

Sandy,

Thank you so much for your interesting talk and sharing the post cards with us at the meeting Thursday.

However, here is some additional information direct from the internal post office newsletter to the postal clerks.

Retail Operations/ Pricing (blue info is my comments)

Charging the Correct Postage for First-Class Mail Letter-Type Mail pieces

Please be aware of the minimums and maximums for First-Class Mail letters, large envelopes (flats), and packages to ensure the correct postage is charged. Pay close attention to those envelopes such as greeting cards marked "Extra Postage Required."

In most cases, a letter-size mail piece that exceeds 3.5 ounces in weight or 11-1/2" length, or 6-1/8" height, or 1/4" thickness is classified and priced as a large envelope. There are a few exceptions, such as if the mail piece is a box and over 1/4" thick, or a mail piece containing an odd shaped item that results in more than a 1/4" variation in the thickness of the mail piece. In these rare cases, the mail piece is classified and priced as a package.

For helpful information, print and reference the attachment entitled *Getting it Right!* For a complete list reference the Domestic Mail Manual 101.1.0 <<http://pe.usps.com/text/dmm300/101.htm>>

Mail that is sent postage due is collected from the receiver (as long as it has some postage on it.) If it is unclaimed it is not returned but is sent to dead letter office where it is destroyed.

There is no charge for hand cancelling mail, but be sure to note also the info below on nonmachinable items. Even if it is hand cancelled it may go through the sorters and will likely be damaged. It must be marked "nonmachinable" or "Hand cancelled" and the fee must be paid.

You have some samples that are not. All I can say is You were lucky! Some observant clerk caught it in time.

Rates for Letters

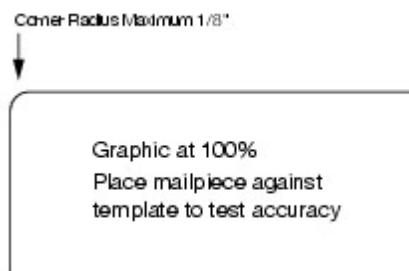
Weight Not Over (ounces)	Single- Piece
1	\$0.41
2	0.58
3	0.75
3.5	0.92

Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick.
- c. Not more than 3.5 ounces.
- d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1d](#).

Exhibit 1.1d Maximum Corner Radius for Letter-Size, Card-Type Mailpieces



1. Letter-rate pieces that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the nonmachinable surcharge (see 133.1.10).

Nonmachinable Criteria

1. A letter-size piece is nonmachinable (see 6.4) if it has **one or more** of the following characteristics (see 601.1.4 to determine the length, height, top, and bottom of a mailpiece):
 - a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
 - b. Is polybagged, polywrapped, or enclosed in any plastic material. [or has plastic or vinyl in it \(see through gumball machine. etc\)](#)
 - c. Has clasps, strings, buttons, or similar closure devices.
 - d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see 601.11.18, *Odd-Shaped Items in Paper Envelopes*).
 - e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
 - f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.

g. Has a delivery address parallel to the shorter dimension of the mailpiece. This means it has to be addressed like you would a normal letter. When you hold the piece and look at the address the piece cannot be taller than it is wide..

h. Is a self-mailer with a folded edge perpendicular to the address if the piece is not folded and secured according to 201.3.13.1.

i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to 201.3.13.2.

1.9 Nonmachinable Surcharge

Surcharge **per piece at single-piece rate: \$0.17.**

Note also the requirements for post cards below

6.3.2 Postcard Dimensions

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card rate must be:

a. Rectangular.

b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.

c. Not more than 4-1/4 inches high, or more than 6 inches long, or **greater than 0.016 inch thick.** quilted postcards do not qualify as postcards.

6.3.3 Other Cards

A card that does not meet the applicable standards in 6.3 must **not bear** the words "Postcard"

this was a question asked at the meeting

6.3.6 Unacceptable Attachment

A post card may not bear an attachment that is:

a. **Other than paper.**

b. Not totally adhered to the card surface.

c. An encumbrance to postal processing.

Please pass this info on to your customers. Aurora