

MAILPIECE TYPE QUICK GUIDE/ POSTAL REGULATIONS

Mailpieces are classified by size, shape and how they are prepared. These classifications are based on how efficiently mailpieces can be processed on postal service equipment. For the purposes of determining mailability or machinability, the length is the dimension parallel to the address as read. Letter-size and card-size pieces meeting the applicable automation standards are entitled to automation prices, otherwise, they are considered non-machinable.

Some examples of a non-machinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- A square envelope has an aspect ratio of 1, making it non-machinable. However, if the square envelope exceeds one or more maximum dimensions for a letter sized mail piece, it may be mailed as an automation flat.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It contains items such as pens, pencils, or keys that create an uneven thickness.
- The mailpiece has non-paper surfaces, other than envelope windows or attachments that are allowed under eligibility standards by class of mail.

In order to be considered an automated mailing, there must be a minimum number of pieces in the mailing determined by class as follows:

Presorted First Class = Minimum of 500 pieces

Presorted STD = Minimum of 200 pieces