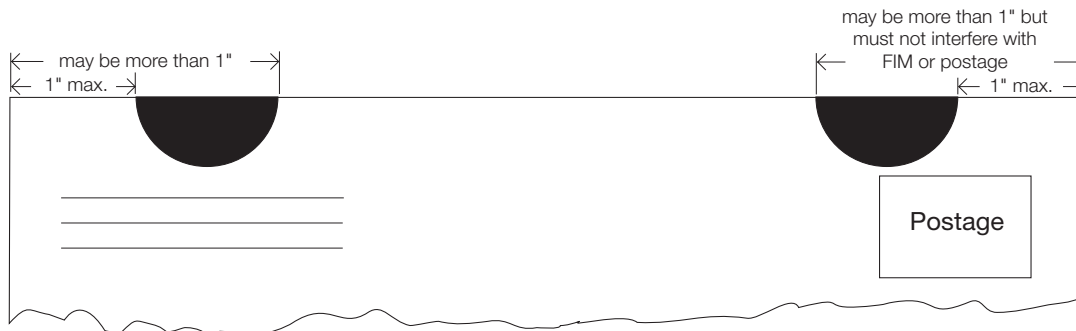


# USPS Tabbing Guidelines for BROCHURES

(sheets are NOT bound)

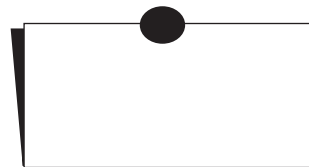
## Placement of Tabs and Wafer Seals (201.3.14)



## Specifications for Automation-Compatible Letter-Size Mailpieces

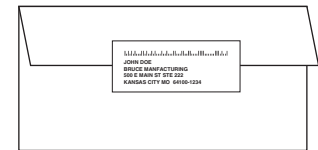
### Double Postcard

Tabs 1 (middle)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 75 lb.



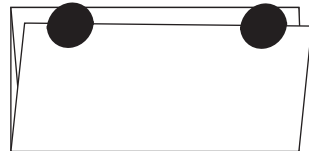
### Folded Self-Mailer (Invitation Fold)

Tab Address Label  
 Folds Top and Bottom  
 Sheets Multiple  
 Basis Weight 20 lb.



### Folded Self-Mailer

Tabs 2 (start  $\leq 1$  inch from edges)  
 Folded Edge Top or Bottom  
 Sheets Single  
 Basis Weight 20 lb.



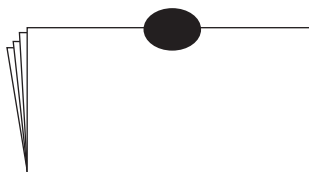
### Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 20 lb.



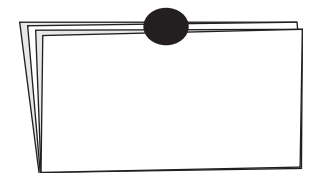
### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Multiple  
 Basis Weight 24 lb.



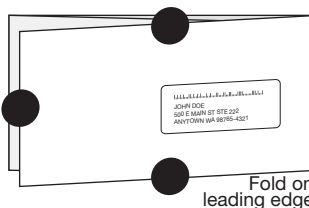
### Folded Self-Mailer

Tabs 1 (middle)  
 Folded Edge Bottom  
 Sheets Single  
 Basis Weight 28 lb.



### Folded Self-Mailer

Tabs 3 (left and open edges)  
 Folded Edge Right  
 Sheets Single  
 Basis Weight 75 lb.



An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

### Booklet

Tabs 2 (start  $\leq 1$  inch from edges)  
 Spine Bottom  
 Sheets Multiple w/ Cover  
 Basis Weight 20 lb. (Cover)

### Folded Booklet

Tabs 2 (start  $\leq 1$  inch from edges)  
 Spine Left  
 Folded Edge Bottom  
 Sheets Multiple w/ Cover  
 Basis Weight 20 lb. (Cover)

### Folded Booklet

Tabs 2 (start  $\leq 1$  inch from top edge)  
 Spine Right  
 Folded Edge Bottom  
 Sheets Multiple w/ Cover  
 Basis Weight 20 lb. (Cover)

### Booklet

Tabs 2 (start  $\leq 1$  inch from top and bottom edges)

New booklet regulations go into effect September 9, 2009. See booklet tabbing guidelines.