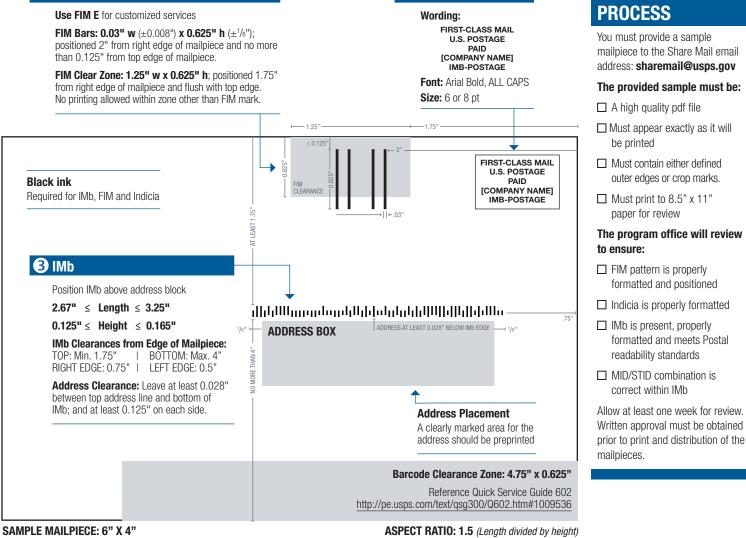
Length:	5"-6"	Height:	31⁄2" – 41⁄4"	
Thickness:	.009" – .016"			
Aspect Ratio:	1.3 – 2.5 (Length divided by height)			
Paper:	Non-glossy pape	r		

#### ADDITIONAL STANDARDS

2 Indicia

- The address side of the card **must be divided** into a right portion and a left portion, with or without a vertical grayscale rule. The left portion is the message area.
- The right portion contains the delivery address, postage and USPS markings or endorsements. This portion must be at least 2.13" wide measured from the right edge.
- If lines are used on the right side of the card to identify where the address should be written, they should be in a grayscale.
- ID tag clearance: On the non-addressed side of mailpiece, leave a clear zone measuring 14 mm high x 118 mm wide from the lower left corner of the mailpiece.

**SUBMISSION** 



## **IMb Parameters**

For details on how to create an IMb: https://ribbs.usps.gov/index.cfm?page=intelligentmail 2

Barcode ID:

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4 5 6

Service Type ID:

Static: 734

Unique: 733

#### 9 10 Mailer ID: 9 digits assigned by Share Mail Program Office \*Mailer IDs assigned before 1/1/17 have 6 digits

11 12

13 14

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Serial Number: 6 digit static value OR 6 digit unique value

16 17 18 19 20 21 22 23 24 25 26 27 28 29 Routing ZIP Number NUI