

Reminder: New size and tabbing requirements for letter-size booklets Effective September 8th

The Postal Service is redefining letter-size booklets. New size and tabbing requirements will take effect September 8, 2009.


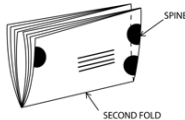
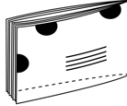

A booklet consists of multiple sheets or pages that are bound by saddle-stitching, perfect binding, pressed glue or other binding method that creates a nearly uniformly thick mailpiece.

The new requirements apply only to letter-size booklets, not larger booklets or unbound folded self-mailers.

Effective September 8, 2009, the following regulations will apply to all letter-size booklets:

- **Size:** Maximum height = 6 inches (currently 6 1/8)
Maximum length = 10 ½ inches (currently 11 ½)
- **Paper:** Minimum paper weight for cover = 40# to 80# book depending on design
- **Tabs:** 3 tabs required, minimum 1 ½ 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 style="text-align: center;">Spine or fold on the bottom (longer) edge</p>	5" to 9" long	50-pound	Three 1.5" non-perforated tabs	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.
	Over 9", up to 10.5" long	60-pound		
 <p style="text-align: center;">Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge</p>	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	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 style="text-align: center;">Spine on the leading (shorter) edge</p>	5" to 9" long	60-pound	Three 1.5" non-perforated tabs	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.
	Over 9", up to 10.5" long	70-pound		
 <p style="text-align: center;">Spine on bottom (longer) edge, non-perforated inner flap on top (upper) edge</p>	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within ¼ inch of right and left edges.