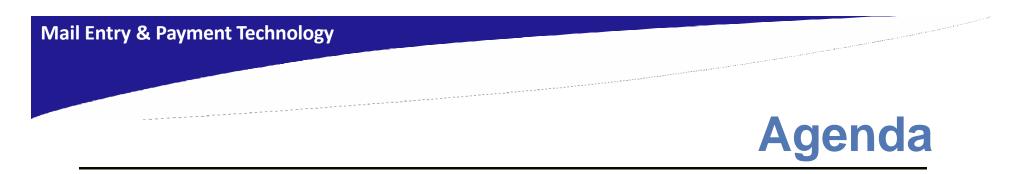


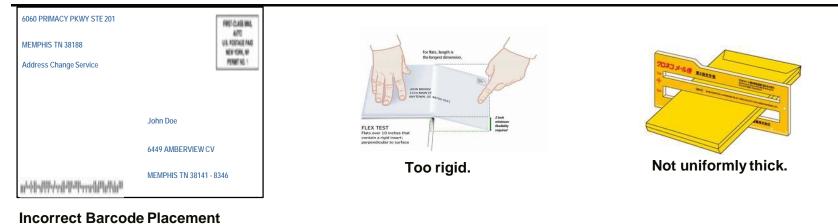
# Basic Design Elements Flats



### Physical Standards of Flats

- Addressing Standards for Flats
- **D** Automation Flats

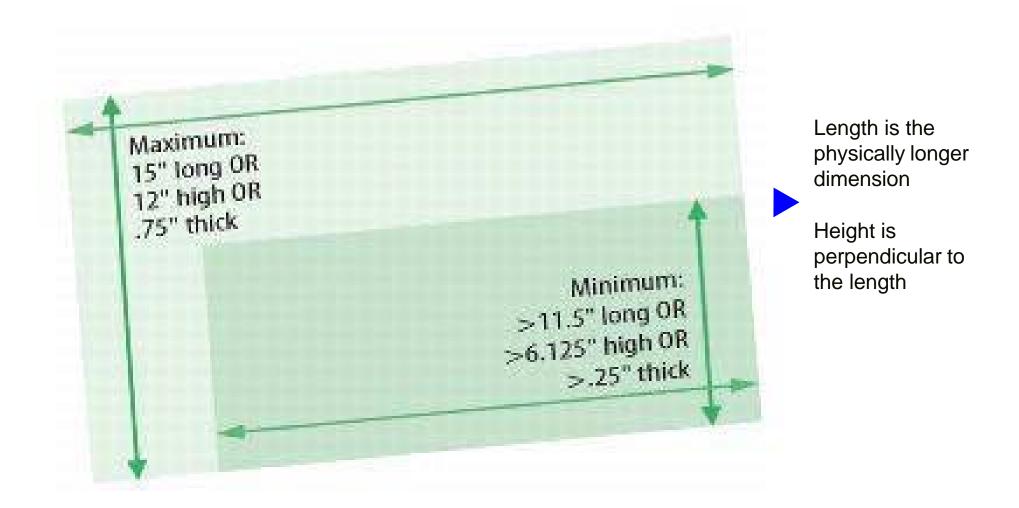
## **Importance of Flat Standards**





Automated Flats Sorting Machine

## **Flats – Physical Standards**

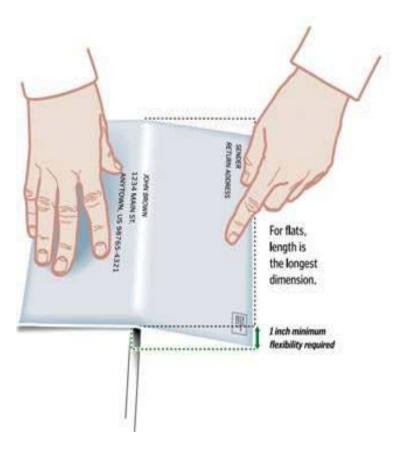


# Flats – Physical Standards

Flat-size pieces must be:
Flexible
Uniformly thick (within ¼")
Rectangular
Deflection

# Flexibility Test – Part One

- First test pieces with the longest side parallel to the edge of a flat surface.
- Press down on the center of the piece 1 inch from the outer edge.
- The piece is not flexible if it cannot bend at least 1 inch Vertically without being damaged.
- The piece is flexible if can bend at least 1 inch vertically without being damaged and it contain a rigid insert.

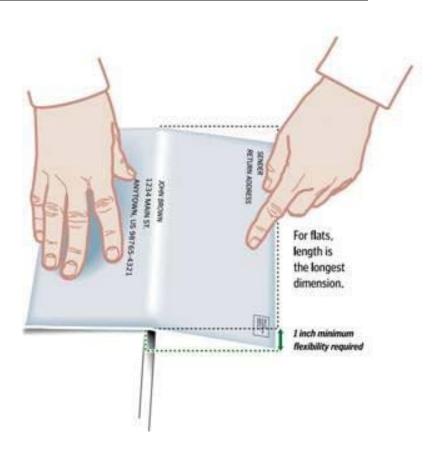


# **Flexibility Test – Part One**

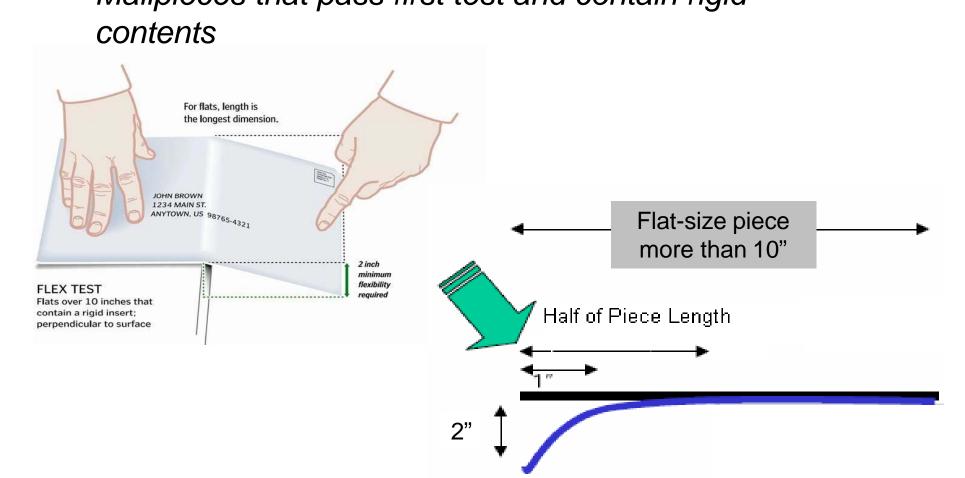
If the piece can pass this test AND does not contain a rigid insert, no further testing is necessary

If the piece passes this test but it DOES have rigid contents, go to the next step, part 2

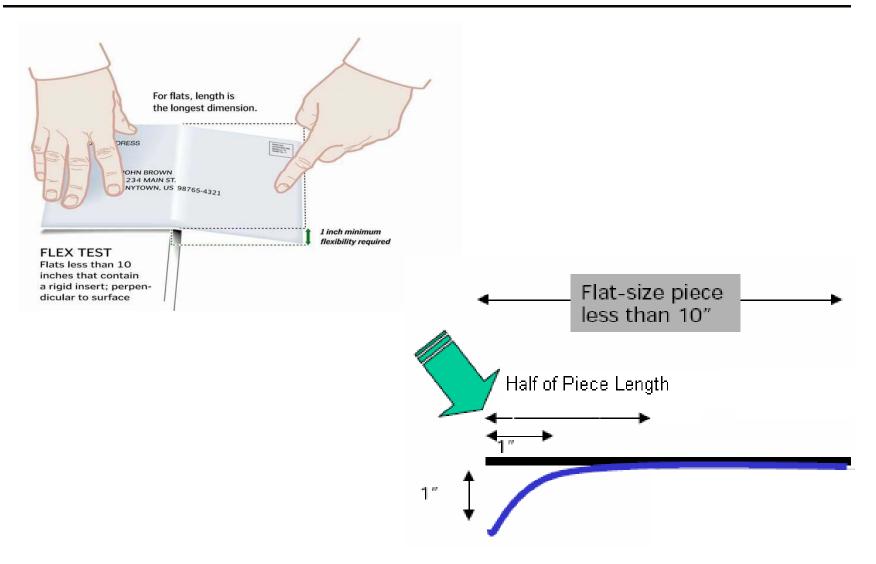
**Note**: A permanent bound edge is not considered a rigid item.



Mail Entry & Payment Technology Flexibility Test – Part Two Mailpieces that pass first test and contain rigid

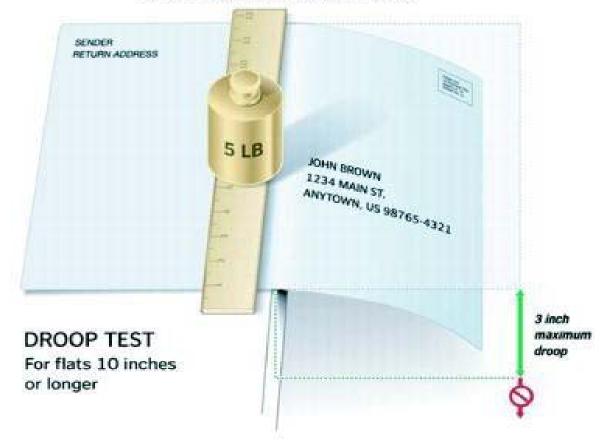


# **Flexibility Test – Part Two**

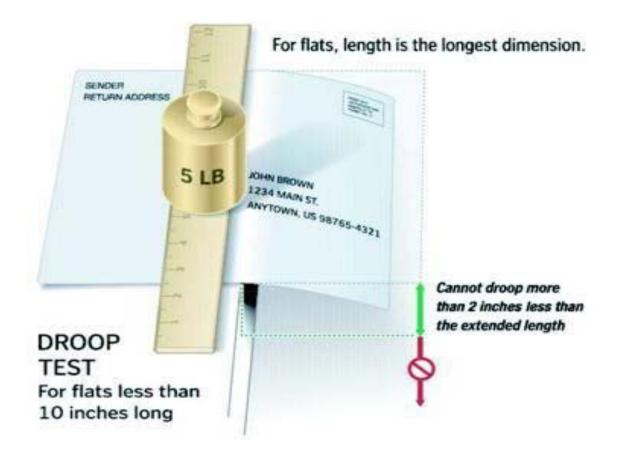


## **Deflection Test**





## **Deflection Test**

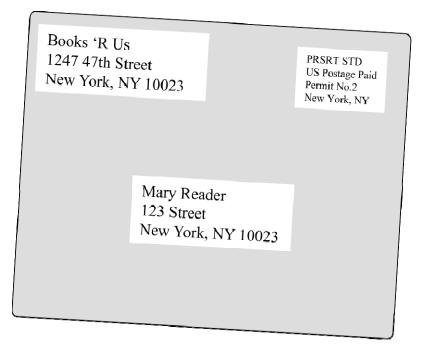


## **Uniform Thickness**

- Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness.
- Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniformly thick or result in the contents bursting out of the mailpiece

#### Rectangular

 May be prepared with finished corners not exceeding a radius of .125" inch (1/8 inch)



#### Polywrap Film or Similar Material:

 Only products listed as approved on the PostalPro website may be used

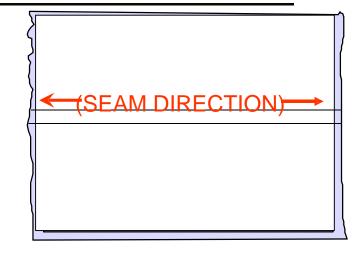
#### **Physical Requirements:**

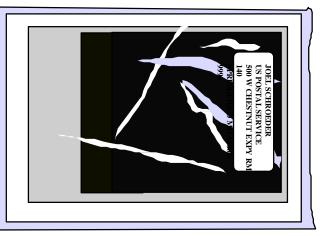
Outlined in DMM section
 201.4.5



#### Polywrap Film or Similar Material:

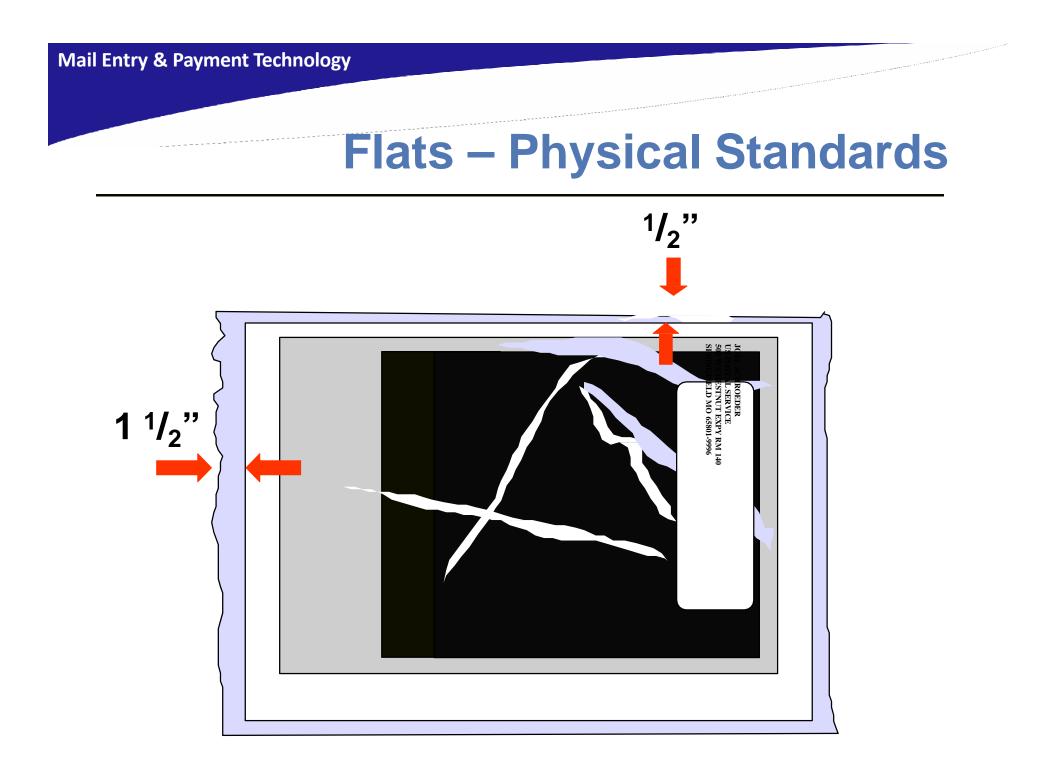
- Wrap direction must be around the longer axis
- □ Seam:
  - Parallel to longer dimension
  - Front or back
  - Not over address or barcode





BACK

FRONT



# Flats – Physical Standards

## Labels, Stickers, and Release Cards

- □ 201.4.8.1 Use
- 201.4.8.2 Pressure-Sensitive Label
- □ 201.4.8.3 "Sandwich" Label
- □ 201.4.8.4 Flats with Attached Release Cards
- □ 201.4.8.5 Standards for Release Cards

## Catalogs

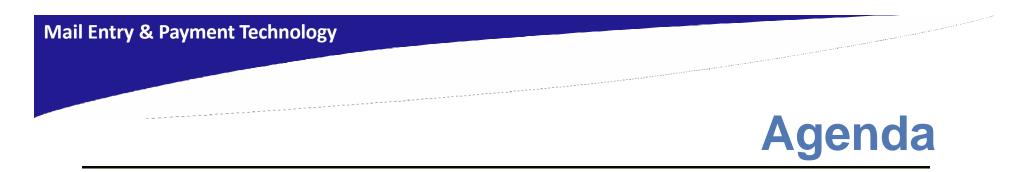
- A bound flat-sized mailpiece with at least 16 pages meeting flat physical criteria.
- Provide a listing of products offered for sale arranged systematically and include images, photographs or illustrations of the products, descriptive details, and prices.
- Must contain an order form, a phone number, or a web address to place orders and provides shipping options for the products offered for sale.



## **Nonautomation Flats**

Additional Physical Standards by Mail Class:

- □ 201.5.1 First-Class Mail
- □ 201.5.2 Standard Mail
- □ 201.5.3 Bound Printed Matter
- □ 201.5.4 Media Mail and Library Mail
- 201.5.5 Priority Mail Express, Priority Mail and Critical Mail Flats



#### □ Physical Standards of Flats

#### Addressing Standards for Flats

**D** Automation Flats



- Minimum 8-point type (6-point for automation flats)
- **D** 6-point if all capital letters with DPBC
- Characters in address can not overlap
- Address lines can not touch or overlap
- Address elements separated by no more than five blank character spaces

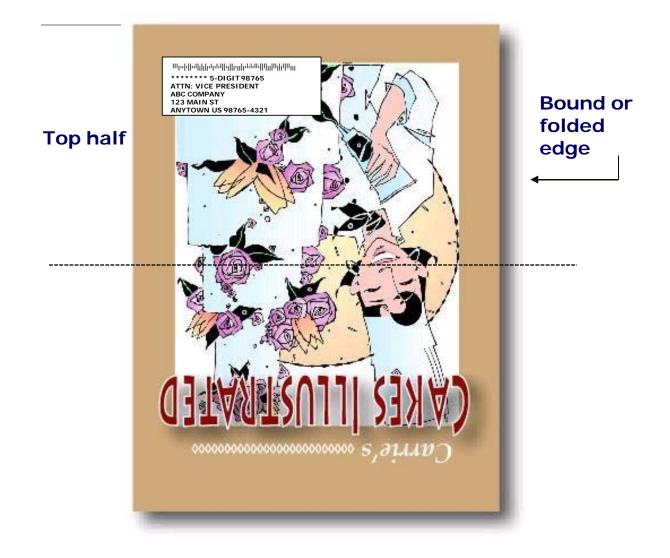
# **Address Placement**

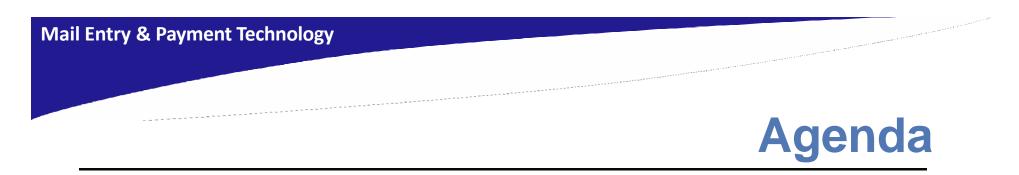
#### **Enveloped, Polywrapped, or Card-style Flats**

**Top edge** 



## Address Placement - Bound or Folded Flats





#### Physical Standards of Flats

Addressing Standards for Flats

D Automation Flats

# Automation Flats – Physical Standards

Dimensions	Minimum	Maximum
Height	5″	12″
Length	6″	15″
Thickness	.009″	0.75″

# **Automation Flats**

### Weight Maximums

- □ First-Class Mail:
- □ Periodicals:
- □ Standard Mail:

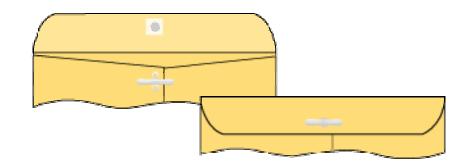
- 13 ounces
- 20 ounces
- < 16 ounces
- □ Bound Printed Matter: 20 ounces

## **Automation Flats**

# Prohibitions

Protrusions

□ Staples



#### Tabs, Wafer Seals, Tape, and Glue



**Booklet-Type Piece or Magazine** 

## Short Covers

More than ¾" from each edge

Secured with at least two tabs etc. at least 1" from top and bottom edges of the cover

### **Outside Stickers**

Affixed with permanent adhesives





## **Automation Flats - Barcoding**

#### Barcode:

Intelligent Mail barcode (IMb)

Placement:

 On address side at least 1/8 inch from any edge of the piece

Clearances:

- 1/8 inch between the leftmost and rightmost bars to any printing, label edge or window edge
- .028" inch above and below barcode to any printing, label edge or window edge

## ADDITIONAL RESOURCES

Visit our websites at:

www.usps.com

http://pe.usps.gov/

Contains the DMM, IMM and various publications.

https://postalpro.usps.com/

Contains information on Intelligent Mail, Full Service, eInduction, Seamless Acceptance etc.

## MDA SUPPORT CENTER

# Contact Information by phone 855-593-6093 OR by email MDA@USPS.GOV

MONDAY – FRIDAY, 7am – 5pm CST