

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

This document identifies the requirements that must be met to mail trailing edge die-cut (TED-C) letter-size mailpieces at the applicable automation letter-size 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 must 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. This template is available at: [Trailing Edge Die-Cut \(Ted-C\) Letters Template | PostalPro \(usps.com\)](#)

The template along with the following criteria determine if pieces are eligible to be submitted for approval. Non-rectangular TED-C mailpieces must meet the following dimensional criteria as determined by USPS Engineering Tests:

- Height: 3 ½ inches (min.) to 6 1/8 inches (max.)
- Length: 5 inches (min.) to 10 ½ inches (max.)
- Thickness: 0.009 inch (min.) to 0.25 inch (max.)
- Aspect Ratio: 1.3 (min.) to 2.5 (max.)
- Max Piece Weight: 2.5 ounces

NOTE:

1. Yellow highlights indicate differences in dimensional criteria from typical enveloped and card type automation letters.
2. When measuring for **minimum length and minimum aspect ratio**, you cannot include the die-cut design. For example, if the piece is 4 ½” in length without the die-cut, and with the die-cut design allows the piece to meet the 5” minimum length, the piece is non-mailable (i.e., The die-cut design must not be used to meet the minimum length of 5”. The minimum length must measure 5” without the die-cut design).
3. When measuring for **maximum length and maximum aspect ratio**, the die-cut design must be included. (i.e., If the piece is 10 1/8” without the die-cut and the die-cut design makes the piece exceed the 10 ½” maximum, the piece is not eligible for automation letter prices and must be paid at the applicable nonmachinable letter price (See [Price List – Notice 123](#))).

Additionally, the following requirements apply:

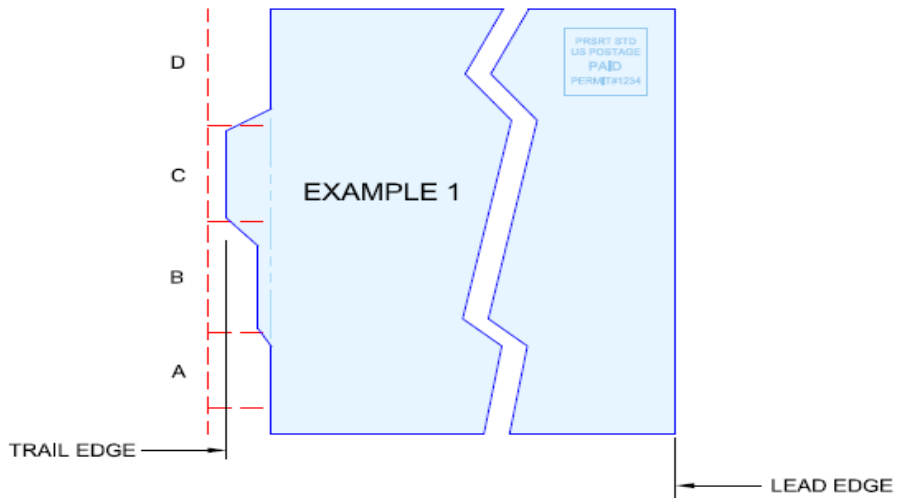
- Mailpiece must maintain four 90-degree corners.
- Die-cut must be only on the trailing (left) edge.
- Die-cut cannot extend more than 5/8” from the conventional trailing (left) edge.
- Die-cut design must start at a minimum of 5/16” from both the top and bottom edges.
- Die-cut must vertically cover, 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 only 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 requirements in [DMM 601.6.3](#) and ensure there is at least 1/2” between the bottom edge of the window and bottom edge of the envelope, and 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.
 - Residual pieces will be charged at the applicable residual letter prices. (See [Price List – Notice 123](#))
 - The die-cut design must be integral to the mailpiece and not be an attached extension.
 - The die-cut design 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: It is recommended that the die-cut design should extend in ZONE C. If the die-cut extension's leftmost edge is not in ZONE C, it will process. However, there may not be any visibility of the die-cut in Informed Delivery® for recipients.

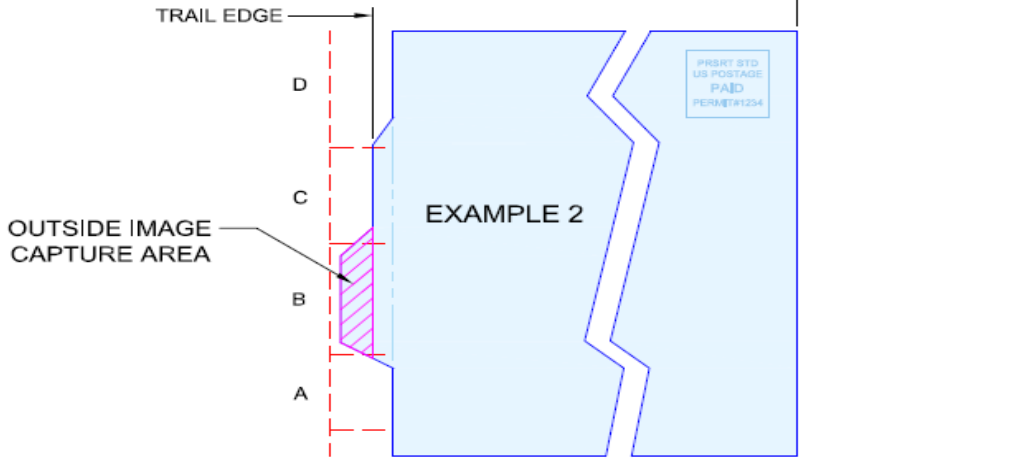
In EXAMPLE 1 the leftmost edge is in Zone C.

In this case, the die-cut will be visible for recipients using Informed Delivery®.



In EXAMPLE 2 the leftmost edge is NOT in Zone C.

In this case, the die-cut will NOT be visible for recipients using Informed Delivery®.



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

- First-Class Mail Single-Piece prices
- Postcard prices
- Folded self-mailers
- Booklet mailpiece
- Flat size mailpieces
- Secure Destruction (Currently under review)

Approval:

- Pre-approval is not required. ([DMM 201.3.3](#))
- TED-C pieces are only authorized for automation letter prices.
- Pieces not meeting the TED-C requirements that are presented as a mailing will be charged nonmachinable letter prices.

Requests for design reviews must be submitted to a Mailpiece Design Analyst (MDA) at MDA@usps.gov