

## Trail Edge Die-Cut (TED-C) Process for Eligibility at Automation Letter Prices

This advisory provides the process for getting approval to mail a non-rectangular trail edge die-cut (TED-C) letter-size mailpieces at the applicable automation letter prices. These pieces have a die-cut that extends past the conventional trailing edge of the mailpiece. The conventional trailing edge is defined by a line drawn from the upper left corner to the lower left corner.

*Domestic Mail Manual* (DMM) 201.1.1c provides that machinable letter and postcard priced mailpieces be "rectangular, with four square corners and parallel opposite sides".

The USPS and the mailing industry have worked together to create requirements that will allow for the mailing of non-rectangular TED-C letter-size pieces at the automation letter prices. Additionally, a template has been created with instructions to assist with designing TED-C mailpieces. Attached is a copy of the template. This template can also be found at: [https://postalpro.usps.com/alternative\\_designs/ted\\_c\\_template](https://postalpro.usps.com/alternative_designs/ted_c_template)

This template along with the following criteria will allow you to determine whether your pieces would eligible to be submitted for approval.

After extensive testing performed by USPS Engineering, non-rectangular TED-C mailpieces must meet the following dimensional criteria:

- Height: 3-1/2 inches (min) to 6-1/8 inches (max)
- Length: 5 inches (min) to 10 1/2 inches (max)
- Thickness: 0.009 inch (min) to 0.25 inch (max)
- Aspect Ratio: 1.3 (min) to 2.5 (max)
- Max Pc Wgt: 2.5 ozs

NOTES: When measuring for minimum length and minimum aspect ratio, you cannot include the die-cut design. Example, if piece is 4 1/2" in length without the die-cut and the die-cut design allows the piece to meet the 5" minimum, the piece is not mailable.

When measuring for maximum length and maximum aspect ratio, you must include the die-cut design. Example, if piece is 10-1/8" without the die-cut and the die-cut design makes the piece exceed the 10-1/2" max, the piece is not eligible for automation letter prices.

Additionally, the following requirements apply:

- Mailpiece must maintain four 90 degree corners
- Die-cut must be only on the trailing edge
- Die-cut cannot extend more than 5/8" from the conventional trailing (left) edge
- Die-cut design must start at a minimum of 5/16" from both the top and bottom edges
- Die-cut must vertically cover, at a minimum, more than 1" of space
- Die-cut cannot extend, on the TED-C template, only into Zone "A" or only in Zone "D" or both Zones "A" & "D" (must have some part of extension in Zones "B" or "C")
- Must be in a sealed envelope or sealed along all open edges or be a single card
- All envelopes must be made of paper with a minimum 50 pounds paper basis weight (book grade) or equivalent. (See DMM 201.3.2)
- Window envelopes must meet DMM 601.6.3, and ensure there is at least 1/2 inch between the bottom edge of the window and bottom edge of the envelope.

- Window envelopes must have a clearance of 5/8" between the left edge of the window and the conventional trailing edge of the mailpiece
- Must be included in an Intelligent Mail barcode (IMb) Full-Service mailing and have an address block barcode
- First-Class Mail must use Service Type ID (STID) 260 (Full Service w/o Informed Visibility) or 270 (Full Service w/ Informed Visibility) - piece wasted
- Residual pieces will be charged at the applicable residual prices
- The die-cut shape must be integral to the mailpiece and not be an attached extension.
- The die-cut shape must extend away from (further left of) the conventional trailing edge. No portion of the die-cut may extend into the mailpiece (right of the conventional trailing edge).

**Important Note:** A significant amount of the die-cut should extend into zone C of the TED-C template if visibility in Informed Delivery is desired. Significant would be defined as having at least 50% of zone C covered.

A TED-C mailing is not eligible for automation letter prices if it is or includes any of the following:

- First-Class Mail Single-Piece prices
- Postcard prices
- Folded self-mailers
- Booklet mailpieces
- Flat-size mailpieces
- Ancillary Service Endorsements
- Secure Destruction

### **Applying for Approval**

**At the present time, while testing is still being performed, please follow these instructions:**

\*Submit two samples and a letter (must include minimum paper basis weight of pieces) requesting approval to mail TED-C (trail edge die-cut) letter-size mailpieces at the automation letter-size prices to:

**Manager  
Pricing and Classification Service Center  
90 Church Street Suite 3100  
New York, NY 10007-2951**

If samples are cleared for testing by the Pricing and Classification Service Center (PCSC), the PCSC will request additional pieces (50-100) for testing. The PCSC will supply an approval letter if testing is successful.

**PLEASE NOTE:** Any mailer who has been approved for automation letter prices for TED-C pieces **must** present their approval letter when mailing these pieces or supply the case number identified in the approval letter.

When mailing a TED-C mailing, all pieces that cannot be automated (residual) will be charged the applicable residual prices.