



New size and tabbing requirements for letter-size booklets


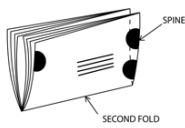
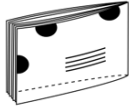

The Postal Service has redefined letter-size booklets. New size and tabbing requirements took effect September 8, 2009.

A booklet consists of multiple sheets or pages that are bound by saddle-stitching, perfect binding, pressed glue or other binding method that creates a nearly uniformly thick mail piece. **The new requirements apply only to letter-size booklets**, not larger booklets or unbound folded self-mailers.

The following regulations apply to all letter-size booklets:

- **Size:** Maximum height = 6 inches (currently 6 1/8)
Maximum length = 10 1/2 inches (currently 11 1/2)
- **Paper:** Minimum paper weight for cover = 40# to 80# book depending on design
- **Tabs:** 3 tabs required, minimum 1 1/2 inch diameter, non perforated (currently 1" diameter and can be perforated)

Exhibit 3.15.4 Booklet Design

If the spine or final fold is...	And the length is...	The cover stock must be at least...	Mailers must seal the piece with...	And place the tabs in these locations...
 <p>Spine or fold on the bottom (longer) edge</p>	<p>5" to 9" long</p> <p>Over 9", up to 10.5" long</p>	<p>50-pound</p> <p>60-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	<p>5" to 10.5" long</p>	<p>40-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Folded Booklet Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs 1 inch from the top edge.</p>
 <p>Spine on the leading (shorter) edge</p>	<p>5" to 9" long</p> <p>Over 9", up to 10.5" long</p>	<p>60-pound</p> <p>70-pound</p>	<p>Three 1.5" non-perforated tabs</p>	<p>Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.</p>
 <p>Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge</p>	<p>5" to 9.5" long</p>	<p>80-pound</p>	<p>Continuous glue line or glue spots</p>	<p>Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1inch glue spots acceptable if placed within 3/4 inch of right and left edges.</p>