

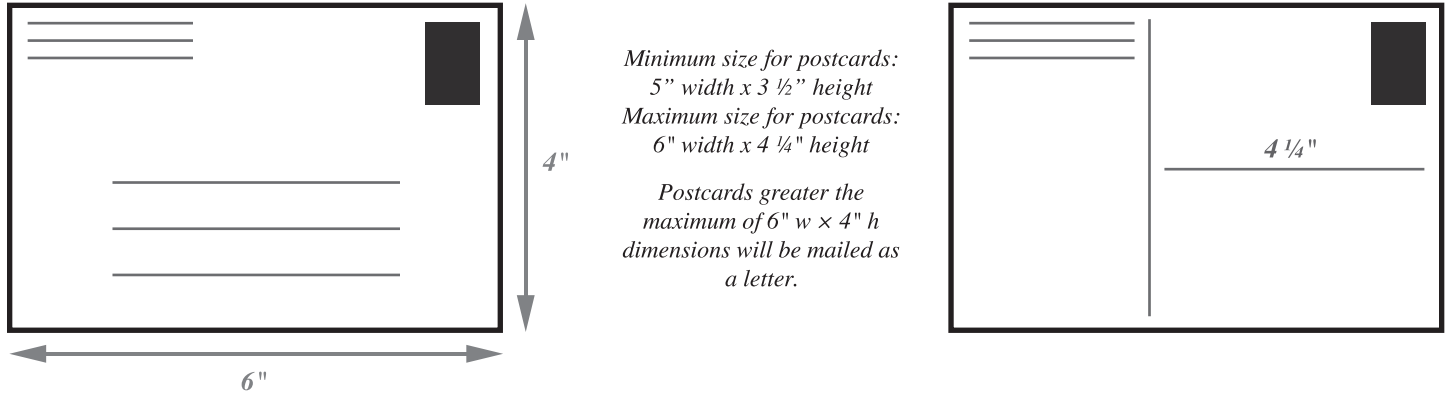
Bulk Mail Addressing for Postcards and Letters

Postcards

Dimensions

Postcard dimensions must yield an aspect ratio of $1 \frac{1}{3}$ or greater. Ratio is calculated as width divided by height. For example, a 6" wide by 4" high postcard has an aspect ratio of $1 \frac{1}{2}$ ($6/4 = 1 \frac{1}{2}$).

An aspect ratio less than $1 \frac{1}{3}$ is non-machinable.



* Non-machinable mail pieces do not qualify for any discount, and in some cases, will incur additional charges.

Right column clearance

Postcards with a vertical line separating left and right columns, must allow $4 \frac{1}{4}$ " inch clearance from the line to the right edge of the postcard in order to provide sufficient clearance for the barcode. If there is not adequate clearance, your mailing may incur higher postage. In all cases, please approve your mail piece through mail services prior to printing.

Letter Envelopes

Dimensions

Maximum dimensions for letters: $11 \frac{1}{2}$ " width x $6 \frac{1}{8}$ " height. Any mail piece greater than these dimensions will be mailed as a flat, incurring a higher postage.

The aspect ratio for letters is to be no less than $1 \frac{1}{3}$ and no greater than $2 \frac{1}{2}$. A standard #10 envelope for a business letter is $9 \frac{1}{2}$ " width x $4 \frac{1}{4}$ " height and has an aspect ratio of $2 \frac{1}{3}$. Letters above or below the aspect ratio are considered either non-machinable and incur higher postage, or deemed non-mailable.

Mail Services Can Help

We are able to seal, fold and insert your materials regardless of the size of the mailing. Mail Services can also print addresses and return address onto envelopes.

Mail Services does not charge for mail sent to campus apartments and residence halls.

Keep it Clear

Be sure to keep logos, slogans or graphics, clear of the delivery address and indicia/postage area.

